



DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC
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From: Commander, Military Sea Transportation Service, Pacific
To: Distribution List
Subj: Sea-service time for MSTS employees; U. S. Coast Guard acceptance of
Ref: (a) CMFI 310.4-3

1. It has been brought to the attention of COMSTSPAC that, in order to assure U. S. Coast Guard full acceptance of sea service record book entries toward qualification of personnel for upgrading, all entries must be made in complete conformance with reference (a).

2. Reference (a) is quoted for information:

"a. Maintenance of sea service records.--For the purpose of this paragraph, voyage is defined as the period of time between a ship's departure and return to the home port. In completing the entries for the beginning and ending dates of voyages, the beginning date will be the date the employee was assigned to the ship for a scheduled voyage. If the employee has completed a voyage and is remaining aboard for another scheduled voyage, the beginning date will be the date following arrival in the home port. The date the voyage ends will be the date of arrival in the home port or the date the employee is otherwise relieved from duty in the ship. The sea service record will not include time spent in the Receiving Branch, time spent in ships during overhaul, or ready reserve status. The date RRS ships revert to FOS will be entered as the date the next scheduled voyage begins for those personnel already assigned in the ship. For ships in overhaul, the Master will enter the date he requires an employee to be aboard for the next scheduled voyage.

b. Engine Department records.--The sea service records for Engine Department personnel will specify whether service was on a steam or motor ship. In addition, entries for Third Assistant Engineers will include a statement specifying whether or not the Third Assistant Engineer was in charge of the watch. The words "In charge of the watch" or "Not in charge of the watch" may be inserted with pen and ink or by means of a rubber stamp.

c. Additional entries.--Enter the tonnage or horsepower in the "name of ship" column. In the "date and place voyage begins" column enter the nature of the voyage, i.e., "foreign," "coastwise," or "intercoastal."

3. Masters of all MSTSPAC ships are directed to comply with the above.

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