



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

MSTSPAC 12512  
P-21  
13 May 1968

MSTSPAC NOTICE 12512

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

Subj: Ship manning scales; application of

Ref: (a) COMSTSINST P3120.2C, Subj: Administrative and Operating  
Procedures for MSTS Ships (Less Contract-Operated Tankers)  
(b) CMPI 512.4, Subj: Manning Scales

1. Purpose. The purpose of this Notice is to emphasize responsibilities concerning manning scales.

2. Background. During recent months there have been several misunderstandings by masters and pursers on the application of manning scale regulations. Misapplication of manning scale regulations has resulted in unauthorized disbursement of funds to civilian marine personnel. For example, when authorized temporary one-voyage additional billets, one ship retained a yeoman-storekeeper (purser) for 10 months, an engine utilityman for 6 months and a third pantryman for one month without further authorization renewal. Still another ship retained a steward utilityman for approximately six months including a shipyard period, although authorization was on a voyage basis only. Responsibility for controls on the authorization of temporary billets lies both with staff officials and masters of ships. It is apparent the previous control system has been inadequately administered by officials at COMSTSPAC Staff Headquarters and over-all improvement in control functions is essential.

3. Responsibilities. Reference (a) specifically outlines the authority and the responsibilities of the master and purser. While the master has over-all responsibility for ship operation, the purser serves as advisor to the master in administrative, fiscal and personnel matters. Reference (b) states in part that the manning scale indicates the authorized allowance of positions aboard a given ship which will not be exceeded and MSTS funds may not be disbursed unless the position is authorized on the manning scale. In accordance with reference (b) COMSTS originates and amends all permanent manning scales while subordinate commands (COMSTSPAC) are delegated authority to add essential nonofficer positions to authorized manning scales on a one-voyage-only basis or for 30, 60 or 90 day periods, in the case of special project ships or ships not on a specific schedule.

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4. Action. Masters and pursers shall carefully review and comply with the provisions of references (a) and (b). It is mandatory that all positions on board MSTSPAC ships be supported by authorized documentation either in the form of a manning scale or a letter covering temporary additional billets. When authorization(s) for temporary positions in excess of the authorized manning scale are approaching the expiration date in the case of ships not en route to home port, masters shall repatriate the incumbent(s) from the last port of call prior to the expiration of the authorization(s).


5. Cancellation. This Notice is canceled for record purposes on 31 May 1969.

T. F. SAUNDERS  
Chief of Staff

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