

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
FORT MASON
SAN FRANCISCO, CALIFORNIA 94129

MSTSPAC 12721.1
P-2X
5 February 1965

MSTSPAC INSTRUCTION 12721.1

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

Subj: Discussion between masters and employee organization representatives

Ref: (a) CMPI 721.2-10b(2), Subj: General Privileges of Employee Organizations
(b) CMPI 721.2-7a and b, Subj: Consultation and Negotiation with Employee Organizations

Encl: (1) MSTSPAC Form and Report 12721/1

1. Purpose. To establish procedures governing discussions in MSTSPAC USNS ships with representatives of recognized employee organizations and the reporting of such discussions.

2. Background. It is desirable to deal with union complaints and recommendations promptly. In addition, COMSTSPAC should be currently informed of complaints and recommendations made by employee organization representatives.

3. Policy. Masters and department heads shall resolve as many employee organization and individual crew member complaints and recommendations as possible when the issues involve matters over which they have authority. Such matters are to be given the same prompt attention as other ship's business.

4. Procedures

a. Under the provisions of reference (a), employee organization complaints or recommendations that arise shall be handled by means of discussion between the ship's delegate or union representative and the department head. Notes of the discussion shall be kept. It is expected many complaints can be settled amicably at the department head level.

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b. If settlement cannot be reached at department head level, the matter shall be referred to the master for resolution. He shall insure that notes are kept of his discussions with ship's delegates or union representatives.

5. Reports. All discussions between management and union representatives in ships shall be reported on enclosure (1). Reports may be handwritten or typewritten and shall be forwarded to COMSTSPAC on the following basis:

a. Discussions concerning matters beyond the authority of the master to resolve or which involve a management decision that is not acceptable to the union shall be reported promptly -

(1) If the ship is in port, the report shall be delivered to the ship liaison technician not later than two working days following the discussion.

(2) If the ship is at sea, the report shall be mailed upon arrival at the next port of call.

b. Issues resolved in the ship shall be reported routinely for review, for compliance with CMPI 721 and COMSTSPAC/union agreements.

6. Forms. An initial supply of 20 copies of enclosure (1) will be provided without request. An additional supply of MSTSPAC Form and Report 12721/1 may be ordered from COMSTSPAC.

F. V. Hilles
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