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

MSTSPAC 12630.3

P-22

8 March 1960

MASTER  
USNS POPE T-AP110

MSTSPAC INSTRUCTION 12630.3

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

Subj: Civilian marine personnel leave cancellation and notification of  
change of address; responsibilities for

Ref: (a) CMPI 105.1-4.b.

1. Purpose. To advise civilian marine personnel of procedures, requirements, and responsibilities regarding cancellations of leave and reporting changes of address.

2. Cancellation. This Instruction cancels MSTSPAC Instruction 12000.5.

3. Background. Reference (a) sets forth Industrial Relations Officer responsibilities for granting leave to civilian marine personnel when replacements are required. Wherever practicable, dependent on availability of qualified replacements and operating requirements, leave will be approved in accordance with employees' requests.

4. Directive.

a. Civilian marine employees will report for duty, as directed, when their leave or a portion of the leave is canceled. Cancellation of leave will be held to a minimum and will occur only when operational or emergency requirements so dictate. If an employee cannot report as directed, he must forward a letter or telegram citing his reasons for not reporting.

b. Normally, civilian marine employees will return to duty after periods of authorized leave as instructed in item 9 of the Leave Application, MSTS Form CMPI 105-1.

c. Civilian marine personnel assigned in USNS ships will inform Purser of changes in addressees. Purser will report such changes by submitting Crew Change Reports, CMPI 10-4B, to COMSTSPACAREA (attention Code P-22) at the conclusion of voyages. Relief Officers and civilian marine employees assigned in the Receiving Section will notify COMSTSPACAREA (attention Code P-22) of any changes in addresses.

d. Failure to report for duty after recall from a period of authorized leave or at the expiration of the approved leave period, or failure to report a change of address or phone number, may result in disciplinary action for unauthorized absence and/or failure to comply with orders.

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5. Action. Masters in USNS ships are directed to disseminate the instructions and information contained herein to all civilian marine personnel.

E. B. McKINNEY

DISTRIBUTION: (MSTSPACINST 5215.2C)  
SNDL T-100 (MSTSPACAREA activities only)

INFORMATION:

COMSTS

Authenticated:

*M. Barberia*

M. BARBERIA  
Directives Control