

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
FORT MASON
SAN FRANCISCO, CALIFORNIA 94129

MSTSPAC 7421.2
P-5X
23 November 1964

MSTSPAC INSTRUCTION 7421.2

From: Commander Military Sea Transportation Service, Pacific Area
To: Distribution List

Subj: Overtime/Premium Pay Administration, USNS Nucleus Ships

Ref: (a) CMPI 610.1-9 and 1-18

1. Purpose. To prescribe responsibilities and procedures for administering subject pay in keeping with limitations recently imposed by DOD and COMSTS.

2. Information. DOD has placed stringent limitations on MSTS overtime expenses and has stressed that overtime funds granted by COMSTS must not be overexpended. Reference (a) contains general guidance for masters, ship department heads and cognizant office heads ashore regarding the administration of civilian marine overtime and other premium pay. This instruction contains supplemental material essential to proper financial management and the special budgetary control recently ordered by higher authority.

3. Definition. For purposes of expense distribution and budgetary control, overtime is defined as follows:

a. Compensation in excess of base pay earned by "day workers" for work performed in excess of an eight-hour day or a forty-hour week at sea or in port.

b. Compensation in excess of base pay earned by "watch standers" for work performed in excess of an eight-hour day or a forty-hour week while in port.

c. Compensation in excess of base pay earned for hazardous or dirty work, or work not normally that of a seaman, for which a rate other than the overtime rate provided in the wage schedule is applicable, provided such work is performed during hours in excess of the standard eight-hour day.

d. Compensation in excess of base pay earned for routine night watches and donkey watches falling on Saturday and Sunday while in port.

23 November 1964

4. Action.a. Masters.

(1) As part of their responsibility for all premium pay administration required by reference (a), masters shall exert every possible effort to keep overtime expense within the funds allocated in the current budget. These allocations represent the total funds authorized by COMSTS. No additional overtime funds are available to COMSTSPAC, whose previous authority to offset overtime expenditures against underexpenditures in other civilian marine personnel labor accounts has been withdrawn.

(2) Where masters have delegated the authorization of overtime work to ship department heads, diligence shall be exercised to insure that no excess or unnecessary overtime or other premium pay work is being authorized. Such delegation of authority shall be withdrawn by the master in accordance with reference (a) if there is indication of excess or unnecessary authorizations of overtime work by ship department heads.

(3) If it becomes apparent that overtime expenses cannot be kept within funds allocated, COMSTSPAC shall be notified by airmail as soon as possible. Full particulars surrounding the need for additional overtime funds shall be furnished. Such justifications will be needed by COMSTSPAC to properly advise higher authority concerning status of overtime funds.

b. Cognizant Offices Ashore. Administrative reviews of overtime/other premium pay work by cognizant ashore officials indicated below are required by reference (a):

<u>COGNIZANT OFFICIAL</u>	<u>SHIP DEPARTMENT</u>
Port Captain	Deck
Port Engineer	Engine
Port Steward	Steward
Director, Communications Division	Radio Officer
Director, Disbursing Division	Purser

(1) Since it is not feasible to obtain 100% review coverage within present personnel ceiling limitations, overtime sheets of selected ships (whose overtime/ premium pay expenses are running higher than other ships of similar class and employment) will be referred to the above reviewing officials by the Office of Comptroller.

(2) Overtime sheets so referred will be promptly reviewed and returned to P-5. Where it is indicated that responsible officers afloat may not have exercised

MSTSPACINST 7421.2
23 November 1964

proper judgment in the authorization of overtime/premium pay work, COMSTSPAC will advise the master concerned.

F. V. Hilles
F. V. H. Hilles

DISTRIBUTION: (MSTSPACINST 5215.2G)
SNDL T-100.....MSTSPAC activities only
USNS ALATNA

Copy to
CQMSTS
COMSTSLANT