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

USNS POPE T-AP110

MSTSPAC 12430.2B  
P-22

14 March 1968

MSTSPAC INSTRUCTION 12430.2B

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

Subj: Civilian marine employees holding Excepted Appointment NTE  
(date); evaluation of

Ref: (a) MSTSPACINST 12430.1B, Subj: Employee evaluation during trial  
period; procedures for  
(b) CMPI 352.6  
(c) CMPI 352.7

1. Purpose. The purpose of this Instruction is to establish procedures and responsibilities for evaluating performance of civilian marine employees holding temporary time-limit appointments.

2. Cancellation. MSTSPAC Instruction 12430.2A is superseded. \*

3. Background. Civilian marine employees holding Excepted Appointments (Conditional) are evaluated during the one year trial period in accordance with reference (a). Employees holding temporary-type appointments are evaluated to determine suitability for continued civilian marine employment. Written evaluations regarding performance of duties and conduct of employees holding temporary-type appointments are obtained after each voyage, or at regular intervals when ships are operating away from home-port for extended periods.

4. Responsibilities. Ships' masters and supervisors shall: \*

a. Indoctrinate and continually advise and evaluate employees regarding conduct and performance of duties, shipboard procedures and regulations.

b. Train and assist employees to qualify for continued MSTSPAC civilian marine employment.

c. Advise temporary employees on a continuing basis regarding retention or separation.

5. Procedures

a. Masters shall prepare written evaluations of temporary employees' performance of duties and conduct by use of MSTSPAC Form 12430/2.

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b. Evaluations shall be discussed with employees and masters and department heads shall advise employees of recommendations regarding retention, conversion or separation. Employees shall acknowledge such discussions by signing form in the space provided. If employees are not available for discussions due to hospitalization, unauthorized absence, etc., a written notation shall be made on the forms.

c. Forms shall be forwarded to the Industrial Relations Office when completed. Evaluations for crew members separated from ships shall be forwarded with personnel documents placing employees in the Marine Placement and Receiving Branch.

d. Recommendations for separation of unsuitable temporary employees shall be initiated under the provisions of references (b) and (c) as appropriate.

e. Crew members assigned in ready reserve status or special project ships shall be evaluated every 90 days or whenever separated from ships.

f. Personnel in other than ready reserve status ships or special project ships shall be evaluated prior to arrival in homeport. While in homeport an Industrial Relations Office representative will discuss the written evaluation with masters and employees. Evaluations of officer personnel will be discussed with the master and officer by the appropriate staff officer concerned with the assignment. \*

g. Evaluations of officer personnel shall be forwarded by the Industrial Relations Office to the Chief Inspector's Office, who will insure that the evaluation information is made known to the appropriate staff official responsible for assignment of the officer evaluated. Evaluations will be forwarded promptly to permit action and/or discussion with the evaluator and officer concerned prior to departure of the ship. \*

6. Form. An initial supply of 12ND MSTSPAC 12430/2, Civilian Marine Evaluation Record, will be furnished the ships. Additional forms may be ordered through normal supply channels.

R. KEFAUVER

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