

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

MSTSPAC 12430.3  
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MSTSPAC INSTRUCTION 12430.3

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

Subj: Civilian marine officer personnel performance; evaluation record of

Ref: (a) MSTSPACINST 12340.1B, Subj. Civilian marine personnel promotion program; policies and procedures concerning

1. Purpose. To establish procedures for the preparation and submission of civilian marine officer performance evaluations.

2. Background. To ensure the selection of the most qualified and able officers under the promotion system set forth in reference (a), there is need for more definitive information on candidates. A periodic evaluation of each officer's work performance, personal characteristics and leadership potential filed by his supervisors over the years of his employment would give management a more tangible means by which to measure his suitability for promotion or selection for a particular billet. Full cooperation of all evaluating officials is mandatory in order that the civilian marine officer personnel program may better serve to:

- a. Reward the best fitted.
- b. Provide the master/chief engineer with professionally qualified, alert, aggressive leaders to assist them in meeting their responsibilities to the government.
- c. Ensure that all personnel have an equal opportunity to develop their potential, and that it be recorded by means of a uniform personnel evaluation program.

3. Directive

- a. The performance of civilian marine officers shall be evaluated on MSTSPAC Form 12430/3, Civilian Marine Officer Performance Evaluation Record. Evaluating officials shall be objective, thoughtful and thorough in completing this form. If an evaluating official feels he has not had sufficient opportunity to form a valid opinion on a particular factor, he shall so indicate by writing "insufficient observation" opposite that factor. One month is normally considered sufficient time in which to make an observation.

(1) This evaluation record will be considered a private communication between the evaluator and COMSTSPACAREA. However, supervisors are encouraged to discuss shortcomings with personnel concerned.

(2) This evaluation record shall not be used as a substitute for disciplinary action nor can it be made a subject of a grievance action.

(3) When completed, the form shall be forwarded, double enveloped, with the inner envelope marked: "Civilian Marine Officer Performance Evaluation Record."

b. Responsibility for evaluating civilian marine officer performance is assigned as follows:

(1) Commanding Officers of MSTC Offices: for masters in ships under their administrative control. (Masters, permanent and temporary, assigned in ships under the administrative control of COMSTSPACAREA will be evaluated by COMSTSPACAREA.)

(2) Master: for chief engineer and all other officers assigned in his ship. Heads of departments will assist the master by preparing rough evaluation forms for personnel under their cognizance.

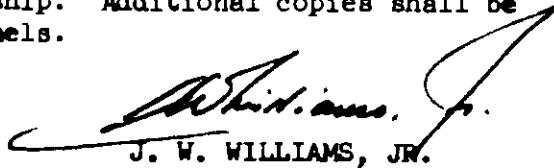
c. MSTSPAC Form 12430/3 shall be prepared on the following basis:

(1) Annually, as of the officer's birthdate, if he is a permanent employee.

(2) On completion of the first and ninth month of employment, if he is a temporary officer.

(3) On permanent detachment of an officer or the evaluating official.

4. Forms. An initial supply of the evaluation forms, MSTSPAC Form 12430/3, will be forwarded to each ship. Additional copies shall be ordered through regular supply channels.

  
J. W. WILLIAMS, JR.

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