



DEPARTMENT OF THE NAVY  
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC  
N.S.C., OAKLAND, CALIFORNIA 94625

MSTSPAC 12311.1  
P-01B  
30 December 1968

MSTSPAC INSTRUCTION 12311.1

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

Subj: Night Relief Officers; assignment of

Ref: (a) COMSTSINST 3120.2C, Subj: Admin. & Operating Procedures for  
MSTS ships, Article 2-1-9  
(b) CMPI 610, Section II  
(c) CMPI 4650.2-12

Encl: (1) Sample memorandum to relief deck officers  
(2) Sample memorandum to relief engineers

1. Purpose. The purpose of this Instruction is to promulgate assignment policy of deck and engineer relief officers to MSTSPAC ships in continental West Coast ports of the United States and Hawaiian Island Ports.

2. Information. The Port Captain and the Port Engineer (Personnel) will administer the deck and engineer night relief officer pools respectively, in the San Francisco Bay Area. MSTSO Honolulu, MSTSO Seattle and the senior deck relief officer, Port Hueneme will make night relief officer assignments in their respective geographic areas. Reference (a) outlines basic policy for night relief officers, reference (b) establishes the hours and conditions of work for said officers and reference (c) governs their travel. The commuting area is defined as an area within a fifty mile radius from the relief officer's home or normal area of work.

3. Policy. Night relief officers will normally be provided in West Coast CONUS ports and the Honolulu area, when available; however, deck or engine night relief officers will not be assigned unless the Master or Chief Engineer respectively request them. Under no circumstances will engine night relief officers be assigned to APOLLO project ships without the written request of the Chief Engineer with the concurrence of the Master.

4. Directive. Masters of ships arriving in West Coast CONUS or Hawaiian ports shall inform the applicable MSTS Office or MSTSREP of their desires for night relief officers. This will normally be included in the logistic requirement message. In cases where no advance notice of night relief requirements is received, the cognisant office will assume that night relief

MSTSPACINST 12311.1  
30 December 1968

are required. Every effort shall be made to satisfy the desires of the ship's Master regarding assignments and to provide equitable distribution of available relief officers between ships. Areas of disagreement or doubt shall be referred to COMSTSPAC, Code P-01B.

R. KEFAUVER

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