



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

MSTSPAC 12410

P-24

1 January 1968

MSTSPAC NOTICE 12410

From: Commander, Military Sea Transportation Service, Pacific  
To: Distribution List  
  
Subj: Upgrade training program for civilian marine personnel  
  
Ref: (a) COMSTSINST 12410.11E, Subj: Upgrade training program for civilian marine personnel  
(b) MSTSPACINST 12410.1, Subj: Training Assistance for Engine Department Personnel  
(c) Application for Upgrade Training Benefits, 12ND MSTSPAC Form 12410/8 (4-66)  
(d) USCG 191, Subj: Rules and Regulations for Licensing and Certificating Merchant Marine Personnel  
(e) CMPI 410.10 - Enclosure (2), Subj: List of Suggested Marine Training Publications

Encl: (1) Upgrade Training Policy

1. Purpose. The purpose of this Notice is to call attention to new provisions of the subject program as authorized by reference (a), and as completely described in enclosure (1).

2. Background. MSTS is faced with a serious shortage of licensed and skilled unlicensed personnel. To aid in relieving the shortage, COMSTS has authorized tuition reimbursement and reinstatement of leave to licensed and unlicensed personnel who attend upgrade training schools under approved circumstances. In addition, the new authority provided by reference (a), establishes upgrade training in a pay status to meet those manning requirements which are deemed most critical.

3. Training plans. Depending on individual capabilities, personnel may obtain knowledge needed to qualify for licenses or for higher unlicensed ratings by study on board ship, at a recognized upgrade school ashore, or through a combination of the two study methods.

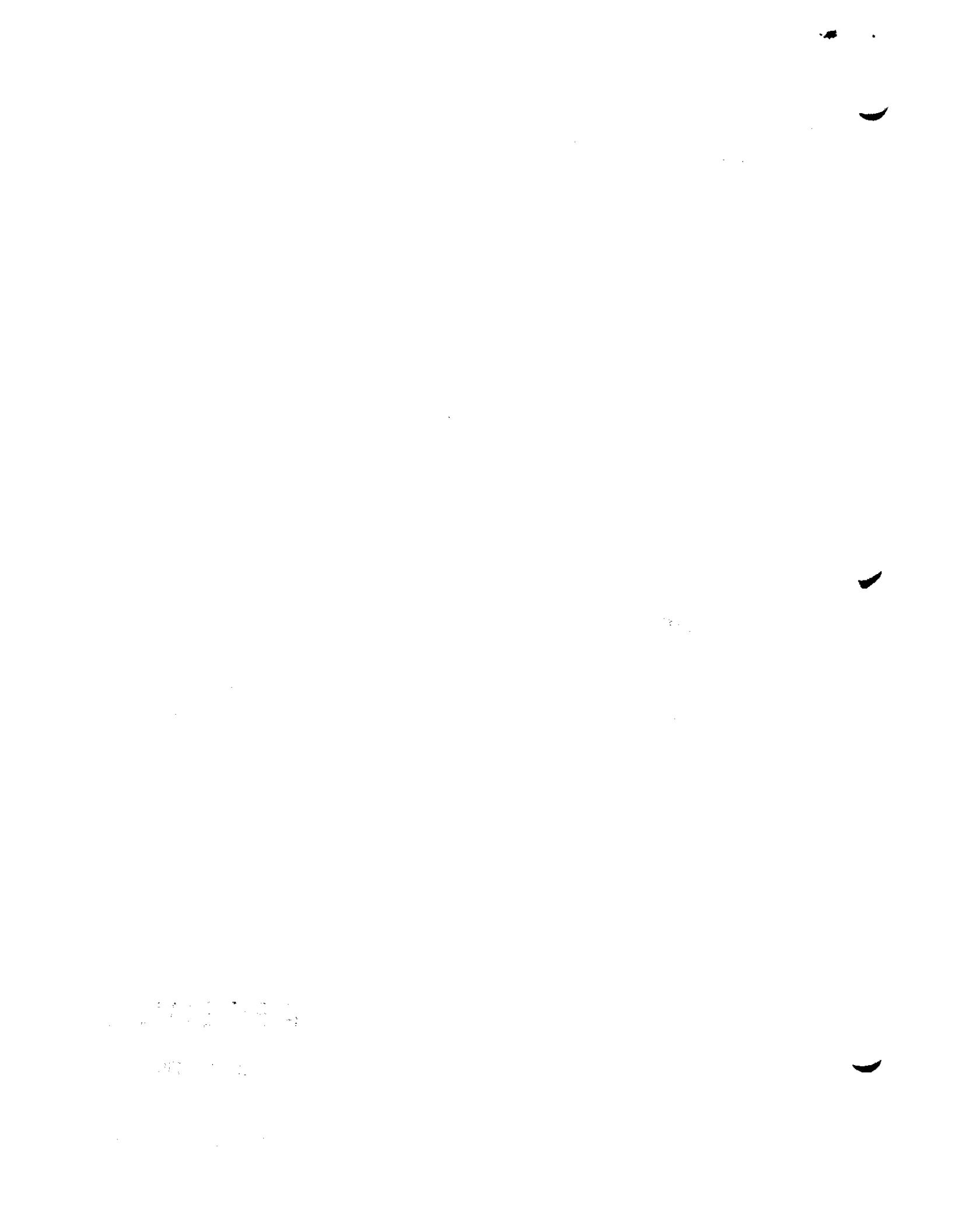
a. Study on board ship. This plan includes enrollment in correspondence courses (Navy, Marine Engineer Beneficial Association and others), use of ship's training libraries, and by reference (b), assistance provided in individual ships.

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b. Attendance at recognized upgrade school. COMSTSPAC will provide tuition reimbursement for selected personnel to complete approved courses ashore when such training culminates in these employees obtaining licenses or higher unlicensed ratings. Attendance at upgrade school will normally be in annual leave or leave without pay status. However, upgrade training with pay is currently authorized by reference (a) to meet critical needs for licensed engineering and deck officers and certain unlicensed engine department ratings. Details are contained in enclosure (1).

c. Action

a. Masters shall insure that copies of this Notice and enclosure (1) are posted on bulletin boards and that qualified personnel are advised to review and consider the program. It is important that such personnel shall be cautioned not to enroll in a course of study or upgrade school until they have, first, applied for tuition reimbursement utilizing reference (c) and second, have received COMSTSPAC approval of their request and have been interviewed in the Training Division.

b. Masters shall screen applications submitted on reference (c) to determine if applicants are qualified in accordance with reference (d), and have fully complied with the requirements of enclosure (1). In this regard, the master shall ascertain that minimum sea service requirements are met. Twenty-four months watchstanding for Deck Officers and eighteen months watchstanding for engineers are required. Active Naval service may be used to meet sea service requirements; however, the candidate must supply documentation acceptable to the U. S. Coast Guard. An official transcript of service must be obtained from the Chief of Naval Personnel (BUPERS); discharge papers (DD-214) are not acceptable for this purpose. When an applicant is found not qualified, notification will be sent to him showing reasons for his disqualification.

c. Masters shall endorse applications submitted in accordance with the fore-going sub-paragraph; endorsements shall comment upon the demonstrated competence, reliability, suitability and sobriety of the applicant in sufficient detail for rating officials ashore to determine if applicants are in fact good prospects for licensed officer positions, or for higher unlicensed ratings. Particular care must be given to the selection of personnel recommended for upgrade training in a pay status. Personnel shall not be so recommended if it is believed that they cannot successfully assimilate the course material.

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d. Ships' officers shall assist personnel in their studies. Ship's Educational Officers shall insure that applicable books listed in reference (e) are actually contained in ships' training libraries. In view of the current and continuing shortage of skilled personnel, masters and chief engineers are strongly urged to personally sponsor organized study groups or planned instruction for interested personnel.

5. Cancellation. This Notice is cancelled on 31 December 1968.

T. F. SAUNDERS  
Chief of Staff

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ENCLOSURE (1)

UPGRADE TRAINING POLICY

PROVIDES TUITION REIMBURSEMENT, LEAVE AND PAY

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APPLY IN ADVANCE OF ATTENDANCE AT SCHOOL

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1. Purpose of Training. To qualify civilian marine personnel for higher USCG endorsement, original license or raise in grade of license.

2. How to apply. Qualified employees may apply by submitting an Application for Upgrade Training Benefits, MSTSPAC Form 12410/8 to the Training Division (P-24), Industrial Relations Office, via the department head and master. As indicated above, applicants are cautioned not to enroll in upgrade school until they receive written approval of the application. Those who have already applied on MSTSPAC Form 12410/8 and received approval of their application need not reapply.

3. Selection of trainees. Applicants will be accepted only when it is determined that they are fully qualified by experience, education, service in MSTS ships, and receive the unqualified recommendation of department heads and Masters. (Refer to paragraph 4.c of basic Notice).

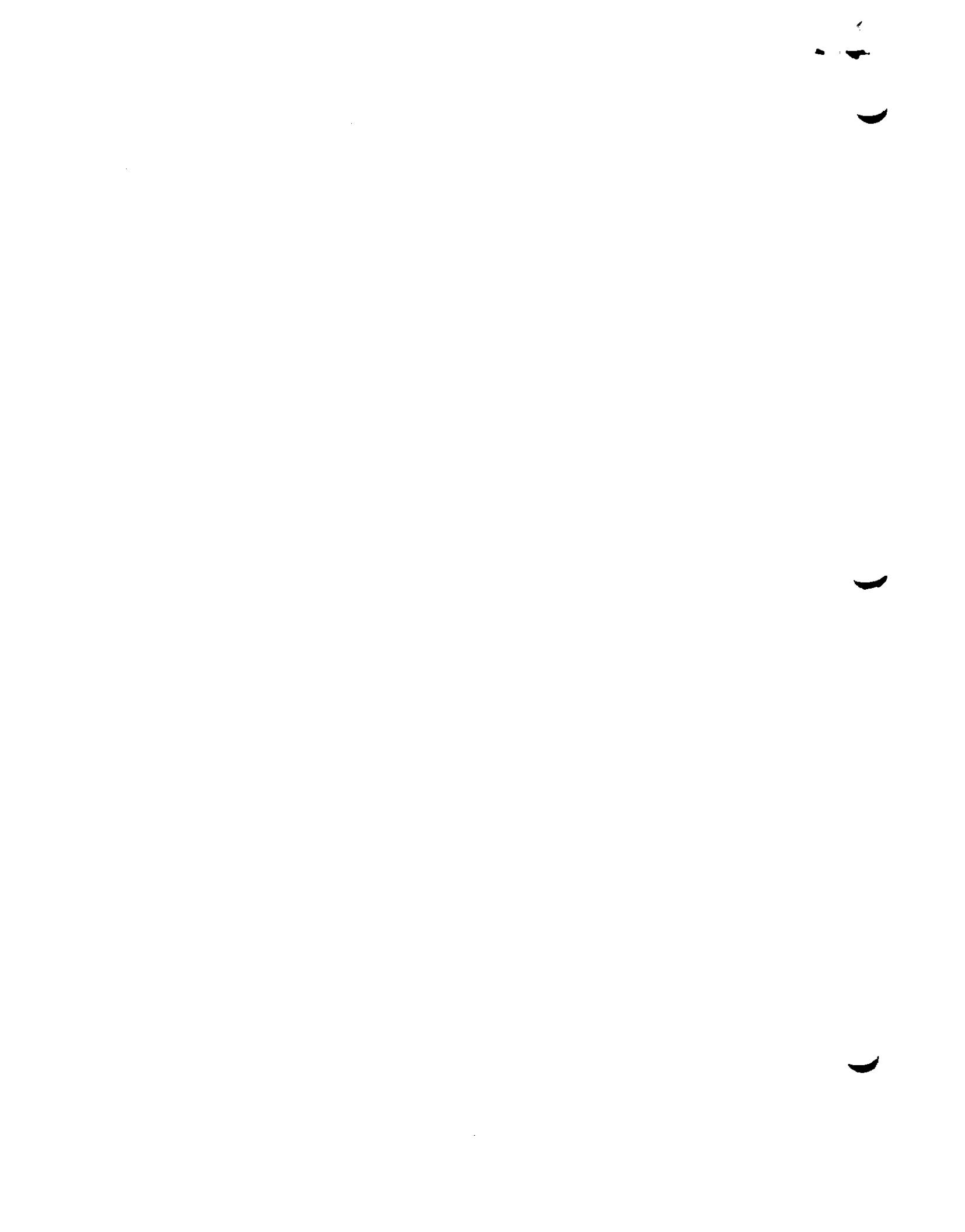
4. Benefits provided

a. Tuition refunds. Enrollees in upgrade school will initially pay the cost of tuition from their personal funds. However, upon successful completion of training and the subsequent receipt of higher USCG endorsement, original license or raise-in-grade, MSTSPAC will reimburse the actual cost of tuition up to a maximum of:

\$175.00 for officers' licenses  
\$ 75.00 for unlicensed endorsements

b. Excused absence while sitting. Applicants who receive their higher USCG endorsement, original license for raise-in-grade, will be granted excused absence with pay for the actual time spent in sitting for the examination as follows:

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For deck or engine license - Not to exceed 10 days  
For unlicensed endorsement - Not to exceed 2 days

c. Pay Status while at upgrade school. Applicants for upgrade training leading to examination for original marine engineer's and deck officer's licenses, who are able to meet selection requirements, will be placed in upgrade training school in a pay status not to exceed six weeks; applicants selected for training leading to engine department endorsements (QMED) will be placed in training school in a pay status for a maximum of two weeks. In order to avoid duplication of benefits, MSTSPAC will not pay trainees salaries for any period during which they receive maritime union allowances while attending a union school.

d. Leave. Each employee who embarks upon a period of upgrade training should be aware that the average time studying at school for original licenses prior to taking examination is approximately 12 weeks; for upgrading licenses, approximately 4 weeks; for endorsements, 2 weeks maximum. Obviously, the person preparing for original or upgrade license would do well to save his annual leave and shore leave in order to use it during the weeks of study. Once school has been started, best results are obtained by going straight through rather than breaking and returning.

5. Assistance. Seek assistance as follows:

a. Aboard ship. Ask the first officer, the chief engineer, or training officer (as appropriate) for assistance. The ship's training library is required to hold copies of the marine training publications (listed in enclosure (2) to CMPI 410.10). It is strongly urged that personnel form study groups, or use a "buddy" system of studying. Such systems can be made even more productive if a qualified person will organize and arrange study material and/or provide instruction to the group.

b. Ashore. Applicants are encouraged to call or visit the MSTSPAC Training Division, Industrial Relations Office, Building 310, N.S.C., Oakland, California or phone 466-5593.

c. Schools. The following recognized schools are available to MSTSPAC personnel in the Pacific Area:

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- (1) Military Sea Transportation Service, Pacific --- Lifeboat Handling School, at Headquarters, N.S.C., Oakland, California, in Building 244.
- (2) Andrew Furuseth Lifeboatman School --- Pier 54, San Francisco, California

NOTE: For the above schools, there is no fee. Personnel are sent in pay status, either from the ship directly or while in MP&RB awaiting assignment. USCG requirements: ninety (90) days sea time and physically capable of rowing a boat. Duration: 2 weeks.

- (3) Military Sea Transportation Service, Pacific --- Able-bodied Seaman School --- at Headquarters, N.S.C., Oakland, California, Building 244.

NOTE: There are no fees. Personnel are sent in pay status. About one week. Must have validated USCG endorsement for Lifeboatman.

- (4) Military Sea Transportation Service, Pacific --- Fireman, Watertender and Oiler School --- at Headquarters, N.S.C., Oakland, California, Building 244.

NOTE: There are no fees. Personnel are sent in pay status, usually 5 to 10 days. Qualified candidates for other endorsements should contact Law School of Marine Engineering as described below.

- (5) Military Sea Transport Union School --- Able Seaman School, SUP Hall, San Francisco, California. Two weeks.

NOTE: If tuition fees are exclusively required of MSTSPAC/MSTU members but not similarly required of commercially employed members of other maritime unions, the tuition cost must then be borne by the trainee.

- (6) Dobie's Navigation School --- 409 Washington Street, San Francisco, California - phone GA 1-8176,

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<u>Course</u>	<u>Tuition Fee</u>	<u>Approximate Duration</u>
Able Seaman	\$ 50.00	2-4 weeks
Original License	275.00	3-4 months
Second Officer	185.00	2-3 months
First Officer	200.00	2-3 months
Master	225.00	2-3 months

NOTE: If endorsement or license is not granted by USCG, return to school immediately for additional instruction without fee.

(7) Law School of Marine Engineering --- 1579 East 38th Street,  
Oakland, California - phone 534-5967

<u>Course</u>	<u>Tuition Fee</u>	<u>Approximate Duration</u>	
Fireman, Oiler, Watertender	\$125.00 for all three or 75.00 each	2 weeks	*
Electrician	75.00 for each	2 weeks per	
Refrigeration	endorsement not to	endorsement	
Junior Engineer	exceed total fee of	Full QMED	
	\$185.00 for full QMED	4-6 weeks	
Original Third Assistant	225.00	6-12 weeks	
Original Second "	240.00	6-12 weeks	
Upgrade Third to Second	175.00	4-6 weeks	
Upgrade Second to First	175.00	4-6 weeks	
Upgrade First to Chief	185.00	4-6 weeks	

NOTE: If endorsement or license is not granted by USCG, return to school immediately for additional instruction without fee.

(8) Kildall's Nautical School --- 909 Fourth Avenue, Seattle,  
Washington, Room 602 - phone Main 2-5280, Ext 45

<u>Course</u>	<u>Tuition Fee</u>	<u>Approximate Duration</u>
Master Ocean	\$245.00	3 months
Chief Mate Ocean	235.00	3 months
Second Mate Ocean	225.00	3 months
Third Mate Ocean	215.00	3 months

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NOTE: Extra fees will be required after three months.

(9) Crawford Nautical School --- P. O. Box 967, 616 Avalon Blvd.,  
Wilmington, California - phone 835-1742

<u>Course</u>	<u>Tuition Fee</u>	<u>Approximate Duration</u>
Original License	\$250.00	3 months
Master Ocean	225.00	2-3 months
All other raises in grade	200.00	2-3 months

NOTE: If endorsement or license is not granted by USCG, return to school immediately for additional instruction without fee.

6. Training Agreement. Each trainee who accepts Reimbursement for Tuition must agree to continue MSTS employment for at least three months after completion of training. When assigned to officer's upgrade training ashore in pay status for original license, trainees will agree to sail with MSTS for a year after completion of training.

7. Eligibility requirements. Applicants for licenses must have had at least one year current continuous service with MSTS (may be waived except for upgrading for original license in pay status); and must meet the service or educational requirements of USCG 191, Rules and Regulations for Licensing and Certificating of Merchant Marine personnel.