

# CIVILIAN MARINE PERSONNEL INSTRUCTIONS

CMPI 410 - COVER SHEET 188

TRAINING

NAVSO-P-833-410-188

Stock No. -- 0511--LP-268-0188

1 February 1983

Attached are pages comprising a revision of CMPI 410, TRAINING, which should be substituted for the present CMPI 410. The "Record of CMPI Cover Sheets Received" should be initialed and this Cover Sheet should be filed.

## REASONS FOR CHANGES

This Instruction is revised for the following reasons:

1. Upgrade Training. New provisions for the Upgrade Training have been added under the delegated authority of 1-2c and are reflected in pertinent parts of this Instruction (See 1-3f, 1-4, 6-3).
2. Mandatory Training. Mandatory training requirements will be in pay status (See 1-3g).
3. Occupational Safety, Health and Training Committee (OSHTC). The Training Committee has been renamed and the composition of the OSHTC has been expanded (See 2-2b).
4. Director, Training and Safety Division. The duties and responsibilities of the Director, Training and Safety Division have been clarified and delineated (See 2-2d).
5. Preventive Medicine Technicians (PMT). The section was deleted as PMT's are not assigned to MSC or its area commands (See 2-2h).
6. Medical Representative/Nurse. New section added to insure adequate medical care will be given CIVMARs aboard ship (See 2-3g).
7. Training Films. This area was rewritten to conform with the new OPNAV Instruction which authorizes MSC area commands and ships to draw Navy training films (See 4-4b(1)).
8. Reference and Training Libraries. The new responsibility of area command Training and Safety Division to prepare and maintain a list of training publications suggested for ship's training library is described (See 4-5a).
9. Section 5. Training Procedures. A complete rewrite of this section was undertaken, adding training procedures, delineation of formal training, clarification of the administration of trainees ashore, compensation and training agreements.

10. Section 6. Authorized Training. Complete rewrite of this section and adding new sections on Management Development, Continuing Education and deleting Shipboard Training which was previously covered.

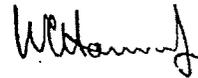
11. Section 7. Reports. Deleted the semi-annual Damage Control Report as the information is to be covered by the OSHTC (See 7-3c(3)).

12. Editorial Corrections. Numerous minor changes have been made to clarify terminology, titles, or organizations and references.

EFFECTIVE DATE

The provisions of the instruction are applicable upon receipt.

Authorized for MSC:



W. C. HAMM, JR.  
Deputy Commander  
Military Sealift Command

By direction of the Secretary of the Navy:

Approved: 20 JAN 1983



THOMAS R. MUIR  
Special Assistant for  
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**CIVILIAN MARINE PERSONNEL INSTRUCTIONS**

CMPI 410 - COVER SHEET 201

TRAINING

NAVSO -P-833-410-201

Stock No. -- 0511-LP- 268-0201

10 November 1983

Attached are new pages 7 and 8 to COMPI 410, Training, which substitute for pages 7 and 8 to the instruction. "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet should be filed.

REASONS FOR REVISION

This instruction is revised for the following reasons:

1. The abbreviation NBC is to be changed to CBR throughout the instruction as the term Nuclear, Biological and Chemical Defense has been changed to Chemical, Biological and Radiological Defense. Make pen and ink changes where appropriate.
2. The duties of CBR Defense Officer will be assigned to the Third Officer instead of the First Assistant Engineer. (See 2-3d)

EFFECTIVE DATE

The revision is effective on date of receipt.

Authorized for MSC.

*W. C. Hamm, Jr.*  
W. C. HAMM, JR.  
Deputy Commander  
Military Sealift Command

By direction of the Secretary of the Navy:

*Thomas R. Muir*  
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Civilian Personnel and  
Equal Employment Opportunity

Approved: 6 OCT 1983

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**CIVILIAN MARINE PERSONNEL INSTRUCTIONS**

CMPI 410 - COVER SHEET 232

TRAINING

NAVS0-P-883-410-232

Stock No. -- 0511-LP-268-0232

19 April 1985

Attached are new pages 21, 21a 22 and 22a to CMPI 410, Training, which make change to page 21 and add page 21a to the instruction. "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet should be filed.

REASON FOR REVISION

This instruction is revised for the following reasons:

1. To include a new paragraph 6-13 on Observer Training Programs.

EFFECTIVE DATE

The revision is effective on date of receipt.

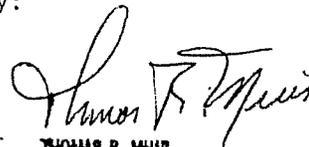
Authorized for MSC.



By direction of the Secretary of the Navy:

Approved: **11 MAR 1985**

Distribution:  
MSC Special List #25  
SNDL T-100 (7 copies)



**THOMAS R. MUIR**  
Assistant Deputy Chief of Naval  
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Equal Employment Opportunity)

## INSTRUCTION 410

## TRAINING

- Section 1. General provisions
2. Organization and responsibility for training
  3. Training facilities
  4. Training aids and material
  5. Status of personnel in training
  6. Authorized training
  7. Reports
  8. Training in mobilization
  9. - Enclosures

## SECTION 1, GENERAL PROVISIONS

	Paragraph No.
Scope.....	1-1
Authority.....	1-2
General policy.....	1-3
Training funds.....	1-4

1-1. SCOPE. This Instruction relates to the training of civil service marine (CIVMAR) personnel in MSC civil service-manned ships, within and outside the continental limits of the United States, ashore and afloat. It defines COMSC policy for training of CIVMAR personnel, including the scope and degree of the training program. Applicable provisions of this Instruction will be used as a guide in providing necessary training to local national marine personnel employed directly or under contract aboard ships under MSC administrative control. This Instruction does not cover employment conditions of personnel engaged in administration of the training program. Such personnel are governed by applicable FPMs, CPIs, CMPIs, and related directives.

## 1-2. AUTHORITY.

a. Basic authority and regulations. FPM 410 and CPI 410 contain the authority, policy and regulations for training, development and career planning for civilian employees throughout the Naval Establishment, subject to special limitations or requirements prescribed in this Instruction for CIVMAR personnel.

b. Training in mobilization. COMSC has been delegated authority to modify the provisions of this Instruction during periods of mobilization as provided in Section 8.

c. Delegation of authority to COMSC. COMSC is authorized to approve special training necessary to meet the changing requirements of MSC, not otherwise authorized in this Instruction, provided it is consistent with CPI 410.

## 1-3. GENERAL POLICY.

- a. Objective. The objective of the CIVMAR training program is to:
- (1) Assure that competent crews operate MSC ships at maximum efficiency.
  - (2) Develop an adequate force of capable career employees.

(3) Maintain ship operational readiness to perform any required task.

(4) Insure the highest degree of ship and personnel safety.

b. Basic policy. The CIVMAR training program is based upon the necessity to train crew members in those skills required to assure the operational readiness and reliability of civil service-manned ships to accomplish any required task. Emphasis will be on in-service training. Training funds will be utilized principally to support increased operating efficiency and ships safety. Training support for upgrading licenses and documentation will normally be restricted to CIVMAR personnel with a shipboard assignment. Requests in other instances are to be submitted to COMSC by Area Commanders for resolution. Shipboard training, supplemented by necessary support training ashore, will be the core of the training program. Training will be accomplished by:

(1) Broadening practical experience in specialized skills through shipboard training.

(2) Increasing technical knowledge through off-duty programmed training material including correspondence courses, Audio-Visual, etc.).

(3) Training ashore to support afloat operations.

c. Afloat training. The goal of afloat training is to assure that each crew member is properly placed, adequately trained, effectively supervised, and utilized to the fullest extent of his or her potential. Marine training will be conducted primarily on the job, aboard ship, utilizing the ship's gear for technical training. Ships' officers will normally assume the responsibility in this connection as well as the continuing development of subordinates (See 2-3e below). Complex and specialized training, in some cases, will be accomplished aboard by contract with vendors, manufacturers or training organizations. Training support will be provided by the homeport command through guidance and instruction from staff specialists and standardized training manuals, instructors' guides, and training aids.

d. Ashore training. Training ashore will support operations afloat and will be conducted where the afloat training program cannot adequately meet operational or technical requirements.

e. Individual qualifications. In conformance with commercial practice, it is desirable that each marine employee qualify for a U.S. Coast Guard license or certificate higher than that for the rating in which he serves, wherever possible, or possess a merchant mariner's document endorsed for all ratings in his department. Such achievements not only improve ship's operations but is also a professional asset to marine personnel and assurance of their readiness for promotions. Since possession of higher licenses or certificates and completion of applicable correspondence and training courses are important factors in reassignments and promotions or (in connection with certification as Lifeboatman) for retention in Reduction-in-Force, supervisors will assist in the development of subordinates and will give them every opportunity for upgrading. Qualifications which contribute to the safety and operational readiness of ships are given due consideration in personnel actions. Such qualifications include completion of training in damage control, fire fighting, NBC defense, lifeboat handling, first aid, sanitation and food service, cooking and baking, refrigeration, burning and welding, electricity, mechanic skills, maintenance of electronic equipment, and possession of certification for lifeboatman, gyro-compass, radar observer, loran, signaling, etc.

f. Voluntary training. It is COMSC policy to provide for career development of CIVMAR personnel to aid in advancement of all ratings in all departments. This policy will be achieved through tuition payment, SLO

allowances, where authorized, and excused absence to take USCG examinations. Area Commanders are delegated authority to approve tuition for training at non-Federal schools, including maritime union schools, if Navy/Government schools are not available. CIVMAR personnel may be assigned to training ashore in a duty status within the limits detailed in Section 5.

g. Mandatory training. Required training, such as firefighting every three years, or explosives handling certification annually, will be attended by CIVMAR personnel while in a pay status.

h. Overseas personnel. In the event CIVMAR personnel are assigned to an overseas homeport command where appropriate courses are not available locally, training will be arranged with the appropriate continental command to coincide with their travel, leave, or other purposes.

#### 1-4. TRAINING FUNDS.

a. General. Training funds will be used to support increased operating efficiency through improved work performance. Payment for instructional services and expenses incident to training is authorized only for management identified, job related training, or development needs of assigned personnel which will likely be required in a future assignment, and for approved courses listed in COMSCINST 12410.25. Where tuition payments to outside agencies and educational institutions or expenses incident to attendance at professional meetings are involved, prior approval must be obtained in accordance with the latest revisions of COMSCINST 12410.9J and CPI 410.

b. Expenditure of training funds. Training costs include the salaries of personnel assigned to full-time training ashore, tuition payments, and training materials. Salaries of training staffs are included in overhead salaries and wages accounts. Expenditures of training funds will be governed by the following priority in order to provide for optimum use of available funds:

(1) Safety-at-Sea-training. This training includes, but is not limited to damage control, firefighting, NBC defense, lifeboat training, radar training, first aid, sanitation and food service, accident prevention, required certifications, and health.

(2) Training in individual skills. Technical training may be conducted, as necessary, to improve operations in such areas as electronics and engineering, operation and maintenance, cooking and baking, rules of the road, radar, signaling, communications, welding and burning, cargo stowage and stability, motion picture projector operation, upgrade training and career development.

(3) Administrative training. Administrative training consists of training in management practices and administrative requirements of specific jobs necessary to promote economy and efficiency of operations. This includes, but is not limited to staff orientation of ship's officers, supervisory and instructor training, supply provisions accounting, yeoman/storekeeper orientation, administration of safety programs, and general indoctrination.

c. Charges against training funds. In general, training funds will be charged with the costs of training materials and services, and salaries of personnel in the receiving Branch while assigned to training. Salaries of new employees undergoing orientation of two days or less while assigned to the Receiving Branch will not be charged to training. Salaries of personnel carried on the ship's rolls and conducting or engaged in training will not be charged to training funds unless a replacement is required. Listed below are examples of proper and improper charges against training funds. Any charges which are questionable should be referred to COMSC

for decision.

- (1) Proper charges.
  - (a) Salaries of employees assigned to the Receiving Branch undergoing training exceeding two days.
  - (b) Salaries of personnel assigned to full-time training ashore, provided they are not carried on ships' rolls.
  - (c) Training publications, aids, equipment, supplies, and services.
  - (d) Tuition payments and conference registration fees.
- (2) Improper charges.
  - (a) Shipboard interim positions.
  - (b) Salaries of personnel awaiting assignment. (This does not preclude use of such personnel as instructors while awaiting shipboard assignment).
  - (c) Salaries of new employees assigned to the Receiving Branch while undergoing orientation of two days or less.
  - (d) Salaries of personnel carried on ships' rolls while assigned to short damage control course or other courses ashore, provided replacements are not required.
  - (e) Salaries of staff personnel or ship's officers who are utilized on a part-time basis as instructors in on-the-job or in-service training.
  - (f) Travel expenses.

d. Administration of training funds. (Account 5101.2, 5109, and 5311)

(1) Training funds. Training funds are budgeted and accounted for in accordance with applicable provisions of the Navy Industrial Fund Handbook for MSC.

(2) Review of charges. The Director, Training and Safety Division, will assure that training funds are planned, administered and utilized effectively through realistic budgeting, optimum use, and careful review of training charges.

(a) Estimated requirements for training budgets. A brief analysis of the estimates for training staffs and training budgets and justification of the estimated requirements will be included when training budgets are submitted. Supporting data shall include:

- (1) Damage Control Officers' salaries (Account 5101.2).
- (2) Types of training planned, approximate length of courses, and the approximate numbers and average salaries of trainees (Account 5109).
- (3) Tuition, training materials, or other training costs (Account 5311).

SECTION 2, ORGANIZATION AND RESPONSIBILITY FOR TRAINING

	Paragraph No.
COMSC.....	2-1
Organization and responsibility ashore.....	2-2
Organization and responsibility afloat.....	2-3

2-1. COMSC. Under the policy control of the Under Secretary of the Navy, formulation and implementation of the general civil service mariner (CIVMAR) personnel training program is the responsibility of COMSC. In carrying out this responsibility COMSC will:

- a. Establish training policies and basic training plans for subordinate commands within Navy training policy and this Instruction.
- b. Promulgate, administer, coordinate, and review all MSC training programs to assure uniformity and proper implementation by subordinate commanders.
- c. Furnish essential training guides, aids, and materials to supplement standardized programs.
- d. Coordinate MSC support of/or participation in training programs conducted by other Government or educational activities.
- e. Review and act upon requests for approval of tuition payments and expenses incident to attendance at professional meetings.
- f. Review and coordinate requests for purchase or production of necessary training films and training material.
- g. Approve and allocate training budgets and review expenditure of training funds.
- h. Assist commands in the establishment of new training facilities.

#### 2-2. ORGANIZATION AND RESPONSIBILITY ASHORE.

a. Homeport Commander. The homeport Commander is responsible for establishing and conducting effective training programs designed to provide for the operational readiness of assigned ships. He will:

- (1) Establish a training organization to meet the needs of the command.
- (2) Execute the training policies of COMSC.
- (3) Develop or assist in the development of training materials for authorized courses as requested or assigned by COMSC.
- (4) Cooperate in providing training for personnel of other MSC commands or other agencies, when appropriate, or when directed by COMSC.
- (5) Submit training reports as required in Section 7.
- (6) Submit to COMSC recommendations for improvement of the training program to promote economy and efficiency of operations.
- (7) Review and act upon requests for approval of tuition payments and expenses for conference attendance under delegated authority.
- (8) Provide staff advice and standard training material to subordinate commands, and assist in the development and review of training programs at subordinate commands or activities.

b. Occupational Safety, Health and Training Committee (OSHTC). The homeport Commander will appoint an Occupational Safety, Health and Training Committee (OSHTC) to assist and advise him on training matters and develop the activity training plan. The committee will meet at least quarterly. The OSHTC will appoint subcommittees, as required, to advise on and assist in carrying out specific training programs such as damage control, food sanitation, administrative training, asbestos control, occupational safety and health matters, etc.

(1) Organization. The OSHTC will be composed of the following personnel or their designated ranking subordinates authorized to make commitments for them:

- (a) Chief Staff Officer - Chairman
- (b) Civilian Personnel Officer
- (c) \*Assistant Chief of Staff Fleet Operations
- (d) \*Assistant Chief of Staff Transportation
- (e) Assistant Chief of Staff Administration and Manpower
- (f) \*Chief Inspector
- (g) \*Supply Officer

- (h) \*Engineering Officer
- (i) Medical Officer
- (j) Comptroller
- (k) Counsel
- (l) \*Director, Training and Safety Division-Recorder
- (m) EEO Coordinator

Members above indicated by asterisks will act as the Safety-at-Sea and Damage Control Subcommittee to advise and assist in carrying out COMSC training policies by recommending to the homeport Commander the following:

- (a) General areas of training necessary to meet the command's operations, administrative, and occupational health and safety matters.
- (b) The assignment of subcommittees or designated personnel to plan and assist in specific programs.
- (c) Establishment and utilization of command training facilities.
- (d) Establishment of criteria for selection and assignment of personnel to training.
- (e) Extant to which personnel time and MSC funds will be devoted to each type of training.
- (f) Coordination of command effort necessary to carry out training policies.
- (g) Review and evaluation of the command training program, as a whole.

c. Civilian Personnel Officer. The Civilian Personnel Officer is responsible for implementing the commander's training policies; recommending the composition of an adequate training staff; for coordination, and direction of all civilian training, ashore and afloat, including the safety-at-sea and damage control training program; implementing specific training programs requested by division directors, or heads of offices regarding operational readiness and improved effectiveness of civil service-manned ships.

d. The Director, Training and Safety Division. The Director, Training and Safety Division, or person assigned shall direct all civilian training and supervise all training officers and personnel of other divisions assigned to conduct civilian training ashore, aboard ship when in port, or during afloat training at sea. The Director, Training and Safety Division, or person assigned will:

- (1) In accordance with this Instruction, determine training needs; prepare training plans, training material, and schedules for all authorized courses; coordinate and direct all training programs, ashore and afloat, utilizing specialists as instructors for the preparation of technical material in each field.
- (2) Assist ships' Masters in organizing their afloat training programs and in scheduling necessary training ashore of marine personnel.
- (3) Provide training information, training films, training aids, courses, manuals, and similar training material.
- (4) Assist in the selection and training of instructors.
- (5) Conduct training in general subjects for which qualified instructors cannot be assigned from other staff divisions or cannot otherwise be obtained.
- (5) Coordinate with outside agencies concerning training facilities and programs, correspondence courses, etc., and advise marine personnel regarding available educational opportunities.
- (7) Review and evaluate afloat training programs.

- (8) Maintain suitable records and submit required training reports.
- (9) Advise the command and the OSHTC regarding training needs, training methods, and training policies.
- (10) Recommend staff action to assure that appropriate training measures are taken to improve performance as necessary.
- (11) Serve as recorder for the OSHTC.
- (12) Be responsible to the funds administrator for the preparation of estimated requirements for the training budget and for review of training expenditures.

e. Division Directors. Division directors and heads of offices shall make their facilities and personnel available to carry out authorized training programs by providing technical assistance, equipment, and qualified instructors for specialized training courses. They shall have the right and responsibility to review and comment on training programs relating to their functions.

f. Damage Control Officers (DCO).

(1) General. Damage Control Officers (DCOs), when authorized at designated subordinate commands, assist Masters in organizing, initiating, and maintaining the shipboard Safety-at-Sea and Damage Control Program, and in conducting necessary refresher training. These DCOs will be selected for their seagoing, damage control, and training experience. They must hold USCG licenses no lower than Chief Mate or First Assistant Engineer and have served at least one year in that position with MSC civilian-manned ships. Equivalent experience gained while on active duty in the Navy or Coast Guard may be considered. They must have completed instructor training in damage control, fire fighting, and CBR defense. DCOs will make a voyage or spend sufficient time in each ship of the command, as assigned, to conduct initial or refresher damage control and related training (Phase I) of officers and crew (including the military department). They will also conduct on-voyage damage control training (Phase I) which is rescheduled in ships removed from ready reserve or when training evaluation (Phase III) indicates the need for additional training. They will organize each ship to enable the ship's officers to carry on the continuing shipboard Damage Control Program of instruction and drills (Phase II) and will instruct ship's officers in the use of training material and in methods of instruction. DCOs will assist in conducting annual evaluation of damage control training, drills and exercises (Phase III). While ashore, they will assist in conducting applicable in-service training and in the preparation of damage control and training portions of administrative inspections. Their specialized knowledge may also be used as advisors to boards investigating casualties.

(2) Supervision. DCOs will be under the administrative and technical supervision of the Director, Training and Safety Division at all times, except when assigned aboard ship for Phase I damage control training, on-voyage Phase III damage control evaluation, or special projects. When assigned aboard ship in such cases, they will be under the administrative supervision of the Master. One or two day assignments aboard ship on Phase III damage control training will be considered as temporary additional duty assignments. While ashore, they will be carried organizationally in the Receiving Branch.

(3) Status on Voyage. Afloat assignments of DCOs will be made in accordance with existing instructions. They will report directly to the Master, and will furnish guidance and assistance to the First Officer (the Damage Control Officer) and will coordinate the training for the voyage with him. DCOs are representatives of the homeport Commander and will

provide staff advice on safety-at-sea and training matters. They have no line authority to issue orders to the ship's crew; however, Masters will fully utilize their specialized skills and support the Safety-at-Sea and Damage Control Program. DCOs ashore outside their homeport will report to the local Commander to assist implementing the Safety-at-Sea and Damage Control Program aboard ships of that command.

(g) Training Officer (Lifeboats). Following COMSC approval, where Training Officer (Lifeboats) positions are established, these positions will be located in the Training and Safety Division under the Director, Training and Safety. They will be utilized as necessary to support the Lifeboat, Safety-at-Sea and Damage Control Programs.

### 2-3. ORGANIZATION AND RESPONSIBILITY AFLOAT.

a. Masters. It is the responsibility of Masters, with assistance of the command ashore, to establish ship's training programs required to meet operational needs. Masters will fully utilize ship's officers in training functions and require all officers and chief petty officers to assume their responsibilities for shipboard training of their subordinates (Phase II), in accordance with COMSCINST 3120.2D.

b. Ship's Training Officer. The First Officer is designated as Ship's Training Officer. Because of the scope and importance of the training function, the Training Officer's position must be one of seniority and authority. This assignment will, in no way, relieve any other officer of his responsibilities for indoctrinating new employees, for on-the-job training of subordinates, or for active participation in emergency drills. The Ship's Training Officer will:

(1) Familiarize himself with the marine training program, training directives, and applicable training programs ashore and make such information available to the crew.

(2) Promote enrollment in correspondence courses, encourage upgrading and, where practicable, organize upgrade study groups.

(3) Coordinate and supervise all training activities aboard ship, arrange for the use of the ship's equipment for training purposes, obtain training aids, when necessary, and encourage individual improvement.

(4) Provide liaison with the command ashore on training matters and assist in scheduling ship's personnel for training ashore.

c. Ship's Damage Control Officer. The First Officer will also be the Ship's Damage Control Officer responsible to the Master for the continuing instruction, training and drilling of ship's personnel in damage control and for evaluation of the shipboard damage control program. In order to give the First Officer the necessary practical background and experience, every effort should be made to assign him to attend the course in practical fire fighting and general damage control courses available at MSCPAC, MSCLANT and Navy training facilities. The First Officer and the CBR Defense Officer should also be given preference in assignment to the CBR Defense course.

d. CBR Defense Officer. A Third Officer will be designated as the ship's CBR Defense Officer. He will coordinate with the ship's Damage Control Officer in establishing the ship's CBR defense organization and training and in assuring that the ship is effectively prepared for CBR defense.

e. Ship's Officers and Chief Petty Officers. All ship's officers and chief petty officers are responsible for the continuing training of their subordinates leading to improved skills, safer practices, greater efficiency, and occupational health and safety matters. Any officer or chief petty officer may be designated by the Master as instructors, depending upon their technical knowledge, experience, interest, personality, and instructor training. Department heads or their representatives will muster groups under their responsibility for instruction, attend each session, maintain order, and take and report attendance to the Ship's Training Officer. (See Section 7, Reports).

f. Military Department. In ships having a Military Department, the COMLDEPT is responsible for the training of military department personnel in damage control and for collaboration with the Master to assure their participation in drills and exercises.

g. Medical Representative/Nurse. The Medical Representative/Nurse is responsible for CPR and first-aid training of the crew, for advising the ship's Chief Steward in conducting the food-sanitation training program, for advising and assisting the Training Officer in conducting crew training for handling personnel casualties as part of damage and casualty-control training and for training the crew in recognizing and combating occupational health and safety problems.

h. All hands. It is the responsibility of all crew members to participate actively in all required emergency drills in order to insure both the ship's and their own readiness for emergencies. All hands will attend authorized training sessions to which assigned and will make full use of newly acquired skills in their work assignments.

**SECTION 3, TRAINING FACILITIES**

	Paragraph No.
Naval facilities.....	3-1
Private schools and facilities.....	3-2

3-1. **NAVAL FACILITIES.** MSC training will be conducted primarily at naval facilities, through afloat training in MSC ships, and in-service training at MSC commands. Existing MSC and other naval training facilities will be utilized for authorized training ashore to support afloat operations in fire fighting, damage control, NBC defense, lifeboat training, communications, operation and maintenance of electronic equipment, instructor training, and such other operational training for which a need has been demonstrated. General information on all officer and enlisted courses available at naval schools will be found in the latest issue of the Catalog of Navy Training Courses (CANTRAC) NAVEDTRA 10500, and COMSCINST 12410.25. Additional information will be found in local instructions. COMSC will assist subordinate commands in arranging necessary quotas at naval activities, as requested.

3-2. **PRIVATE SCHOOLS AND FACILITIES.** Private schools, vendors' and manufacturers' facilities may be used when MSC, naval, or Government facilities are unsuitable or are not available. Private facilities,

including union schools, may be utilized for such training as gyro compass, radar, loran, and other specialities as authorized in COMSCINST 12410.25. Private schools or educational facilities which practice discrimination with respect to race, color, religion, or national origin will not be used. Payment of tuition requires prior approval in accordance with COMSCINST 12410.9J and CPI 410.6.

SECTION 4, TRAINING AIDS AND MATERIAL

	Paragraph No.
Interchange of training material.....	4-1
Responsibility for training aids and material.....	4-2
Projection equipment.....	4-3
Training film.....	4-4
Reference and training libraries.....	4-5
Miscellaneous aids and devices.....	4-6

4-1. INTERCHANGE OF TRAINING MATERIAL. In developing training programs and furnishing essential training guides and materials to subordinate commands, COMSC may, from time to time, assign the preparation of specific training materials to subordinate commands. These will be prepared as completed staff work, ready for publication. Such assignments will be held to a minimum. Subordinate commands will keep COMSC informed of training developments and needs in order that these may be considered in assignments to develop specific training material. Subordinate commands will furnish COMSC with copies of training materials originated in their commands and COMSC will direct MSC wide distribution of appropriate training material. New training material shall be forwarded to COMSC when prepared, including the following:

- a. Supplementary training material, consisting of training plans, course outlines, lesson plans, manuals, and instructions considered necessary within a command to implement the COMSC training program.
- b. Minutes of the Quarterly Occupational Safety, Health and Training Committee (OSHTC) meetings.
- c. Reports of training surveys and studies.
- d. Masters will furnish the homeport Commander with copies of training material or information regarding aids or training techniques developed in the shipboard training program so that improved training material or techniques may be made applicable to all ships in MSC commands. Masters should also feel free to request assistance of the homeport Commander in the procurement or development of any special training aids or material considered desirable.

4-2. RESPONSIBILITY FOR TRAINING AIDS AND MATERIAL. The Director, Training and Safety Division, in the homeport will be responsible for approving, initiating procurement, maintaining, issuing, and coordinating the use of training aids and devices, training films, printed materials, publications, etc., for use in reference libraries, classroom and shipboard instruction. The Director, Training and Safety Division, will directly assist the training committee, division directors, and heads of offices, and ships training officers in the development and procurement of all training material. Training officers aboard ship will serve as custodians of assigned training aids and material and will maintain liaison

with the homeport Training and Safety Division relative to training aids and material available or required in the shipboard training program.

#### 4-3. PROJECTION EQUIPMENT.

a. Allowances. Motion picture projectors are included in allowances of most ships. One crew member, generally the Electrician, will be qualified in projector operation and maintenance. DCOs may take projectors aboard any MSC ship, not so equipped, in order to assist in conducting damage control instruction during the course of a voyage. The homeport Training and Safety Division may stock and loan projectors on a voyage basis to ships not so equipped to aid in necessary training programs.

b. Procurement. Projection equipment allowances for projectors have been established for civil service-manned ships. These are procured through the homeport command. Slide, overhead, and opaque projectors, etc., may be obtained on a loan basis through the homeport command.

#### 4-4. TRAINING FILM.

a. Film Library. Certain essential films, such as those for indoctrination, sanitation and food service, damage control, safety, navigation, engineering, and lifeboat training are retained aboard ship. Sufficient prints of these films are supplied to commands to permit distribution for ships' use. Other films for general use afloat will be maintained by the homeport Training and Safety Division in a training library. The number of films and number of prints of each film will be kept to a minimum - no more than five (5) prints of any one film per command will be stocked. These will be obtained on a voyage custody basis by the Ship's Training Officer. The Ship's Training Officer will turn in defective or seldom used film to the homeport Training and Safety Division, for return to the appropriate Naval Education and Training Support Center. The homeport Training and Safety Division will issue a list of available training films tri-annually to aid Ship's Training Officers in selecting appropriate films.

b. Procurement.

(1) Navy films. Classified and Unclassified films are listed in OPNAVINST. 3157.1, Department of the Navy, Catalog of Audiovisual Production Products.

(a) Ship's Training Officers will refer to the list of films available through the command and will request desired films from the homeport, Training and Safety Division, or

(b) Ship's Training Officers may request mail order loan films from the General Audiovisual Libraries utilizing the prescribed format listed in OPNAVINST 3157.1.

(c) The homeport Training and Safety Division shall screen all desired training films to insure that they are appropriate for the intended training program. No more than one print of any one film shall be obtained until it has been so screened. Requests for more than five films or for more than five prints of any film shall be forwarded to the Commanding Officer, U.S. Naval Photographic Center (NAVPHOTOCEN) via COMSC. Films not available locally shall be procured in the same manner. When requested by COMSC, NAVPHOTOCEN will provide distribution of new Navy films applicable to the MSC training program to subordinate commands as follows:

COMSCLANT	5 prints
COMSCPAC	5 prints
COMSCFE	1 print
COMSCEUR	1 print
MSC Offices	1 print, if appropriate

(2) Commercial films. Commercial training films which meet MSC needs may be obtained on a loan basis from film service companies and other private agencies. Films may be rented or purchased in accordance with local provisions. Return postage and insurance fees for films borrowed are also authorized.

e. Production of training film. Where training films required to meet MSC needs are not available from naval or other sources, the interested command may recommend to COMSC the production of necessary training films. OPNAVINST 3150.6D, Chapter 8, contains the outline to be followed in requesting film productions. In submitting such requests, the originating command will forward copies to the other area commands, which in turn will forward to COMSC their comments regarding the need for the proposed film and suggestions for improvement of the production outline. COMSC will evaluate requests and, if determined to be desirable, will budget for production, obtain the required authority, and initiate production and distribution of the necessary prints to subordinate commands.

#### 4-5. REFERENCE AND TRAINING LIBRARIES.

a. General. The homeport Training and Safety Division will be the central location to procure and maintain a complete training and reference library containing texts on all appropriate marine, technical, and management subjects for personnel afloat and ashore. The homeport Training and Safety Division will prepare and maintain a list of training publications suggested for ships' training libraries. The list of publications will be forwarded tri-annually to ships of their command and COMSC, Code M-24 (two copies). Technical libraries for marine personnel will be placed aboard each MSC ship, and maintained under the custody of the Training Officer who will issue publications to personnel on a custody-loan basis. COMSC will advise subordinate commands of new publications available, will forward copies whenever possible, and will advise where additional copies may be obtained.

b. Requisitioning training publications. COMSCINST 5605.4H lists minimum commissioning publications allowances for civil service-manned ships and contains information on requisitioning and sources of procurement of publications listed. The instruction lists required allowances. Other marine texts for training libraries may be obtained in addition to required allowances. Commands may also provide or Masters may requisition appropriate management texts. NAVEDTRA training publications are listed in the List of Training Manuals and Correspondence Courses, NAVEDTRA 10061 (latest edition). Requisitioning procedures are as follows:

- (1) By ships. Ships or Masters will requisition authorized allowances and other or additional publications required for training from the command ashore on DD Form 1149, Requisition and Invoice/Shipping Document.
- (2) By commands. MSC commands will procure necessary training publications, including other Government and commercial publications, in accordance with existing instructions.
- (3) COMSC assistance. If training publications are not available through the above sources, the MSC command should submit a requisition, citing justification, to COMSC for action.

c. Funds. Training publications may be procured from funds available in Training Account 5317. Some of the publications may be provided from welfare and recreation funds as directed by the homeport Commander.

4-6. MISCELLANEOUS AIDS AND DEVICES. The homeport Training and Safety Division will provide Ships' Training Officers with training aids necessary in the afloat training program. Training aids and special devices are listed in Training Equipment Guide, NAVTRADEV P-530-2. These aids and devices are generally available to MSC commands through Naval Education and Training Centers. The Training and Safety Division should contact the appropriate Training Center whenever training aids to illustrate any particular subject are desired since these activities maintain and are equipped to prepare sets of transparencies on many subjects for use with the overhead projector and also stock many training aids and devices which are not listed in the catalogs. Requests for training aids or special devices not available through the centers will be submitted to COMSC for approval and coordination with cognizant authority.

SECTION 5, TRAINING PROCEDURES

	Paragraph No.
Training procedures.....	5-1
Formal training.....	5-2
Administration of trainees ashore.....	5-3
Compensation during training ashore.....	5-4
Compensation during afloat training.....	5-5
Training agreements.....	5-6

5-1. TRAINING PROCEDURES. It is COMSC's policy within the guidelines of FPM 410 and CPI 410 to provide for career development of civil service marine (CIVMAR) personnel of all ratings in all departments. The continuous supervision of their subordinates by ship's officers, utilizing the ship's gear and training material furnished by the homeport, will be the principal method of training (Phase II). A comprehensive shipboard training program will progressively develop qualified seamen and deck officers from personnel in entry ratings; engineers and qualified members of the Engine Department from wipers; competent stewards, cooks, bakers, butchers, and storekeepers from utilitymen; and pursers from yeoman. A continuous program of education and training in the fundamentals of leadership, management, supervision, seamanship, good housekeeping, proper operation and maintenance of equipment, health and safety will be provided in all departments. Department heads will make their services available to their subordinates, pass their "know how" on to them, and will assist, encourage, and check subordinates' study or instructions relative to their specific duties. Routine operations and maintenance and repair procedures and problems should be fully utilized as shipboard training opportunities. These may include splicing of line or wire cable, rigging of cargo and other gear, pipe repair, electrical work, and machinery overhaul. Shipboard training also conforms to recognized practices of exercising ships' crews in well-planned fire, lifeboat, damage control, emergency, and abandon ship drills. At times it will be necessary to augment the Phase II training with formal training ashore (Phase IV).

5-2. **FORMAL TRAINING.** When it becomes necessary to incorporate formal training (Phase IV) to meet the needs of the command; homeport Training and Safety Divisions shall be responsible for identifying and budgeting for the required resources, assigning priorities and selecting the training facilities. COMSCINST 12410.25, Civilian Marine (CIVMAR) Career Development Plan, provides information regarding courses and study material available to assist mariners in developing skills and furthering their careers. The plan covers required and voluntary training.

a. **Selection of Trainees.** CIVMAR personnel being considered for formal training will be selected on the basis of the following relative factors.

(1) Fair and equitable consideration in selection for training without regard to race, color, religion, sex, national origin, age, non-disqualifying physical or mental handicap, or any other non-merit factor.

(2) Relative need for the training.

(3) The mariner's potential for advancement.

(4) The extent to which a mariner's knowledge, skill, attitudes, or performance are likely to be improved by training.

(5) The ability of the mariner to pass the training on to others.

(6) The length of time MSC can expect to benefit from the mariner's improved knowledge, skill, attitude, and performance.

(7) The potential application of the training to present and future assignments.

(8) Previous training opportunities afforded to the mariner by MSC.

(9) The mariners' interest in and efforts to improve their work.

b. **Merit Promotion Procedures.** When formal training is given to upgrade a mariner's U.S. Coast Guard certificate/license, or in situations where applicants exceed available quotas, selection will be on the basis of merit and under procedures developed by Area Commanders. The local merit promotion program may be used for this purpose.

c. **Qualifications.** Mariners applying for formal non-Government training will be required to have a year's current continuous service with MSC in an afloat position. Waivers of this provision by Area Commanders is permissible under CPI 410.5, when postponement of the training would be contrary to MSC crewing needs. Applicants must meet all USCG sea service and other requirements for license or documentation. They must also meet MSC physical requirements and other standards.

d. **Selection of Training Facility.** Area Commanders are authorized to make appropriate arrangements with training facilities in accordance with the provisions of CPI 410.5.

### 5-3. ADMINISTRATION OF TRAINEES ASHORE.

a. **Nominations.** Requests for training ashore may be initiated by the employee, by his supervisor, or by the head of the cognizant staff division or office. Approval by the Master (or by the Head, Receiving Branch for personnel ashore) is necessary to assure availability of the employee for training. Nomination of officer personnel will be approved by the cognizant staff division or office head. Assignment of personnel to training courses ashore will be made by the Director, Training and Safety Division, who will first assure that the training is appropriate and determine whether the nominee is entitled to training in pay status, with S&Q, or must obtain approval of leave and/or leave without pay.

b. **Administrative control.** Assignments to training ashore will be made by proper documentation initiated by the Director, Training and Safety Division, listing the course, instructor, location, and course schedule.

Personnel assigned to training ashore which exceeds homeport turn around of their ship will be under administrative and accounting control of the Receiving Branch and under specific guidance of the homeport Training and Safety Division. Instructors will report any cases of misconduct or lack of application to the Director, Training and Safety Division, for decision as to cancellation of training or referral to the responsible senior (Master or Head, Receiving Branch - see CMPI 750.2) for disciplinary action. Personnel assigned to short training courses ashore during ship's in-port periods will be retained on ship's rolls. In order to maintain continuity of crews and service, every effort will be made to coordinate annual leave with training; and reassign personnel to the ship from which nominated upon completion of training and/or leave. Whenever personnel are available ashore awaiting assignment to a ship, full advantage should be taken of this opportunity to schedule them for mandatory training such as fire fighting, damage control, food service sanitation, etc.

c. Orders. Assignments to training duty at Fleet Training Centers, or other naval activities will be made by issuing TAD orders in accordance with CMPI 4650. Naval training activities normally require an original and six copies of orders for enrollment. Endorsement on the orders of the trainee's security clearance is also required. Orders will not be issued for training involving tuition or expenses for attendance at professional meetings, without prior approval, in accordance with COMSCINST 12410.9J and CPI 410.

d. Agreement to Continue in Service. When training involves the use of non-Government facilities, DD Form 1556 will be used. An agreement is not required for training at Government facilities. However, in selecting personnel for training at Government facilities, it should be understood that the employee will be expected to continue serving with MSC, that he will fully utilize the training, and will assist in afloat training programs as appropriate.

#### 5-4. COMPENSATION DURING TRAINING ASHORE.

a. Pay during required training. Personnel who are assigned to attend authorized in-service training courses ashore will do so in a duty status at normal base pay rate, without overtime. Whenever possible, the training will be held during regular working hours.

b. Training in pay status. Area Commanders are authorized to place participants in approved training programs ashore in a duty status with Subsistence and Quarters (S&Q) in accordance with CMPI 593.4-2b if per diem is not applicable. Unlicensed personnel seeking to upgrade their skills are limited to ten (10) weeks of such training and personnel seeking to obtain an original license or raise a current license are limited to eight (8) weeks.

c. Leave for voluntary training. Personnel, exceeding the maximum time allowed for upgrading or continuing education, may continue training in a leave or leave without pay status (as appropriate). Personnel attending voluntary in-service training may request leave or leave without pay to attend authorized training if it is not covered under the Upgrade or Continuing Education Programs.

d. Tuition. Area Commanders are delegated authority to approve tuition prepayment or reimbursement, (with advance approval), upon successful completion of a specified course of study. Specific guidelines are provided in COMSCINST 12410.9J.

5-5. COMPENSATION DURING TRAINING AFLOAT.

a. Required training. Required training, as defined in COMSCINST 3120.2D, will be conducted during normal duty hours, whenever possible. Overtime pay will not be authorized for required training except as provided in CMPI 610.1-15.

b. Voluntary training. Training which personnel are not required to attend will normally be conducted during the off-duty hours of trainees. Overtime will not be authorized for such training.

c. Instructors. Compensation can not be made to individuals who volunteer to serve as instructors for Voluntary Training Programs i.e., Upgrade Training, GED, and other subjects which are not directly related to ship's operations.

5-6. AGREEMENTS to Continue in Service. Trainees participating in upgrade programs conducted in non-Government facilities will execute a training agreement to continue MSC service required by CPI 410.5, expanded below and in encl. 9-8.

a. Upgrade Program.

(1) Upon assignment to an upgrade training course in duty status with S&Q allowance, the individual will sign a one year continued service agreement.

(2) Upon issuance of license, the successful candidate will sign one of the following:

(a) If the individual has been assigned to a course in duty status with S&Q, he will sign another continued service agreement for one year from date of license.

(b) If the individual attended school on his own time and requests tuition reimbursement and excused absence, the individual will sign a three month agreement from the date of license.

b. Other training. Trainees participating in other approved programs provided in non-Government facilities will execute appropriate continued service agreements in accordance with CPI 410.5

SECTION 6, AUTHORIZED TRAINING

	Paragraph No.
Indoctrination.....	6-1
Upgrade training.....	6-2
Organized study groups.....	6-3
Instructor training.....	6-4
Hygiene, first aid, safety, and sanitation.....	6-5
Maritime cadets.....	6-6
Management development.....	6-7
Continuing education.....	6-8
Other authorized courses.....	6-9
Special duty assignments.....	6-10
Operational readiness training.....	6-11
Programmed instruction/Correspondence courses.....	6-12

6-1. INDOCTRINATION. Every new crew member will be properly indoctrinated to assure that he quickly becomes a motivated, efficient member of the crew.

a. Ashore. While ashore, awaiting assignment, new employees will be indoctrinated by personnel of the Training and Safety Division in the history, mission, and operation of MSC, in MSC policies, regulations, Employee Assistance Programs and in safety practices. The Indoctrination Check List, MSC Form 12410.1 (see enclosure (1)) will be completed for each new employee. Section I will normally be completed ashore. The Check List will be forwarded to the ship with the Employee Ship Record (MSC Form 12135-2). The Indoctrination shall not exceed two days.

b. Afloat. Where Section I of the Indoctrination Check List has not been completed ashore, the Ship's Purser will begin the necessary indoctrination aboard ship during the first two days that the employee is aboard. In connection with Section II of the check list, written job instructions shall be prepared by ship's department heads and new employees required to read and discuss them prior to assuming their duties. For example, the ship's mission and operations should be explained. Personnel on gangway watch will be instructed in safety and security regulations, the ship's layout, proper direction and courtesy to visitors and passengers, on the requirements of his job; his emergency stations and duties; identification of ship's officers and officials; and other information that will give him a sense of urgency and the importance of his contribution to the safe and efficient operation of his ship. New steward department personnel will be instructed in the proper procedures of serving courteously, and efficiently; the importance of ship and personal cleanliness; fire and safety precautions; etc.

(1) The check list will be forwarded to the employee's department head for early completion of Section II. Finally, the check list will be referred to the ship's Training Officer for discussion of the items in Section III and to insure that the form has been adequately completed. When completed, the employee will sign the check list as acknowledgment that he has been informed of and understands all items. The ship's Purser will then enter on the employee's Ship Record (MSC Form 12135-2) the ship's name and date on which the Indoctrination was completed. The check list will be retained aboard until the employee is separated from the ship. A new Check List need not be prepared for employees returning from leave.

c. Present employees. Present employees shall be indoctrinated in programs such as the Employee Assistance Program, new procedures and practices peculiar to and necessary in MSC operations and relating specifically to their duties as the need arises. These include such subjects as administrative training, supply, communications, operation and maintenance of electronic equipment or new machinery, and amphibious or necessary specialized training. New and unique operations or projects shall be explained, in advance, to all hands so that each person understands the operation and his role in it. Such training shall be conducted by department heads aboard ship or during short intensive courses arranged ashore by the Training and Safety Division.

6-2. UPGRADE TRAINING. Personnel will be encouraged, in every manner practicable, to prepare themselves for promotion. At all times, every assistance in upgrading will be given marine personnel, including:

- a. Shipboard training and helpful supervision.
- b. Enrollment in naval and other correspondence courses.

- c. Organized upgrade study groups aboard ship.
- d. Training material and study guides prepared by the homeport Training and Safety Division, ships' training libraries of Navy training courses and technical publications, and training films.
- e. Assignment to different type ships, where practicable, in order to gain experience necessary for upgrading - such as steam or diesel experience for engineers or ships of greater tonnage for deck officers.
- f. Information regarding and assistance in enrolling in professional, technical, or upgrade courses in recognized schools ashore.
- g. Tuition prepayment or reimbursement upon successful completion of the prescribed course of study and obtaining higher license/document (See paragraph 5-4d).
- h. Subsistence and Quarters (S&Q) allowance where authorized (See paragraph 5-4b).
- i. Excused absence to take USCG examinations.
- j. Training in a pay status (See paragraph 5-4b).

6-3. ORGANIZED STUDY GROUPS. Organized study groups in correspondence courses will be encouraged by Masters who will canvass their officers for volunteers to organize and supervise study groups. Masters may commend study group leaders by letter to the homeport Commander for consideration in selecting personnel eligible for promotion. A mess room may be assigned for evening use of the group. Under the group study plan, students enroll in Navy or other correspondence courses of common interest; first work out their assignments individually; and then discuss solutions and the principles involved with the aid of the group leader. Since many correspondence courses begin with refresher mathematics, an initial group in this subject is generally desirable. With sufficient interest in larger ships, separate study groups may be established for deck, engineering, steward's department subjects, or General Education Development (GED). Information concerning Navy correspondence courses is contained in "List of Training Manuals and Correspondence Courses, NAVEDTRA 10061 (latest revision)". Other appropriate information will be provided by the homeport training division.

6-4. INSTRUCTOR TRAINING. Instructor training will be given to marine personnel designated as Damage Control Officer, NBC Defense Officer, Ship's Training Officer, lifeboat and other instructors, study group leaders, Stewards and Third Stewards (Sanitation), and other department heads as considered necessary. Where available, instructor training courses at other naval activities may be utilized. Where such courses are not available or are not appropriate, the homeport Training and Safety Division will conduct necessary instructor training or arrange for Damage Control Officers to conduct instructor training in conjunction with on-voyage damage control training. Short instructor training courses may be given as part of other authorized courses such as administrative food sanitation, or damage control training.

6-5. HYGIENE, FIRST AID, SAFETY AND SANITATION.

a. Hygiene. Annually all crew members will be given adequate instruction in personal hygiene. In addition, Masters will insure that all crew members are aware of the danger of contracting venereal disease and are instructed regarding its nature and treatment. Instruction will be presented by the ship's nurse or the medical representative. In ships without assigned medical personnel, assistance should be requested of the homeport command.

b. First aid.

(1) Ships with medical personnel. First aid training will be provided in order to insure readiness of officers and crew to handle personnel casualties in emergencies. The nurse or the medical representative will conduct such first-aid and refresher instruction for officers and crew members.

(2) Ships without medical personnel. The homeport Staff Medical Officer will coordinate with the Training and Safety Division in assigning medical personnel to conduct first-aid instruction and refresher training courses.

(3) Instructors guide. NAVEDTRA 10091-C, Standard First Aid Instructor Syllabus, shall be used as an instructor's guide in conducting first-aid training.

c. Occupational Health and Safety. Instruction in Occupational Health, Safety, and Accident Prevention will be provided all hands in accordance with COMSCINST 5100.21 to insure safety consciousness and personal safety.

d. Food Service and Sanitation. All personnel involved in food preparation, food service, or sanitation shall be given a minimum of six hours of food service and sanitation training and supervision by supervisors who have been certified as instructors in Food Service Sanitation, and Shipboard Pest Control. Full use shall be made of medical department personnel to conduct sanitation training, e.g., environmental health officers, and preventive medicine technicians where available. Manual of Naval Preventive Medicine, NAVMED P-5010, contains detailed information and criteria on food service and sanitation; potable water, ashore and afloat; personal hygiene, and health standards. NAVMED P-5010 shall be used as a guide for instruction purposes.

6-6. MARITIME CADETS. Assignment of maritime cadets to MSC ships for periods of afloat training may be made, as approved by COMSC, in coordination with the U.S. Maritime Administration. Other special training or afloat assignments, such as shipboard training of MARAD naval architect or marine engineering graduates, will be arranged by COMSC in coordination with the respective agency and the MSC command.

6-7. MANAGEMENT DEVELOPMENT.

a. With the expected expansion of the Military Sealift Command Fleet and the subsequent realization of new technologies, equipment, and management related problems, Senior Civilian Marine Officers (SCMOs) must be provided the broadest support in preparation for their new assignments. There is also a need for the interchange of ideas, skills, aptitudes, and knowledges among afloat and ashore personnel. Assignment of Senior Officers to this management training program will provide a platform enabling afloat and ashore personnel to gain a better understanding of each other's work requirements. It will further enable area commands to carry out their mission in a more efficient, responsive, and thorough manner, and to provide the SCMOs with knowledge of and procedures for the management process. The personnel listed below will be considered for this program on a volunteer basis:

Senior Deck Officers (Master and First Officer)  
Senior Engineers (Chief Engineers and First Assistant Engineer)  
Senior Chief Stewards

b. Selected personnel will be assigned to the area command Training and Safety Division through the use of SF-52, with duty in the area commands' Engineering, Operations, or Supply Office. Supervisory responsibility rests with the office head.

c. The office head will insure that an Individual Development Plan (IDP) is prepared for each individual, based on enclosures (2), (3), or (4). Because of individual and command needs, time elements are flexible. All items will, however, be covered during the training program.

d. Two courses (of 40 hours each, not to exceed 80 hours) will be taken by the participant in any of the following subject areas: Management, Human Relations, Supervision, and one course in EEO (i.e., The Role of Supervisors and Managers in EEO).

e. The training program will not exceed 120 consecutive calendar days; extensions are not authorized.

f. Selected individuals may participate in this program once every three years.

g. It is not desirable to break up this training into intermittent periods. Cessation from the program by the area commands' emergency requirement, or voluntary withdrawal from this program, once started, requires area commanders' approval. If the participant desires to continue this training upon completion of an emergency assignment, the training program may continue, not to exceed a total of 120 calendar days.

h. Annual leave is not recommended, except in unusual or emergency circumstances, during this training assignment.

i. Supervisors and participants will furnish narrative reports. (See enclosures (5) and (6)).

#### 6-8. CONTINUING EDUCATION.

a. General Education Development (GED). GED programs offered at established facilities ashore, i.e., High School Adult Centers, will be made available to mariners. The selection of the training site and appropriate program, including length of course, will be at the discretion of the area commander. Total participation is limited to 15 mariners annually from each command. Like other formal training, this program will be administered in accordance with Section 5.

b. Technical Training. Skills training offered at Government or non-Government facilities ashore will be directly job-related. Up to 50 mariners from each command may participate annually in accordance with the procedures outlined in Section 5. This training, for definition purposes, includes such subjects as welding, baking, etc., not considered upgrade training and not specifically required by COMSCINST 12410.25.

6-9. OTHER AUTHORIZED COURSES. COMSCINST 12410.25 Civilian Marine (CIYMAR) Career Development Plan contains a list of courses authorized by COMSC, the personnel eligible or required to take courses, length of training and training site. Requests or recommendations for establishing unusual courses to meet unique situations will be referred to COMSC.

6-10. SPECIAL DUTY ASSIGNMENTS. Wherever possible, key officers will be assigned to new or prototype ships prior to completion of construction to assure their familiarization with the ship and its engineering plant as well as to permit planning for fitout, organization of the crew, requisitioning of allowances, and preparation of ship's records.

Where necessary, manufacturer's factory or other appropriate orientation and training will be provided as required to familiarize key officers with the operation and maintenance of new equipment and machinery. On-voyage orientation will be arranged for key officers, when appropriate, prior to assignment to new, unusual, or prototype ships or operations. Every effort will be made to assign personnel to appropriate types of ships to permit them to gain the type of sea service necessary for upgrading of licenses of documents, i.e., steam, diesel, tonnage, or route.

6-11. OPERATIONAL READINESS TRAINING. Ships' officers may be assigned to training ashore in their specialty which will aid in afloat operations, safety, and/or maintenance. This includes such courses for deck officers as Emergency Shiphandling, Helicopter Operations, radar operations, and amphibious training; and advanced engineering and automation for engineers.

6-12. PROGRAMMED INSTRUCTION AND CORRESPONDENCE COURSES. Correspondence courses are particularly suited for use in shipboard training, either for group or individual study and at any desired rate of progress and completion. There is a wide variety of courses available. Generally, technical naval correspondence courses are appropriate for shipboard use. Enrollment provisions, at no expense, are covered in the effective revision of NAVEDTRA10061. Correspondence courses involving tuition payments may be requested of the homeport command. Personnel approved by the homeport command for correspondence course tuition payments enroll at their own expense and are reimbursed upon satisfactory completion of the course. Programmed instruction will be provided by COMSC to area commanders for further distribution.

6-13. OBSERVER TRAINING PROGRAM

a. To facilitate operational readiness and to enable MSC CIVMAR employees to qualify for upgrading or specializing in new fields or areas of interest, MSC personnel have been authorized and assigned as observers on board MSC ships. The observer programs have been beneficial and are authorized under the following guidelines:

- (1) Assignments will not be made if it would result in interference with shipboard operations, or if it would require unacceptable adjustment in operating schedules.
- (2) Individual Development Plans (IDP's) will be prepared if assignment is in excess of 30 days. IDP's will be maintained by the Area Command.
- (3) Temporary employees will not be assigned to observer billets.
- (4) The following observer programs are authorized:
  - (a) Supply Officer Program
  - (b) Junior Purser Afloat/Ashore Program
  - (c) Assistant Radio Officer Training Program
  - (d) Engineering Officer (Steam/Diesel License)
  - (e) Third Officer/Third Assistant Engineer assigned to UNREP billets.
- (5) Commands may submit their requirements for other observer programs by outlining a proposed IDP, selection criteria, evaluation criteria, etc., for approval by COMSC.

## SECTION 7, REPORTS

	Paragraph No.
General.....	7-1
Training afloat.....	7-2
Training ashore.....	7-3

7-1. GENERAL. All training, whether conducted afloat or ashore, must be reported as required by this Instruction or other regulations. Shipboard training programs will be evaluated by the Director of the homeport Training and Safety Division for compliance with existing instructions and assignment of grades as part of the administrative inspections.

7-2. TRAINING AFLOAT.

a. Training and Drill Report. Department heads will furnish the Ship's Training Officer (STO) with a record of attendance of their personnel at training classes under their jurisdiction. This record of attendance can be a simple roster which includes what training was accomplished, name of employee, Social Security number, date and length of each session. The STO will record attendance at general training classes. All shipboard training and emergency drills will be recorded in the Training and Drill Report, MSC Form and Report 12410-5 (See enclosure (7)). Training will be recorded on the front side of the form, including instructions given before or after each drill, in use of equipment, or in proper procedures. Emergency drills will be entered on the reverse side of the form, which also serves as a guide to drill requirements. The form will be prepared in duplicate and maintained by the STO. It need not be

typed and no other duplicate training records need be kept. The copy will be forwarded to the homeport Training and Safety Division monthly (as soon as practicable after end of month) and the original will be kept by the STO available for review during administrative inspections.

b. Record of Training. The STO will forward to the Purser a list of personnel certified as completing organized courses (including correspondence courses) either on assignment or voluntarily. The Purser will record the course title, and date the training was completed on the Civilian Marine Employee Ship Record (MSC Form 12135-2) under item 19, In-Service Training Completed, and in the Continuous Sea Service and Training Record, MSC Form 12410-3. Entries in MSC Form 12410-3 will be initialed by the STO and signed by the Master or by the Director, Training and Safety Division, for courses ashore. Upon request, NAVSO Form 12410-10, the large Navy Certificate of Training, may be issued by the homeport Training and Safety Division in addition to the above entries, to certify completion of courses five (5) days in length or longer.

7-3. TRAINING ASHORE. Training conducted ashore, or by the command's staff aboard ship, at sea or in port, will be reported by the homeport Training and Safety Division.

a. Training Information Management System (TIMS). As required by Naval Civilian Personnel Command, TIMS Forms (DD 1556 or NAVSO 12410-60) will be utilized to submit data to NCPC and to the Official Personnel Folder.

b. Continuous Sea Service and Training Record, MSC Form 12410-3. The homeport Training and Safety Division will make an appropriate entry in the employee's Continuous Sea Service and Training Record upon completion of courses ashore and will also prepare Certificates of Training, where requested.

c. Quarterly Occupational Safety, Health and Training Report (OSHTCR). The homeport Training and Safety Division will submit a OSHTCR to COMSC, Code M-24 quarterly. The report will include at least the following:

- (1) A narrative of the past quarter's training conducted afloat and ashore.
- (2) Statistical summary of Phase IV training listing as a minimum the following:
  - (a) Name of Course and location.
  - (b) Length of course.
  - (c) Number of persons who attended in the quarter and Year to Date (YTD).
  - (d) Number of man hours used in the quarter and Year to Date (YTD).
  - (e) Wages paid for the quarter and Year to Date (YTD).
  - (f) Tuition expended for the quarter and Year to Date (YTD).
  - (g) Travel costs for the quarter and Year to Date (YTD).
  - (h) Per Diem or S&Q paid for the quarter and Year to Date (YTD).
- (3) Summary of Phase I, III and CI/ASI's during the quarter and Year to Date (YTD).
- (4) Safety summary on frequency and severity rates by ship types.
- (5) Summary of the Upgrade Training Program for licenses during the quarter and Year to Date (YTD).
- (6) Summary of Continuing Education Training during the quarter and Year to Date (YTD).

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(7) Summary of Contract Operator Personnel/Civil Service Marine Personnel receiving small arms training, during the quarter, by ship/company, position and names.

SECTION 8, TRAINING AND MOBILIZATION

	Paragraph No.
Delegation of authority to COMSC.....	8-1
Additional training required under full mobilization.....	8-2
Delegation of authority to subordinate commands.....	8-3

8-1. DELEGATION OF AUTHORITY TO COMSC. COMSC is delegated authority to modify provision of this Instruction as needs of the service require, and as consistent within existing law, under the following conditions:

- a. Following declaration by COMSC of full mobilization of the MSC fleet, and
- b. Pending issuance of permanent regulations covering the period of full mobilization.

8-2. ADDITIONAL TRAINING REQUIRED UNDER FULL MOBILIZATION. Upon declaration of full mobilization by COMSC, ship-operating commands of MSC will immediately take steps to establish the following additional training:

- a. Convoy procedures. Training in convoy procedures and amphibious operations will be given all deck officers and selected non-officers of the deck and other departments to insure their familiarity with current instructions and procedures for convoy operations, including signals and communications.
- b. Security procedures. Training in security procedures will be established and conducted to the extent necessary to assure the safety of MSC ships, both in port and at sea, particularly from sabotage. All hands will be given general indoctrination covering types of enemy subversive activities and procedures for reporting sabotage. All officers and crew members who are or may be detailed to port watches, lookout, or port security duties, will be given more detailed instruction on recognition, prevention, investigation, reporting of subversive activities, and small arms training.
- c. Damage control. Training in all aspects of damage control will be stepped up and ships' crews checked out thoroughly to assure their readiness to cope with emergency situations.

8-3. DELEGATION OF AUTHORITY TO SUBORDINATE COMMANDS. Upon declaration of full mobilization by COMSC, ship-operating commands of MSC are delegated authority to take the actions indicated in the subparagraphs below. Such authority may be exercised, provided the proposed action is within the provisions of law, until contrary or limiting directives are received from higher authority.

- a. Alteration of training program content. Ship-operating commands may, at their direction, modify the requirements of this Instruction to broaden or restrict training as needed in the interest of the service during the period of full mobilization provided the steps taken are not in conflict with the essential interests of the maritime industry.

b. Organization and responsibility for training. Training organization may be modified at the discretion of the command as the needs of the service require.

c. Training facilities. Private facilities and those of other Government agencies may be used by subordinate commands for training purposes without prior approval of COMSC or higher authority if considered essential in connection with full mobilization.

d. Status of personnel in training. Subordinate commands are authorized to modify restrictions on compensation for personnel in training status to the extent that precedents are established for such modification in the maritime industry. Reports of such modifications will be submitted to COMSC with justification as soon as practicable.

e. Transfer of funds. Subordinate commands are authorized to transfer funds to or from training accounts, as considered essential, without prior COMSC approval.

f. Recommendations to COMSC. As soon as possible following completion of full mobilization, subordinate commands will make recommendations to COMSC regarding those measures which appear desirable for adoption by COMSC and the Secretary of the Navy during the remainder of the emergency period.

#### SECTION 9, ENCLOSURES

- 9-1 INDOCTRINATION CHECK LIST, MSC Form 12410-1
- 9-2 MANAGEMENT DEVELOPMENT PLAN FOR SENIOR DECK OFFICER (INDIVIDUAL DEVELOPMENT PLAN)
- 9-3 MANAGEMENT DEVELOPMENT PLAN FOR SENIOR ENGINE OFFICERS (INDIVIDUAL DEVELOPMENT PLAN)
- 9-4 MANAGEMENT DEVELOPMENT PLAN FOR SENIOR CHIEF STEWARDS (INDIVIDUAL DEVELOPMENT PLAN)
- 9-5 SUPERVISOR'S EVALUATION OF EMPLOYEE IN TRAINING, MSC 12410/(11-81)
- 9-6 TRAINEE PROGRAM EVALUATION FORMAT
- 9-7 TRAINING AND DRILL REPORT, MSC Form and Report 12410-5
- 9-8 STATEMENT OF UNDERSTANDING

**INDOCTRINATION CHECK LIST**

FORM 12410/1 (REV.2-82)

	POSITION	SHIP	DATE
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**INSTRUCTIONS**

The purpose of this check list is to adjust the new crew member to his job. Section I will be completed by the Training Division while the employee is awaiting assignment in the Receiving Branch or by the Purser aboard ship. Section II will be completed by the employee's department head. The items in Section III will be covered by the Ship's Training Officer. The employee will sign the completed form as acknowledgment that he has been informed of all items. The Purser will enter on the Employee's Ship Record Form the ship's name and date on which indoctrination was completed. He will retain the Check List aboard until separation of the employee from the ship, when the form will be discarded.

SECTION I - TRAINING DIVISION OR PURSER ITEMS	CHECK	SECTION II - DEPARTMENT ITEMS (CONT'D)	CHECK
1. How and when paid.		34. Areas restricted to crew.	
2. Allowments.		35. Attitude toward passengers.	
3. Mail.		36. Courtesy and working relationships.	
4. Ship's orders.		37. Wearing of uniforms.	
5. I.D. cards and shore passes.		38. Discipline and standard schedule of offenses and penalties.	
6. Compensation benefits.		39. Request for annual leave or sick leave.	
7. Incentive awards and cost reduction program.		40. Hygiene and V. D. prevention.	
8. Grievance procedure.		41. Occupational Safety and Health:	
9. Recreation facilities.		a. Asbestos	
10. Exchange location.		b. Sight Conservation	
11. Bulletin boards.		c. Safety Shoes	
12. Overtime provisions.		d. Accident Prevention	
13. Employment conditions.		e. Safety Prevention	
Anti-discriminatory employment policy (EEO).		f. Respiratory Program	
Leave policy.		42. Personal protective equipment-available and use.	
General ports of call.		43. Economy and conservation of supplies.	
Other advantages of MSC employment.		44. Training and instruction material.	
Sailing day muster.		45. Operation and maintenance of equipment.	
19. Missing ship in a foreign port.		46. Performance requirements and ratings.	
20. Security (Ship, classified matter, and counseling on subversive organizations).		47. Introduction to shipmates.	
21. Employees Assistance Program		48. Standards of conduct.	
SIGNATURE (Director, Training Division, or Purser)	DATE	49. Employee-management cooperation program.	
		SIGNATURE (Supervisor)	DATE

SECTION II - DEPARTMENT ITEMS	CHECK	SECTION III - TRAINING ITEMS	CHECK
22. Assignment to quarters and mess.		50. MSC history, organization, and operations.	
23. Location of heads and showers.		51. Shipboard organization.	
24. Working duties and hours of watch assignment.		52. Lifesoonmen certification.	
25. Identity of other line supervisors who may give orders or personnel to be supervised.		53. Training facilities.	
26. How to get needed tools and supplies.		54. Training opportunities.	
27. Fire, emergency, and boat stations and duties.		55. Promotion policy.	
28. How to turn in a fire alarm.		56.	
29. Reporting sick.		57.	
30. Ship cleanliness.		58.	
31. Personal cleanliness.		59.	
		SIGNATURE (Ship's Training Officer)	DATE

SIGNATURE OF EMPLOYEE	DATE	SIGNATURE OF DEPARTMENT HEAD	DATE
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ENCLOSURE (9-1)

MANAGEMENT DEVELOPMENT PLAN FOR SENIOR DECK OFFICERS  
(INDIVIDUAL DEVELOPMENT PLAN)

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

I understand that under the COMSC Management Development Plan for Senior Deck Officers, I will be given instruction on, work related to and be a participant in subject areas listed below:

<u>SUBJECT AREA</u>	<u>TIME ALLOTTED</u>
1. Orientation into the Program	NTE 4 Hours
2. Personnel Administration	_____
3. Shipboard Inspection and Readiness	_____
4. Shipboard Investigation	_____
5. Cargo Handling	_____
a. Stowage Plan	_____
b. Shiploading	_____
c. Equipment	_____
6. Safety	_____
7. Training Requirements	_____
8. Pertinent Regulations and Procedures	_____
9. Accident Prevention	_____
10. Career Counseling	_____
11. Assist in the preparation of Special Reports	_____
12. Participate in Planning Groups	_____
13. Research	_____
14. Habitability Requirements	_____
15. Pollution Control	_____
16. Cleanliness & Preservation	_____

ENCLOSURE 2

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MANAGEMENT DEVELOPMENT PLAN FOR SENIOR DECK OFFICERS

(INDIVIDUAL DEVELOPMENT PLAN)

- 17. EEO Update \_\_\_\_\_
- 18. Human Resource Management \_\_\_\_\_
- 19. Handling and Stowage of Hazardous Material \_\_\_\_\_
- 20. Diplomatic Policies and Regulations \_\_\_\_\_

I understand that I will also be required to attend two (2) courses of 40 hours each, not to exceed 80 hours, in any of the following subject areas:

Management

Human Relations

Supervision

One course in EEO

I further understand that the training period cannot exceed 120 days and that there is no overtime pay involved during the period. Compensatory time will be authorized in lieu of overtime where it has been determined that work in excess of eight hours per day is required and authorized.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Director, Operations Division

\_\_\_\_\_  
Director, Training & Safety

MANAGEMENT DEVELOPMENT PLAN FOR SENIOR ENGINE OFFICERS  
(INDIVIDUAL DEVELOPMENT PLAN)

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

I understand that under the COMSC Management Development Plan for Senior Engine Officers, I will be given instruction on, work related to, and be a participant in subject areas listed below:

<u>SUBJECT AREAS</u>	<u>TIME ALLOTTED</u>
1. Orientation into the Program	NTE 4 hours
2. Personnel Administration	_____
3. Specification Writing	_____
4. Shipboard Investigation	_____
5. Shipboard Inspection	_____
6. Voyage Repairs	_____
7. Contract Administration	_____
8. Habitability Requirements	_____
9. Pollution Control	_____
10. Design	_____
11. Material Control	_____
12. Equipment	_____
13. Pertinent Regulations and Procedures	_____
14. Accident Prevention	_____
15. Safety	_____
16. Career Counseling	_____
17. Assist in the preparation of Special Reports	_____
18. Participate in Planning Groups	_____

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ENCLOSURE (9-3)

MANAGEMENT DEVELOPMENT PLAN FOR SENIOR ENGINE OFFICERS

(INDIVIDUAL DEVELOPMENT PLAN)

- 19. EEO Update \_\_\_\_\_
- 20. Human Resource Management \_\_\_\_\_
- 21. Training Requirements \_\_\_\_\_
- 22. Cleanliness and Preservation \_\_\_\_\_

I understand that I will also be required to attend two courses of 40 hours each, not to exceed 80 hours, in any of the following areas:

Management

Human Relations

Supervision

One Course in EEO

I understand that the training period cannot exceed 120 days and that there is no overtime during this period. Compensatory time will be authorized in lieu of overtime where it has been determined that work in excess of eight hours per day is required and authorized.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Director, Engineering Office

\_\_\_\_\_  
Director, Training & Safety

MANAGEMENT DEVELOPMENT PLAN FOR SENIOR CHIEF STEWARDS  
(INDIVIDUAL DEVELOPMENT PLAN)

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

I understand that under the COMSC Management Development Plan for Chief Stewards, I will be given instruction on, work related to, and be a participant in subject areas listed below:

<u>SUBJECT AREAS</u>	<u>TIME ALLOTTED</u>
1. Orientation into the Program	NTE 4 Hours
2. Supply Management	_____
3. Provisions Accounting	_____
4. Sanitation	_____
5. Pest Control	_____
6. Mess Management	_____
7. Hygiene	_____
8. Laundry Services	_____
9. Personnel Administration	_____
10. Interpersonal Communication and Counseling	_____
11. Safety	_____
12. Training Requirements	_____
13. Pertinent Regulations and Procedures	_____
14. Human Resource Management	_____
15. Accident Prevention	_____
16. Shipboard Inspections	_____
17. EEO Update	_____

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MANAGEMENT DEVELOPMENT PLAN FOR SENIOR CHIEF STEWARDS  
(INDIVIDUAL DEVELOPMENT PLAN)

I understand that I will also be required to attend two courses of 40 hours each, not to exceed 80 hours, in one of the following subject areas:

Management

Human Relations

Supervision

One Course in EEO

I further understand that the training period cannot exceed 120 days and that there is no overtime pay involved during the period. Compensatory time will be authorized in lieu of overtime where it has been determined that work in excess of eight hours per day is required and authorized.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Supply Officer

\_\_\_\_\_  
Director, Training & Safety

**SUPPVRISOR'S EVALUATION OF EMPLOYEE IN TRAINING**  
**NSC FORM 17410/18 (9-81)**

<b>TRAINING PROGRAM</b>	<b>TRAINING PERIOD</b>	
<b>NAME OF TRAINEE</b>	<b>POSITION</b>	
<b>COMSEC/NSC AREA COMMAND</b>	<b>DIVISION</b>	<b>COOP</b>

INSTRUCTION: THE IMMEDIATE SUPERVISOR WILL EVALUATE THE EMPLOYEE IN TRAINING OBJECTIVELY, COMPARING HIM/HER WITH OTHER EMPLOYEES UNDERGOING THE SAME TRAINING, WITH OTHER PERSONNEL ASSIGNED THE SAME OR SIMILAR WORK, OR WITH INDIVIDUAL STANDARDS. JUSTIFICATION/ADDITIONAL REMARKS MUST BE MADE IN BLOCK 12 WHEN BLOCKS INDICATED BY ASTERISK (\*) ARE UTILIZED. FURTHER DISCUSSIONS SHOULD BE MADE WITH THE EMPLOYEE CONCERNING THE RANKING OF THESE BLOCKS.

<b>1. RELATIONS WITH OTHERS</b>	<b>2. ATTITUDE - APPLICATION TO WORK</b>	<b>3. JUDGEMENT</b>	
<input type="checkbox"/> EXCEPTIONALLY WELL ACCEPTED	<input type="checkbox"/> OUTSTANDING IN ENTHUSIASM	<input type="checkbox"/> EXCEPTIONALLY FAIR	
<input type="checkbox"/> MIXES WELL WITH OTHERS	<input type="checkbox"/> VERY INTERESTED AND INDUSTRIOUS	<input type="checkbox"/> ABOVE AVERAGE IN MAKING DECISIONS	
<input type="checkbox"/> GETS ALONG SATISFACTORILY	<input type="checkbox"/> AVERAGE IN DILIGENCE AND INTEREST	<input type="checkbox"/> USUALLY MAKES THE RIGHT DECISION	
<input type="checkbox"/> * HAS SOME DIFFICULTY WORKING WITH OTHERS	<input type="checkbox"/> * SOMEWHAT INDIFFERENT	<input type="checkbox"/> * OFTEN USES POOR JUDGEMENT	
<input type="checkbox"/> * MIXES VERY POORLY WITH OTHERS	<input type="checkbox"/> * DEFINITELY NOT INTERESTED	<input type="checkbox"/> * CONSISTENTLY USES BAD JUDGEMENT	
<b>4. DEPENDABILITY</b>	<b>5. ABILITY TO LEARN</b>	<b>6. QUALITY OF WORK</b>	
<input type="checkbox"/> COMPLETELY DEPENDABLE	<input type="checkbox"/> LEARNS VERY QUICKLY	<input type="checkbox"/> EXCELLENT	
<input type="checkbox"/> ABOVE AVERAGE IN DEPENDABILITY	<input type="checkbox"/> LEARNS READILY	<input type="checkbox"/> VERY GOOD	
<input type="checkbox"/> USUALLY DEPENDABLE	<input type="checkbox"/> AVERAGE IN LEARNING	<input type="checkbox"/> AVERAGE	
<input type="checkbox"/> * SOMETIMES NEGLECTFUL OR CARELESS	<input type="checkbox"/> * RATHER SLOW TO LEARN	<input type="checkbox"/> * BELOW AVERAGE	
<input type="checkbox"/> * UNRELIABLE	<input type="checkbox"/> * VERY SLOW TO LEARN	<input type="checkbox"/> * VERY POOR	
<b>7. QUANTITY OF WORK</b>	<b>8. ATTENDANCE</b>	<b>9. PUNCTUALITY</b>	<b>10. OVER-ALL PERFORMANCE</b>
<input type="checkbox"/> CONSISTENTLY EXCEEDS REQUIREMENTS	<input type="checkbox"/> REGULAR	<input type="checkbox"/> REGULAR	<input type="checkbox"/> OUTSTANDING
<input type="checkbox"/> FREQUENTLY EXCEEDS REQUIREMENTS			<input type="checkbox"/> * MARGINAL
<input type="checkbox"/> MEETS REQUIREMENTS			<input type="checkbox"/> VERY GOOD
<input type="checkbox"/> * FREQUENTLY BELOW REQUIREMENTS	<input type="checkbox"/> * IRREGULAR	<input type="checkbox"/> * IRREGULAR	<input type="checkbox"/> AVERAGE
<input type="checkbox"/> * CONSISTENTLY BELOW REQUIREMENTS			<input type="checkbox"/> * UNSATISFACTORY

**11. WHAT TRAITS MAY HELP OR HINDER THE EMPLOYEE'S ADVANCEMENT**

**12. JUSTIFICATION/ADDITIONAL REMARKS (CONTINUE ON REVERSE IF NECESSARY)**

<b>15. RECOMMENDATION</b>	<b>14. THIS REPORT HAS BEEN DISCUSSED WITH THE EMPLOYEE IN TRAINING</b>
<input type="checkbox"/> PROMOTE <input type="checkbox"/> CONTINUED IN PROGRAM <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> * DO NOT PROMOTE <input type="checkbox"/> * DROP FROM PROGRAM	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>13. IMMEDIATE SUPERVISOR</b>	<b>16. REVIEWED BY (EMPLOYEE'S SIGNATURE)</b>
DATE	DATE

1 February 1983  
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 ENCLOSURE 100

TRAINING PROGRAM EVALUATION FORMAT  
(TO BE COMPLETED BY TRAINEE)

NAME \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

REPORTING PERIOD FROM/TO \_\_\_\_\_

LIST ASSIGNMENTS OR PROJECTS GIVEN:

1. Do you feel that the training program is accomplishing its objectives, as they were stated to you?

2. Please describe briefly all classroom training, correspondence courses, seminars or meetings which you have attended during this period

3. Do you feel your assignments are increasing your technical knowledge?

4. In what areas do you feel you need further training?

COMMENTS: .

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



STATEMENT OF UNDERSTANDING

1. In discussion with \_\_\_\_\_ L-24/P-24 on \_\_\_\_\_,  
I understand the following:

a. I will faithfully attend the course \_\_\_\_\_  
at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

b. I will attend all classes scheduled by the facility, and if I do not attend regularly, I will be dropped from the program and reimburse MSC the cost of tuition and may be subject to disciplinary action for AWOL.

c. In order to protect the interest of the Department of Defense and MSC, I understand that if I fail to complete the training course or do not receive a satisfactory grade in accordance with the standards of the institution, I will be required to reimburse the government for the cost of this training.

d. That I should maintain contact with \_\_\_\_\_ L-24/P-24, telephone no: \_\_\_\_\_, if problems do arise.

e. That as a result of attending this course I have signed the Employee's Agreement to continue in service with MSCPAC/MSCLANT (Item 33g: DD-1556) for one year upon completion of the course.

f. That I will not accept financial assistance from any source other than Military Sealift Command.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Director, Training and Safety  
Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

1 February 1983  
C. S. 188

ENCLOSURE (1-2)