

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC
N.S.C., OAKLAND, CALIFORNIA 94625 MSTSPAC 12340.1E
P-22
27 March 1968

MSTSPAC INSTRUCTION 12340.1E

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

Subj: Civilian marine personnel promotion program; policies and
procedures governing

Ref: (a) CMPI 340, Section 2

1. Purpose. The purpose of this Instruction is to set forth policies
and procedures governing MSTSPAC civilian marine employee promotions.

2. Cancellation. MSTSPAC Instruction 12340.1D is superseded. *

3. Policy. It is COMSTS policy, as stated in reference (a), to
provide civilian marine personnel with opportunities for progressive
development through an effective Merit Promotion Program. There shall
be no discrimination in promotion actions because of race, color, creed,
religion, national origin, lawful political affiliation, marital
status, or physical handicap. COMSTSPAC, through this program, seeks
the following objectives:

a. To select the best qualified candidates.

b. To establish realistic, effective and uniform standards (job
requirements).

4. Program Coverage. This promotion program is applicable to MSTSPAC
civilian marine personnel who hold permanent-type appointments (Excepted
Appointment and Excepted Appointment (Conditional)) to billets in the
Excepted Service under authority of Schedule A-213.3108(d)(1) of Civil
Service Rule VI.

5. Exceptions. The following actions may be exempt from the require- *
ments of this program:

a. In unusual instances vacancies may be filled by means other than
promotions by other candidates who have superior qualifications and
potentialities.

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- b. Emergency situations in which compelling administrative reasons do not permit normal operation of the promotion program.
- c. Temporary promotions to replace absent or incapacitated employees.
- d. Promotion of employees to billets or to intervening billets from which demoted without personal cause, i.e., reduction-in-force.

6. Responsibilities

- * a. COMSTSPAC Industrial Relations Officer will render advice and assistance in developing, maintaining and evaluating the program, formulate eligibility standards for promotion to civilian marine billets, assure that evaluation techniques are valid, and objectively appraise civilian marine employees being considered for promotion.
- b. Cognizant COMSTSPAC staff officers will provide technical assistance in establishing promotion standards, objectively appraise civilian marine employees being considered for promotion, participate in the evaluation and selection processes, evaluate promotion program results on a continuing basis, and recommend revisions as appropriate.

* 7. Directive

- a. Masters and shipboard supervisors shall:
 - (1) Post promotion announcements and notify shipboard personnel of promotional opportunities.
 - (2) Encourage and assist non-officer personnel in preparing and filing applications for promotion.
 - (3) Objectively evaluate employees who file for promotion consideration.
 - (4) Assist the staff Industrial Relations Officer in establishing standards (job requirements).
 - (5) Evaluate on a continuing basis promotion program results and recommend appropriate revisions.

b. Civilian marine employees shall:

- (1) Acquire the skills needed for promotion.
- (2) Advise COMSTSPAC (Code P-22) of newly acquired licenses, certificates, endorsements, education, training, etc.
- (3) Submit written requests for promotion consideration (non-officer personnel only).

c. Qualified officer personnel will be automatically considered for promotions. Officer personnel not desiring consideration for promotion shall file written statements to that effect with the Industrial Relations Office. Such statements will remain in effect until cancelled by employees concerned.

8. Temporary Promotions

a. Temporary promotions of civilian marine employees will be effected in accordance with the provisions of this program and reference (a) except for those listed in paragraph 5 above.

b. Temporary promotions will be effected in lieu of permanent promotions whenever any of the following conditions exist:

(1) Permanent promotions will result in an excess of employees permanently assigned in specific billets or competitive levels.

(2) Employees selected for permanent promotions are on voyage or are not available for new assignments. Such promotions shall remain in effect only until such time as the permanent appointees are available for the billets. *

c. The duration of temporary promotions will be based on the needs of the service. Civilian marine employees temporarily promoted will be fully advised of the nature of promotions and that they will be returned to their permanent billets when such promotions expire. The information will be furnished in writing, by use of MSTSPAC Form 12340/1, Change in Billet Record and employees shall acknowledge receipt of the information and acceptance of the temporary promotions by signing the forms.

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* d. Whenever vacancies occur in officer billets, first consideration for temporary promotion will be the best qualified officer available at the time. In those cases when officers are considered equally qualified, preference will be given to "fleeting up" an officer rather than assigning a new officer. Every effort will be made to provide for orderly rotation and to ensure early promotion opportunity for those who are high on the promotion eligibility lists.

* e. Masters are authorized to effect emergency temporary promotions to assure safe and efficient operations of ships.

 f. Temporary promotions effected for limited periods do not void employees' wage freezes.

9. Procedures. Promotion actions, except those listed in paragraph 5 above, will be effected as follows:

* a. Notification of vacancies

 (1) When action is required to fill non-officer positions by permanent promotion or to maintain promotion registers for such positions, COMSTSPAC will issue Promotion Announcements. Announcements will state minimum qualification requirements and will be distributed to permit widest dissemination to marine employees in ships and in the Receiving Branch.

 (2) Marine employees qualified for officer billets will be considered automatically for promotion and vacancies will not be announced. Consideration will be afforded to all higher salaried billets for which the employee meets minimum qualifications.

 b. Qualification standards. Standards will be publicized and applied uniformly and equitably to all candidates. When operational needs dictate, qualification standards may be waived; however, in such cases, only temporary promotions will be effected.

* c. Area of consideration. The area from which candidates will be sought for permanent promotion will normally be MSTSPAC marine employees and will include candidates in ships, ashore or on leave.

* d. Submission of applications. Civilian marines employees desiring consideration for promotion to non-officer billets shall apply by submitting Promotion Consideration Requests (MSTSPAC Form 12340/3) in

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duplicate, or similar requests to COMSTSPAC via shipboard supervisors and masters, or if in the Receiving Branch, to COMSTSPAC (P-22). Officer personnel need not submit requests for promotion consideration, but will be automatically considered unless they submit written requests advising that they do not desire promotion consideration.

(1) Shipboard supervisors and masters shall evaluate candidates' conduct, performance of duties and potential for advancement and state whether or not candidates are recommended for promotions.

e. Evaluating and Ranking Candidates. Qualified candidates for promotion to higher officer billets will be evaluated and ranked by Promotion Boards. They will be considered in groups holding the same license/certificate/endorsement and will be rated within that group. Non-officer candidates will be considered for promotion by the staff Industrial Relations Office. They will be rated "Well-Qualified" or "Qualified" based on established qualification standards. Ranking within groups or ratings will be based on evaluation of:

(1) Length of service in MSTS ships and ships operated by other Government agencies, within the past ten years.

(2) Sea-going experience in similar or higher billets than the billet applied for within the past ten years and possession of licenses or endorsement above the qualification standards.

(3) Commendations and awards received, including incentive awards received by candidates and candidates who supervise incentive award winners.

(4) Training, safety and medical record(s).

(5) Capabilities for progressive development.

(6) In officer promotions, management ability, fund administration and cost effectiveness as demonstrated in shipboard performance.

(7) Disciplinary records, refusal to accept promotion without acceptable reasons and general overall suitability for promotion.

f. Establishment of Promotion Lists. When action is required to fill billets by permanent promotions, the Industrial Relations Officer will utilize the list of officer candidates ranked by Promotion Boards.

Such officer lists will be approved by COMSTSPAC in the case of permanent masters and chief engineers and by the Chief of Staff in all other officer promotions.

* g. Selection. Non-officer selections will be made from candidates rated "Well-Qualified". When there are less than four "Well-Qualified" candidates, any "Qualified" candidate may be selected. Selections for masters and chief engineers will be made by COMSTSPAC. Selections for other officers will be made from promotion lists prepared for each category of license, certificate or endorsement and will be made by the appropriate staff official, i.e., Port Captain, Port Engineer (Personnel), Assistant Director of Communications Division, Port Purser, Port Steward, or Medical Administrative Officer with approval of the Chief Inspector prior to submission to the Industrial Relations Officer for necessary action. Selection for non-officers will be made by the Director, Employment Division.

* 10. Promotion Boards. Officials constituting officer promotion boards are shown below. Substitutes will be authorized only with the approval of the Chief of Staff and the chairman. Meetings of the Boards shall be scheduled to permit attendance by all members.

a. For Permanent Promotion to Master and Chief Engineer

(1) Chairman	Chief of Staff, COMSTSPAC
(2) Members	Assistant Chief of Staff (Operations) Chief Inspector Maintenance and Repair Officer Industrial Relations Officer Deputy Maintenance and Repair Officer Port Captain (Captains only) Port Engineer (Personnel) (Engineers only)

b. For Temporary Promotion to Master

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(1) Chairman	Assistant Chief of Staff (Operations)
(2) Members	Chief Inspector (Alternate Chairman) Director, Ship Operations Division Deputy Maintenance and Repair Officer Industrial Relations Officer Port Captain Training Officer

c. For Temporary Promotion to Chief Engineer

(1) Chairman	Maintenance and Repair Officer
(2) Members	Chief Inspector (Alternate Chairman) Deputy Maintenance and Repair Officer Industrial Relations Officer Port Engineer (Personnel) Training Officer

d. For all other Officer Promotions

(1) Chairman Chief Inspector
(2) Members Training Officer

Deck and Radio Officers

Port Captain
Director, Communications Division
Two masters from ships in Bay Area

Engineering Officers

Deputy Maintenance and Repair Officer
Port Engineer (Personnel)
Two Chief Engineers from ships in Bay Area

Pursers and Stewards

Supply Officer
Director, Disbursing Division
Port Steward
Port Purser

e. Recorder. The Director, Employment Division or his designated representative will serve as recorder and technical assistant to Promotion Boards.

11. Grievances and complaints. Marine employee grievances and complaints, based on promotion procedures and actions, shall be processed under CMPI 770.

12. Preparation for Promotion. Civilian marine personnel are urged to take positive steps to prepare for promotions. The services of the COMSTSPAC staff, masters and shipboard supervisors are available to civilian marine employees who desire assistance in formulating plans. Supervisors shall assist employees under their supervision who are desirous of preparing for promotion.

R. KEFAUVER

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