



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

MSTSPAC 12550.1A

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27 November 1967

MSTSPAC INSTRUCTION 12550.1A

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

Subj: Submission of premium pay disputes; procedures for

1. Purpose. The purpose of this Instruction is to outline procedures for processing premium pay disputes initiated on the application of CMPI 610 provisions. *

2. Cancellation. MSTSPAC INSTRUCTION 12550.1 is superseded. *

3. Information. CMPI 610 provides that when premium pay questions cannot be resolved in ships they shall be forwarded to the area command Industrial Relations Office for decision when there is agreement as to the task performed but disagreement concerning the applicability of premium pay. Premium Pay Dispute Record, Form 12ND MSTSPAC 5330/17, shall be used for submission of premium pay disputes to COMSTSPAC, Industrial Relations Office. *

4. Procedure. To expedite processing, employees are encouraged to submit pay disputes collectively rather than individually when more than one employee is involved in the same dispute. All possible assistance shall be furnished by the purser in the preparation, submission, and typing of the dispute form. *

a. To ensure accuracy of the facts and issues involved, employees are enjoined to initiate pay disputes within 15 days from the time of contention.

b. An original and three copies of MSTSPAC 5330/17 shall be prepared on each claim. Continuation sheets may be used if required. No letter of transmittal is necessary. *

c. The purser shall complete Items 1 through 3.

d. Item 4 shall be used for entering the employee's statement of the claim.

e. The actual facts as known to the master shall be shown in Item 5.

f. Item 6 shall be used for any additional comments the employee desires to make regarding statements in Items 4 and 5, as well as any other comments which may be applicable to the claim.

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g. The master shall use Item 7 for comments regarding statements in Items 4 through 6 and for his recommendation concerning the dispute. The master shall ensure that premium pay dispute forms contain all information pertinent to the case.

h. Item 8 shall be completed by the Industrial Relations Office.

- * i. When completed pay dispute forms are returned to the ship by COMSTSPAC, the master shall furnish one copy to the employee(s).
- * 5. Forms. Premium Pay Dispute Record Forms, 12ND MSTSPAC 5330/17 (Rev. 2-65), may be obtained by requisition through supply channels.

T. F. SAUNDERS
Chief of Staff

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