



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

MSTSPAC 7420.1
P-23/P-5X
15 April 1970

MSTSPAC INSTRUCTION 7420.1

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

Subj: Voluntary Allotments of Civilian Marine Employees for Payment of Union Dues to Employee Organizations; establishment of special procedures for

Ref: (a) COMSTSINST 7420.1 of 30 Dec 1965

Encl: (1) Procedures for Union Dues Allotments
(2) COMSTSPAC/MEBA dues agreement of 19 June 1967 w/one amendment
(3) COMSTSPAC/MSO dues agreement of 23 May 1967 w/two amendments
(4) COMSTSPAC/MSTU dues agreement of 18 Oct 1965 w/three amendments

1. Purpose. To establish procedures to administer subject program.
2. Background. This directive amplifies reference (a). Civilian employees can have union dues withheld from their pay and allotted to employee organizations under certain conditions. The conditions include the following:
 - a. The employee must be occupying a position in a representation unit in which the employee organization has exclusive recognition.
 - b. The unit must be covered by a locally negotiated dues-withholding agreement.
 - c. The employee must submit a properly completed and signed SF 1187.
 - d. After an allotment commences, if the employee leaves the unit covered by the withholding agreement, he ceases to be eligible to continue the allotment and withholding must automatically be terminated except as shown in paragraph 1 of enclosure (1).
3. Action. Masters shall ensure compliance with procedures in enclosure (1).

P. P. COLE

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M. Burnett
M. BURNETT
Directives Control

PROCEDURES FOR UNION DUES ALLOTMENTS

1. Criteria for determining eligibility for allotment. COMSTSPAC has entered into dues withholding agreements with the below-listed employee organizations who were granted exclusive recognition for the purpose of representing the specific civilian marine employee occupying the positions indicated:

<u>NAME OF ORGANIZATION</u>	<u>EMPLOYEES REPRESENTED</u>
Marine Engineers' Beneficial Association (MEBA) (AFL-CIO)	Licensed engineer officers
Marine Staff Officers (MSO) (SIU) (AFL-CIO)	Purser officers and nurse officers
Military Sea Transport Union (MSTU) (CIU) (AFL-CIO)	Steward department officers and all non-officers

Copies of the withholding agreements and amendments that have been entered into with the above organizations are provided as enclosures. Future agreements and amendments will be promulgated as changes to this Instruction. To be eligible to obtain a dues withholding allotment, a civilian marine employee must be "occupying" one of the above-listed positions on the date he applies for withholding. For the purpose of dues withholding, an employee will be considered as "occupying" a position if he was assigned to it as the result of any personnel action other than temporary promotion. (NOTE: The temporary promotion of an employee, regardless of its duration, has no bearing on his eligibility for dues withholding. A temporary promoted employee will be considered as "occupying" the permanent position from which he was promoted, and to which he will return at the completion of the promotion, and his eligibility for dues withholding will be determined solely on the basis of this permanent position.)

2. Procedures for applying for dues withholding

a. Action by the employee. An employee desiring to participate in the dues withholding program shall obtain Standard Form 1187 (Request and Authorization for Voluntary Allotment of Compensation of Employee Organization Dues) from his employee organization. He shall complete the top part, as well as Section B of the form, sign it, and return it to the employee organization. Only one dues withholding allotment will be permitted to be in effect at any one time for any eligible employee.

b. Action by the employee organization. The employee organization concerned will complete and sign Section A of the Standard Form 1187. As provided in enclosures (2) and (3), the employee organizations representing licensed engineer officers, nurse officers and purser officers submit completed applications for these employees directly to the MSTSPAC Office of Comptroller. The employee organization representing steward department officers and all non-officer employees may submit the completed

applications for these employees either to the Purser's office of the MSTSPAC ship in which the employee is a crew member or to the MSTSPAC Office of Comptroller.

3. Certification of applications. Each SF 1187 that is submitted by an employee organization shall be reviewed carefully and a determination made as to the applicant's eligibility to have dues withheld from his pay. The criteria for eligibility is described in paragraph 1. Applications that are submitted directly to the MSTSPAC Office of Comptroller will be reviewed and certified ashore. Applications that are submitted directly to the Purser's office in a ship will be reviewed and certified by the Purser, subject to further review and verification ashore. The Purser shall comply with the following procedures when reviewing and certifying applications:

a. Using the ship's date-receipt stamp, the Purser shall stamp on the reverse side of each application the date it was received in his office.

b. After reviewing the application, the Purser shall write either the word "eligible" or the word "ineligible" on the application form and affix his signature just below the date-receipt stamp.

c. If an eligible applicant is "occupying" a steward department officer or any non-officer position on board the ship, the Purser shall determine the effective commencement date of withholding and annotate on the form the statement "Withholding will commence on (Date)."

d. By letter of transmittal, the Purser will forward promptly to the MSTSPAC Office of Comptroller each SF 1187 which he has annotated as "eligible" for dues withholding. (NOTE: Such application will be further reviewed ashore and the Purser's initial determination will be verified. If such review reveals that the Purser's determination was incorrect, the Purser shall be promptly notified so that any withholding that has commenced can be terminated.)

e. By letter of transmittal, the Purser will return to the employee each SF 1187 which he has annotated as "ineligible" for dues withholding. The reason for the ineligible determination will be fully explained in the letter. Copies of this rejection letter will be furnished to the cognizant employee organization and to the MSTSPAC Industrial Relations Office.

4. Commencement of withholding

a. Licensed engineer officers, purser officers and nurse officers. As provided in enclosures (2) and (3), withholding will commence, for an eligible employee "occupying" one of these positions, on the first day of the first pay period after a properly completed and signed SF 1187 is received in the MSTSPAC Office of Comptroller. That office will be

responsible for determining the effective commencement date of withholding. If one of these employees is assigned in a ship on the date the SF 1187 is received in the Office of Comptroller, that office shall promptly notify the purser of the effective date commencement of withholding so that withholding can begin with a minimum of delay. If an SF 1187 for an eligible employee "occupying" one of these positions is received directly in the Purser's office in a ship, the Purser will not commence withholding until after he receives notification from the MSTSPAC Office of Comptroller.

b. Steward department officers and all non-officer employees.

(1) Employees assigned in a ship. If an eligible employee is assigned in a ship at the time SF 1187 is received by the Purser, he will commence withholding on the first day of the first pay period after the date the form was received. If an eligible employee is assigned in a ship at the time SF 1187 is received in the MSTSPAC Office of Comptroller, the Comptroller shall notify promptly the Purser of the receipt of the application. Under these circumstances, the Purser is responsible for determining the effective date of withholding and shall commence withholding on the first day of the first pay period after he receives such notification.

(2) Employees assigned in Marine Placement & Receiving Branch. If an eligible employee is assigned in the Marine Placement & Receiving Branch, withholding shall commence on the first day of the first pay period after the SF 1187 is received in the MSTSPAC Office of Comptroller. If the SF 1187 for such eligible employee is submitted directly to the Purser's office in the ship, the Purser shall expedite the forwarding of the form to the MSTSPAC Office of Comptroller. The Comptroller shall determine the effective date of withholding and commence withholding on the first day of the first pay period after receipt.

c. Annotation on Crew Change Report and/or Standard Form 50. After an allotment authorization, SF 1187, has been accepted as valid, any Crew Change Report and/or Standard Form 50 that is prepared concerning the allotter shall be annotated, under the remarks section, to show the union dues code designation and the semi-monthly amount of the dues. Any of these Crew Change Reports prepared by the Purser in a ship that results in the placement of the allotter either to another ship or to the Marine Placement and Receiving Branch, shall be annotated further to show the amount and date union dues were deducted within the pay period concerned.

5. Termination of withholding.

a. Revocation of allotment. An employee may at any time submit a revocation of his allotment for the payment of union dues. Normally, he should revoke his allotment by submitting Standard Form 1188 (Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues). He may obtain this form either from the Purser in the ship or from the MSTSPAC Office of Comptroller. However, a written request for revocation of an allotment, which is otherwise in

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order and signed by the employee, shall be accepted and acted upon even though not submitted on SF 1188. Although an employee may submit his revocation at any time, withholding may be terminated only on 16 March or 16 September of the calendar year concerned depending on the date of receipt of the revocation in the appropriate office as described in (1) and (2) below. Because of this regulatory requirement and taking into consideration the frequent movement of civilian marine employees between ships and from ships to the Marine Placement and Receiving Branch and vice versa, careful suspense shall be maintained in order to insure that withholding is terminated at the appropriate time. The "additional information" block of the Employee Ship Record Card (MSTS Form 12135/2) will be used to annotate this suspense information.

(1) Licensed engineer officers, purser officers and nurse officers. As provided in enclosures (2) and (3), withholding will cease for any of these officers either on 16 March or 16 September, whichever date first occurs after a properly completed and signed revocation is received in the MSTSPAC Office of Comptroller. That office will be responsible for determining the effective date of termination of withholding for these employees and for insuring that withholding ceases at the appropriate time for all of these officers who are assigned in the Marine Placement and Receiving Branch. So that withholding can be terminated with a minimum of delay, these employees should submit their revocations directly to the Office of Comptroller. However, if one of these officers, who is assigned in a ship, desires assistance in forwarding the revocation to the Office of Comptroller, he may give it to the Purser in the ship. Under these circumstances, the Purser will annotate on the revocation the date it was received in his office and forward it promptly, by letter of transmittal, to the Office of Comptroller. Whenever that office receives a revocation for one of these officers who is assigned in a ship, it will promptly notify the Purser of the effective date of termination of withholding. The Purser will then be responsible to insure that withholding ceases at the appropriate time. The Purser will annotate the effective date of termination of withholding in the "additional information" block of the Employee Ship Record Card (MSTS Form 12135/2) so that proper suspense may be maintained. Under no circumstances will the Purser cease withholding for any of these officers until after he receives notification from the Office of Comptroller that termination of withholding is appropriate.

(2) Steward department officers and all non-officer employees. As provided in enclosure (4), withholding will cease for these employees after a properly completed and signed revocation is received in the appropriate office as described in (a) or (b) below.

(a) Employees assigned in a ship. For employees assigned in a ship, withholding will cease either on 16 March or 16 September, whichever date first occurs, after a proper revocation is received in

the Purser's office of the ship. So that withholding can be terminated with a minimum of delay, these employees shall submit their revocations directly to the Purser. When the Purser receives a proper revocation from an employee, he shall insure that withholding ceases at the appropriate time. On the reverse side of the revocation, the Purser will stamp the date it was received in his office using the ship's date-receipt stamp. He will determine whether withholding will cease on 16 March or 16 September, whichever is appropriate, and annotate on the reverse side of the revocation the statement "Withholding will cease on (Date) ". He will also annotate this same statement in the "additional information" block of the Employee Ship Record Card (MSTS Form 12135/2). The Purser will affix his signature on the revocation just below the date-receipt stamp and promptly forward the revocation, by letter of transmittal, to the MSTSPAC Office of Comptroller.

(b) Employees assigned in the Marine Placement & Receiving Branch. For employees who are assigned in the Marine Placement & Receiving Branch, withholding will cease either on 16 March or 16 September, whichever date first occurs after a proper revocation is received in the MSTSPAC Office of Comptroller. So that withholding can be terminated with a minimum of delay, employees in MP&RB shall submit their revocations directly to that office. The Office of Comptroller shall determine the effective date of termination of withholding and shall notify the Industrial Relations Office of the date so that proper annotation may be made on the Employee Ship Record Card (MSTS Form 12135/2).

b. Loss of eligibility. Employees lose eligibility to continue dues allotments and withholding must cease whenever any of the following circumstances occur:

(1) Loss of exclusive recognition. Whenever an employee organization loses exclusive recognition, the dues withholding allotments of its members are automatically terminated at the beginning of the first pay period after advice is received concerning the loss of recognition.

(2) Separation from MSTSPAC. An allotment for an individual employee is automatically terminated upon his separation from MSTSPAC civilian marine rolls for any reason. When a separation occurs during a pay period, if there is sufficient pay to cover, the full amount of deduction will be withheld for that pay period.

(3) Movement between units. Except for movements between the non-officer and the steward department officers units, withholding must be terminated whenever a civilian marine employee leaves a unit and moves to a different unit as the result of any personnel action other than temporary promotion. Withholding shall be terminated as of the date of the movement between units; however, when a movement between units occurs during a pay period, if there is sufficient pay to cover, the full amount of the deduction shall be withheld for that pay period. (NOTE: As explained in paragraph 1 above, a temporarily promoted employee remains in the unit covered by the permanent position from which he was promoted.)

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(a) Annotation on Crew Change Report and/or Standard Form 50.

To insure that withholding is terminated whenever an employee loses eligibility because of movement between units, the statement, "This action cancels any dues allotment that may presently be in effect," shall be entered under "Remarks" on the Crew Change Report and/or Standard Form 50 prepared to effect the permanent change in position from a non-officer position to an officer position or vice versa. This annotation procedure will apply also in the case of a NTE employee when the Crew Change Report and/or Standard Form 50 simultaneously effect a separation and a new NTE appointment and the new appointment involves having the employee go from a non-officer position to an officer position or vice versa. This annotation procedure will not apply in the case of a change from a non-officer position to a steward department officer position or vice versa. If the employee is assigned in a ship at the time a movement between units as described above occurs, the Purser shall annotate the Crew Change Report. The Industrial Relations Office shall annotate the Standard Form 50.

(4) Transfer. An allotment for an individual employee is automatically terminated upon his transfer to another Navy installation, Federal Agency and between payroll systems within MSTSPAC. When transfers occurs between pay periods a deduction shall be withheld for that pay period.

6. Annotations on Employee Ship Record Card (MSTS Form 12135/2). In order to insure adequate control concerning commencement and termination of dues withholding, information concerning dues allotment will be recorded in the "additional information" block of the Civilian Marine Employee Ship Record Card (MSTS Form 12135/2). Whenever an eligible employee submits SF 1187, the card shall be annotated to show the union dues, amount and effective date. Whenever an employee separates from MSTSPAC or loses eligibility to have further dues withheld from his pay, the annotation shall be deleted from the card. Whenever an employee submits a revocation of his dues allotment, the card will be further annotated to show the date withholding will cease. After withholding has ceased, all annotations concerning dues withholding will be deleted from the card. Whenever action involving commencement or termination of dues withholding occur while an employee is assigned as a crew member in a ship, the Purser of the ship will be responsible for making the appropriate annotations and deletions on the card. The Industrial Relations Office will be responsible for making such annotations and deletions when actions occur while an employee is assigned in the Marine Placement and Receiving Branch.

VOLUNTARY PAYROLL ALLOTMENT FOR WITHHOLDING DUES
AGREEMENT OF PROCEDURAL ARRANGEMENT

Article I. The Marine Engineers' Beneficial Association, Pacific Coast District, hereinafter called MEBA, having been awarded exclusive recognition 10 December 1962, for a unit composed of MSTSPAC engineer officer civilian marine personnel, and having by letter of 6 June 1967 so requested, herewith enters in an agreement with Commander, Military Sea Transportation Service, Pacific, hereinafter called COMSTSPAC, relating to the voluntary allotment for payment of dues to MEBA.

Article II. The parties agree that the provisions of this agreement are subject to the provisions of the Department of Defense Directive 1426.4 of 27 November 1963, and of present and future laws or regulations of the Federal Government including but not restricted to, those rules and regulations issued by the U. S. Civil Service Commission, the Department of Defense, the Department of the Navy and COMSTSPAC.

Article III. MEBA affirms and agrees that

- A. Its dues are Two Hundred dollars (\$200.00) a year.
- B. It will purchase and distribute to its members the standard allotment form prescribed by the Comptroller General (SF 1187).
- C. It will deliver the completed copies of SF 1187 to the Office of Comptroller, COMSTSPAC.
- D. It will educate its members in the program for allotments for payment of dues, its voluntary nature, and the uses and availability of the required form.
- E. It will promptly notify COMSTSPAC in writing when a member of MEBA is expelled or for any reason ceases to be a member in good standing.
- F. It will designate in writing the specific officer of MEBA appointed to receive the remittance of dues from COMSTSPAC. This designation may be changed by appropriate written notice to COMSTSPAC, such notice to be given at least fifteen (15) days prior to the effective date of the new designation.
- G. A change in the amount of an allotment for the payment of dues to MEBA may not be made more frequently than once each twelve (12) months.

Article IV. COMSTSPAC agrees that

- A. He will withhold from the pay of an employee the amount stated in the SF 1187 submitted by and for such employee via MEBA commencing with the pay period beginning after receipt of the SF 1187 by the Office of the Comptroller, COMSTSPAC.

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- B. He will remit the dues withheld semi-monthly to the official designated in writing by MEBA together with a listing of the names of the allottees, and the amounts withheld, less \$0.02 for each deduction, said amount to cover the cost providing withholding service.
- C. He will promptly notify MEBA in writing, of the revocation of an allotment by an employee. (See Article V., C below).

Article V. The parties to this agreement understand and agree that

- A. This agreement and all allotments arising therefrom will remain in effect as long as MEBA is in receipt of formal or exclusive recognition in the appropriate unit. The termination will be effective at the beginning of the first pay period commencing after probative evidence is received concerning loss of recognition.
- B. An allotment for an individual employee will be automatically terminated upon his separation or transfer from the unit for any reason. Such termination will be effective upon the date of separation or transfer except that the full amount of the deduction will be withheld for the pay period during which the separation or transfer takes place.
- C. An eligible employee may at any time revoke his allotment for the payment of dues to be effective the first full pay period following March 1 or September 1 depending on the date of receipt of the revocation.

IN WITNESS WHEREOF the parties hereto have entered into this agreement on this NINETEENTH day of JUNE 1967.

For Commander, Military Sea
Transportation Service, Pacific

For the Marine Engineers'
Beneficial Association

/s/ GEORGE GOLD
GEORGE GOLD
Industrial Relations Officer

/s/ CHAS A. BLACK
CHARLES A. BLACK
President
Pacific Coast District

AMENDMENT NO. 1
TO
VOLUNTARY PAYROLL ALLOTMENT FOR WITHHOLDING DUES
AGREEMENT OF PROCEDURAL ARRANGEMENT

Effective 1 April 1969, the Agreement dated 19 June 1967, between Commander, Military Sea Transportation Service, Pacific and the Marine Engineers' Beneficial Association (AFL-CIO), for the voluntary payroll allotment for withholding dues, is amended as follows:

1. The amount "Two Hundred dollars (\$200.00)" shown in Article III.A is deleted and the amount "Two Hundred Forty dollars (\$240.00)" is substituted.

IN WITNESS WHEREOF the parties hereto have entered into this Amendment to the Agreement.

For Commander, Military Sea
Transportation Service,
Pacific

For the Marine Engineers'
Beneficial Association

/s/ George Gold
GEORGE GOLD
Industrial Relations Officer

/s/ Chas. A. Black
CHARLES A. BLACK
Executive Vice President

Date: 7 April 1969

Date: 4/1/69

VOLUNTARY PAYROLL ALLOTMENT FOR WITHHOLDING DUES
AGREEMENT OF PROCEDURAL ARRANGEMENT

Article I. The Marine Staff Officers of the Seafarers International Union of North America, hereinafter called MSO, having been awarded exclusive recognition 7 February 1964 for a unit composed of MSTSPAC purser officer civilian marine personnel, and having by letter of 4 May 1967 so requested, herewith enters in an agreement with Commander Military Sea Transportation Service, Pacific, hereinafter called COMSTSPAC, relating to the voluntary allotment for payment of dues to MSO.

Article II. The parties agree that the provisions of this agreement are subject to the provisions of the Department of Defense Directive 1426.4 of 27 November 1963, and of present and future laws or regulations of the Federal Government including but not restricted to, those rules and regulations issued by the U. S. Civil Service Commission, the Department of Defense, the Department of the Navy and the Commander Military Sea Transportation Service.

Article III. MSO affirms and agrees that

- A. Its dues are One Hundred Twenty dollars (\$120.00) a year.
- B. It will purchase and distribute to its members the standard allotment form prescribed by the Comptroller General (SF 1187).
- C. It will deliver the completed copies of SF 1187 to the Office of Comptroller, COMSTSPAC.
- D. It will educate its members in the program for allotments for payment of dues, its voluntary nature, and the uses and availability of the required form.
- E. It will promptly notify COMSTSPAC in writing when a member of MSO is expelled or for any reason ceases to be a member in good standing.
- F. It will designate in writing the specific officer of MSO appointed to receive the remittance of dues from COMSTSPAC. This designation may be changed by appropriate written notice to COMSTSPAC, such notice to be given at least fifteen (15) days prior to the effective date of the new designation.
- G. A change in the amount of an allotment for the payment of dues to MSO may not be made more frequently than once each twelve (12) months.

Article IV. COMSTSPAC agrees that

- A. He will withhold from the pay of an employee the amount stated in the SF 1187 submitted by and for such employee via MSO, commencing with the pay period beginning after receipt of the SF 1187 by the Office of the Comptroller, COMSTSPAC.

Enclosure (3)

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- B. He will remit the dues withheld semi-monthly to the official designated in writing by MSO, together with a listing of the names of the allottees, and the amounts withheld, less \$0.02 for each deduction, said amount to cover the cost of providing withholding service.
- C. He will promptly notify MSO, in writing, of the revocation of an allotment by an employee. (See Article V. C. below).

Article V. The parties to this agreement understand and agree that

- A. This agreement and all allotments arising therefrom will remain in effect as long as MSO is in receipt of formal or exclusive recognition in the appropriate unit. The termination will be effective at the beginning of the first pay period commencing after probative evidence is received concerning loss of recognition.
- B. An allotment for an individual employee will be automatically terminated upon his separation or transfer from the unit for any reason. Such termination will be effective upon the date of separation or transfer except that the full amount of the deduction will be withheld for the pay period during which the separation or transfer takes place.
- C. An eligible employee may at any time revoke his allotment for the payment of dues to be effective the first full pay period following March 1 or September 1 depending on the date of receipt of the revocation.

IN WITNESS WHEREOF the parties hereto have entered into this agreement on this 23rd day of May 1967.

For Commander, Military Sea
Transportation Service,
Pacific

/s/ George Gold
GEORGE GOLD
Industrial Relations Officer

For the Marine Staff Officers

/s/ Brandon Tynan
BRANDON TYNAN
Secretary-Treasurer

AMENDMENT NO. 1
TO
VOLUNTARY PAYROLL ALLOTMENT FOR WITHHOLDING DUES
AGREEMENT OF PROCEDURAL ARRANGEMENT

Effective the first pay period of October 1967, the Agreement dated 23 May 1967, between Commander, Military Sea Transportation Service, Pacific and the Marine Staff Officers (SIU) (AFL-CIO), for the voluntary payroll allotment for withholding dues, is amended as follows:

1. The amount "One Hundred Twenty dollars (\$120.00)" shown in Article III.A is deleted and the amount "One Hundred Thirty Two dollars (\$132.00)" is substituted.

IN WITNESS WHEREOF the parties hereto have entered into this Amendment to the Agreement.

For Commander, Military Sea
Transportation Service,
Pacific

For the Marine Staff Officers

/s/ Carl W. Massey
CARL W. MASSEY, Acting
Industrial Relations Officer

/s/ Brandon Tynan
BRANDON TYNAN, Secretary-Treasurer

Date: 9-29-67

Date: 9-26-67

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AMENDMENT NO. 2
TO
VOLUNTARY PAYROLL ALLOTMENT FOR WITHHOLDING DUES
AGREEMENT OF PROCEDURAL ARRANGEMENT

On 16 April 1969, the Commander, Military Sea Transportation Service, Pacific, with COMSTS approval, officially extended the unit of purser officers, for which the Marine Staff Officers currently holds exclusive recognition under E. O. 10988, to include all nurse officers employed at MSTSPAC.

The purpose of this amendment, which will become effective upon the signature of the parties, is to include nurse officers in the description of the unit contained in Article I of the basic dues agreement of 23 May 1967 so that nurse officers may participate in the dues withholding program.

IN WITNESS WHEREOF the parties hereto have entered into this amendment to the Agreement.

For the Commander, Military
Sea Transportation Service,
Pacific

For the Marine Staff Officers

/s/ George Gold
GEORGE GOLD
Industrial Relations Officer

/s/ Brandon Tynan
BRANDON TYNAN
Secretary-Treasurer

Date: May 13, 1969

Date: 5-16-69

15 April 1970

VOLUNTARY PAYROLL ALLOTMENT FOR WITHHOLDING DUES
AGREEMENT OF PROCEDURAL ARRANGEMENT

Article I. The Military Sea Transport Union of the Seafarers International Union of North America, Pacific District, hereinafter called MSTU, having been awarded exclusive recognition 5 June 1964 for a unit composed of MSTSPAC non-officer civilian marine personnel, and 20 September 1963 for a unit composed of MSTSPAC Steward Department officers, and having by letter of 21 December 1964 so requested, herewith enters in an agreement with Commander, Military Sea Transportation Service, Pacific Area, hereinafter called COMSTSPAC, relating to the voluntary allotment for payment of dues to MSTU.

Article II. The parties agree that the provisions of this agreement are subject to the provisions of the Department of Defense Directive 1426.4 of 27 November 1963, and of present and future laws or regulations of the Federal Government including but not restricted to, those rules and regulations issued by the U. S. Civil Service Commission, the Department of Defense, the Department of the Navy and the Commander, Military Sea Transportation Service.

Article III. MSTU affirms and agrees that

- A. Its dues are Eighty dollars (\$80.00) a year.
- B. It will purchase and distribute to its members the standard allotment form prescribed by the Comptroller General (SF 1187).
- C. It will deliver the completed copies of SF 1187 to the Office of Comptroller, COMSTSPAC.
- D. It will educate its members in the program for allotments for payment of dues, its voluntary nature, and the uses and availability of the required form.
- E. It will promptly notify COMSTSPAC in writing when a member of MSTU is expelled or for any reason ceases to be a member in good standing. If such notice is delivered later than two working days prior to the close of the pay period, MSTU will accept the allotment for the former member and will reimburse him.
- F. It will designate in writing the specific officer of MSTU appointed to receive the remittance of dues from COMSTSPAC. This designation may be changed by appropriate written notice to COMSTSPAC, such notice to be given at least fifteen (15) days prior to the effective date of the new designation.
- G. A change in the amount of an allotment for the payment of dues to MSTU may not be made more frequently than once each twelve (12) months.

Enclosure (4)

15 April 1970

Article IV. COMSTSPAC agrees that

- A. He will withhold from the pay of an employee the amount stated in the SF 1187 submitted by and for such employee via MSTU, commencing with the pay period beginning after receipt of SF 1187 by the Office of the Comptroller, COMSTSPAC.
- B. He will remit the dues withheld semi-monthly to the official designated in writing by MSTU, together with a listing of names of the allottees, and the amounts withheld, less \$0.02 for each deduction, said amount to cover the cost of providing the withholding service.
- C. He will promptly notify, in writing MSTU of the revocation of an allotment by an employee. (See Article V. C. below).

Article V. The parties to this agreement understand and agree that

- A. This agreement and all allotments arising therefrom will remain in effect as long as MSTU is in receipt of formal or exclusive recognition in the appropriate units. The termination will be effective at the beginning of the first pay period commencing after probative evidence is received concerning loss of recognition.
- B. Except for transfers between the units described in Article I, an allotment for an individual employee will be automatically terminated upon his separation or transfer from the unit for any reason. Such termination will be effective upon the date of separation or transfer except that the full amount of the deduction will be withheld for the pay period during which the separation or transfer takes place.
- C. An eligible employee may at any time revoke his allotment for the payment of dues to be effective the first full pay period following March 1 or September 1 depending on the date of receipt of the revocation.

IN WITNESS WHEREOF the parties hereto have entered into this agreement on this 18th day of October 1965.

For Commander, Military Sea
Transportation Service,
Pacific Area

For the Military Sea Transport
Union

/s/ GEORGE GOLD
GEORGE GOLD
Industrial Relations Officer

/s/ FRANK DROZAK
FRANK DROZAK

15 April 1970

AMENDMENT NO. 1TOVOLUNTARY PAYROLL ALLOTMENT FOR WITHHOLDING DUES
AGREEMENT OF PROCEDURAL ARRANGEMENT

Effective the first pay period of October 1967, the Agreement dated 18 October 1965, between Commander, Military Sea Transportation Service, Pacific and the Military Sea Transport Union (SIU) (AFL-CIO), for the voluntary payroll allotment for withholding dues, is amended as follows:

1. The amount "Eighty Dollars (\$80.00)", shown in Article III.A, is deleted and the amount "One Hundred dollars (\$100.00)" is substituted.

IN WITNESS WHEREOF the parties hereto have entered into this Amendment to the Agreement.

For Commander, Military Sea
Transportation Service,
Pacific

For the Military Sea Transport
Union

/s/ George Gold
GEORGE GOLD
Industrial Relations Officer

/s/ Joseph J. Leal
JOSEPH J. LEAL
Secretary-Treasurer

Date: 9-25-67

Date: 9-26-67

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AMENDMENT NO. 2
TO
VOLUNTARY PAYROLL ALLOTMENT FOR WITHHOLDING DUES
AGREEMENT OF PROCEDURAL ARRANGEMENT

Effective immediately, the Agreement dated 18 October 1965, between Commander, Military Sea Transportation Service, Pacific and the Military Sea Transport Union (SIU) (AFL-CIO), for the voluntary payroll allotment for withholding dues, is amended as follows:

1. The material presently contained in paragraph C of Article III is deleted in its entirety and replaced by the following:

"For each employee who desires to have his dues withheld from his pay, MSTU will deliver a completed copy of SF 1187 either to the Purser's Office of the MSTSPAC ship in which the employee is a crew member, or to the Office of Comptroller, COMSTSPAC."

2. The material presently contained in paragraph A of Article IV is deleted in its entirety and replaced by the following:

"He will withhold from the pay of an employee the amount stated in the SF 1187 submitted by and for such employee via MSTU. If the employee is assigned in an MSTSPAC ship, withholding will commence at the beginning of the first pay period after receipt of the SF 1187 by the Purser's Office of the ship in which the employee is a crew member. If the employee is assigned in the Marine Placement and Receiving Branch, withholding will commence at the beginning of the first pay period after receipt of the SF 1187 by the Office of Comptroller, COMSTSPAC."

3. The material presently contained in paragraph C of Article V is deleted in its entirety and replaced by the following:

"An eligible employee may at any time revoke his allotment for the payment of dues. If the employee is assigned in an MSTSPAC ship, withholding will cease effective the first full pay period following March 1 or September 1 depending on the date of receipt of the revocation by the Purser's Office of the ship in which the employee is a crew member. If the employee is assigned in the Marine Placement and Receiving Branch, withholding will cease effective the first full pay period following March 1 or September 1 depending on the date of receipt of the revocation by the Office of Comptroller, COMSTSPAC."

MSTSPACINST 7420.1
15 April 1970

IN WITNESS WHEREOF the parties here to have entered into this Amendment to the Agreement.

For Commander, Military Sea
Transportation Service,
Pacific

For the Military Sea Trans-
port Union

/s/ GEORGE GOLD
GEORGE GOLD
Industrial Relations Officer

/s/ JOSEPH J. LEAL
JOSEPH J. LEAL
Secretary-Treasurer

Date: 26 January 1968

Date: 26 January 1968

MSTSPACINST 7420.1
15 April 1970

AMENDMENT NO. 3
TO
VOLUNTARY PAYROLL ALLOTMENT FOR WITHHOLDING DUES
AGREEMENT OF PROCEDURAL ARRANGEMENT

Effective the first pay period of January 1970, the Agreement dated 18 October 1965, between Commander, Military Sea Transportation Service, Pacific and the Military Sea Transport Union (SIU) (AFL-CIO), for the voluntary payroll allotment for withholding dues, is amended as follows:

1. The material contained in Article III.A is deleted and replaced by the following:

"A. Its dues are One Hundred Forty dollars (\$140.00) a year,"

IN WITNESS WHEREOF the parties hereto have entered into this Amendment to the agreement.

For the Commander, Military Sea
Transportation Service, Pacific

For the Military Sea Transport
Union

/s/ C. W. MASSEY
C. W. MASSEY
Acting Industrial Relations
Officer

/s/ JOSEPH J. LEAL
JOSEPH J. LEAL
Secretary-Treasurer

Date: 12-31-69

Date: 12-31-69