

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

MSTSPAC 12310.2B  
P-22  
15 February 1966

MSTSPAC INSTRUCTION 12310.2B

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

Subj: MSTSPAC civilian-manned ship departures and sailing day assignments; policy and procedures at home port concerning

Ref: (a) CMPI 630.6, Subj: Liberty

1. Purpose. The purpose of this Instruction is to establish procedures regarding sailing day assignments and for reporting crew musters for ship departures after duty hours and on non-workdays at home port.

2. Cancellation. MSTSPAC Instruction 12310.2A is hereby superseded and cancelled. \*

3. Background. It is necessary to establish requirements for masters to report crew musters to the Industrial Relations Office. Furthermore, unauthorized absence of civilian marine employees on sailing day results in last-minute requests for "pierhead" replacements. When delinquent crew members return prior to sailing of their ships, the Industrial Relations Officer or his representatives must determine whether "pier-head" replacements should be cancelled. Sailing day assignments and cancellations involve unwarranted expenditure of time and money and in some instances, replacements have paid the cost of transportation from their homes to headquarters and are entitled to base pay for time spent in being processed.

4. Directive

a. Masters shall make certain, in accordance with reference (a), that liberty in the home port expires one hour prior to sailing and that muster reports are furnished by telephone to the Industrial Relations Office immediately after expiration of liberty. When crew members fail to report for duty at the expiration of liberty on sailing day, a request for replacement will be made at the time for furnishing the muster reports. If a delinquent crew member returns prior to the ship's departure, the master shall notify the Industrial Relations Office of the reporting time and the circumstances surrounding the unauthorized absence. Industrial Relations Office representatives, in consultation with the master, will determine whether delinquent crew members shall remain in the ship or be replaced. \*

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b. Industrial Relations Office liaison service in ships on sailing days will not be furnished after duty hours or on non-workdays, such as Saturdays, Sundays and holidays. The Industrial Relations Office will have a representative on duty to receive master information and to provide pierhead replacements.

T. F. SAUNDERS  
Acting

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