

CIVILIAN MARINE PERSONNEL INSTRUCTIONS

CMPI 4651 - COVER SHEET *57-164*

REPATRIATION REPATRIATION

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Attached is a complete revision of CMPI 4651, REPATRIATION, which replaces the current instruction in its entirety. "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet should be filed.

REASONS FOR REVISION

CMPI 4651 has been revised in its entirety to improve the organization of material, delete obsolete or redundant sections, and generally update the information. Significant changes include:

- a. Per diem payable in accordance with CMPI 4650;
- b. expenditures for health and comfort items raised to \$100.

EFFECTIVE DATE

The above revision is effective on date of receipt.

Authorized for MSC:



B. KEENER, III.
Commander
Military Sealift Command

By direction of the Secretary of the Navy:

Approved: 11 AUG 1980



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INSTRUCTION 4651

REPATRIATION

- Section 1. General information and policy
2. Class I repatriates
 3. Class II repatriates
 4. Procedure
 5. Enclosures

SECTION 1, GENERAL INFORMATION AND POLICY

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1-1. PURPOSE.--This Instruction regulates all actions taken to repatriate current and certain former civil service marine personnel of the Military Sealift Command (MSC) who have been left in an outport with no advance arrangements for their return to the ship or to the home port.

1-2. AUTHORITY.--MSC provides repatriation and relief to civil service marine employees under the authority of 5 U.S.C 5348 which provides that compensation for officers and crews "...shall be fixed and adjusted from time to time as nearly as is consistent with the public interest in accordance with prevailing rates and practices in the maritime industry." Accordingly, MSC provides civilian marine personnel with repatriation, relief and travel benefits patterned after those provided by commercial steamship companies and the Department of State in consonance with general maritime law, acts of Congress (see especially 46 USC 678, 679 and 684), and the Joint Travel Regulations (JTR).

1-3. EXCLUSIONS.--This Instruction does not apply to the following:

a. Local nationals in overseas areas employed under labor contracts or civilian marine personnel paid under native wage rates. Overseas MSC commands will repatriate these employees in accordance with local law and prevailing local maritime practices.

b. Seaman who are employed by private shipping companies even though the private companies are operating ships for MSC. These seamen are not employees of MSC and they should be referred to the company's overseas agent or to the nearest American Diplomatic or Consular Officer for relief and repatriation purposes.

c. Travel for the convenience of MSC which is arranged or planned in advance by the home port. This includes: travel of a replacement to join a ship on voyage; travel to the home port following delivery of a ship to another command; temporary duty travel in connection with training; travel in connection with change of appointing office; emergency leave travel; return to the home port after relief; return to home port for administrative reasons; and return to home port of a marine employee against whom adverse

action has been initiated. Such travel is normally performed under prior written authorization and is regulated by CMPI 4650, TRAVEL.

d. Travel performed under the terms of Overseas Employment or Renewal Employment Agreements. This travel is covered in CMPI 4650, TRAVEL.

1-4. RELATED REGULATIONS.--In addition to CMPI 4650, other provisions of the CMPI also apply to situations in which civil service marine personnel are separated from the ship while on voyage. These provisions are listed below:

a. CMPI 630.3-1 provides for "continued pay" for employees separated from the ship in outports due to disabilities received in the service of the ship.

b. CMPI 630.4-3 covers placement of alleged deserters and employees who return to the ship after apparent desertion.

c. CMPI 750.1-5 governs separation from the ship of an employee against whom removal action has been initiated.

d. CMPI 750.8-Encl. 3 provides that an employee who is absent without leave will reimburse MSC for the travel costs associated with sending a replacement to the ship.

1-5. DEFINITIONS.

a. Certificate for Repatriation (MSC Form 4650/12).--Document prepared by the repatriating authority which identifies the repatriate and authorizes and records expenditure of Government funds for repatriation purposes. See 4-3 and Enclosure 1. Note: This form is to be ordered from forms and publications supply distribution points.

b. Civil service marine personnel.--Seamen appointed to positions excepted from the competitive service under the authority of Schedule A 213.3108(d)(1) of Civil Service Rule VI.

c. Class I repatriate.--MSC civil service marine employee who has been left in an outport not based on the employee's misconduct, negligence, or desire to leave MSC employment and who promptly applies for repatriation. Examples: Employee left ashore due to a sudden, unannounced change in the ship's schedule; employee hospitalized or put ashore for outpatient treatment as a result of a disability incurred in the service of the ship; ship-wrecked employee.

d. Class II repatriate.--MSC civil service marine employee or former employee who has been left in an outport because of his own negligence, desire to leave MSC employment or for other reasons beyond the control of MSC. Examples: Employee hospitalized as a result of misconduct disability; employee who misses the ship because he overslept or because of transportation difficulties; deserter; employee detained by police authorities.

e. CONUS.--Continental United States. For the purposes of this Instruction, the continental United States includes the District of Columbia and all of the contiguous states of the United States except the states of Alaska and Hawaii.

f. Destitute.--Possessing inadequate funds to rejoin the ship, to return to CONUS, to return to the country of the home port or to sustain himself while awaiting transportation, irrespective of compensation which may be due.

g. Home port.--The port of the command which has administrative control (See COMSCINST 3120.2) of the ship or which the repatriate was employed.

h. Initial Report of Critical Illness or Serious Injury.--Message report to the home port required by COMSC Instruction 5100.17, MSC safety

manual. Submitted when employee is left ashore for hospitalization or outpatient treatment. See 4-1a.

i. Misconduct disability.--Disabling illness or injury which occurs during the voyage and which is caused by willful misbehavior of the individual. Examples: Delirium tremens; drug addiction; injury received in a fight provoked by the individual. In addition, if the individual commences the voyage willfully concealing a disabling condition, the disability is deemed a misconduct disability.

j. Outport.--Any port other than the home port.

k. Repatriating authority.--Any MSC area or subarea commander, chief of staff or chief staff officer, commanding officer of MSC office or MSC representative initiating or facilitating repatriation action. See 1-9.

l. Repatriation.--The term "repatriation" includes all actions taken to aid a civil service marine employee, or former employee, of MSC who is left in an outport. Repatriation may constitute aiding the individual to rejoin his ship in another outport or reassigning him to a vacancy aboard another ship or returning him to the home port or to CONUS. "Repatriation" may include providing subsistence, quarters, per diem, transportation and reimbursement for expenses incident to travel as authorized in this Instruction.

m. Report of Failure to Join (MSC Report 4650-13).--Message report from the Master to repatriating authorities and to the home port when a civil service employee misses ship. See 4-1a and enclosure 2.

n. Service of the ship disability.--Any disabling illness or injury (other than a misconduct disability) which occurs, is aggravated or manifests itself during the course of the voyage, while on authorized liberty in an outport or while on leave in an outport providing the leave does not exceed the ship's inport stay.

o. Workaway.--A Class II repatriate who is repatriated as an unpaid crewmember of an MSC ship. A workaway does not fill a vacancy in the manning scale. Since he does not fill a vacancy, he receives no wages but must perform whatever duties are assigned him consistent with his physical abilities. Normally, workaways are assigned daywork in the department of their rating. Workaways are subsisted and quartered with the crew or in comparable quarters and are subject to the same regulations as the crew. Workaways may be granted liberty under the same conditions as the crew. They may not be required to perform work solely in order to give liberty to crewmembers. Transportation in an MSC ship and subsistence and quarters in kind furnished workaways aboard ship are considered to be at no cost to the Government even if the workaway is disabled and cannot perform work.

1-6. ELIGIBILITY FOR REPATRIATION.--To be eligible for repatriation assistance from MSC, the employee or former employee must have been left ashore in an outport in the course of his employment in a civil service marine position with MSC.

1-7. INELIGIBILITY FOR MSC ASSISTANCE.--The civil service marine employee or former employee who arrives overseas as a tourist is ineligible for repatriation assistance from MSC. In addition, any of the factors listed below are grounds for determining that an individual is ineligible for MSC assistance:

- a. Demonstration of an intent to abandon the vocation of seaman, for example, accepting indefinite shoreside employment.
- b. Refusal of an offer of repatriation or refusal to use an authorized mode of transportation or accommodations offered.
- c. Refusal to accept an assignment to a position of the same or higher pay in a repatriating ship.
- d. Desertion from a repatriating ship.
- e. Mutual consent resignation on voyage.
- f. Annual leave on voyage exceeding the ship's inport stay.
- g. Interim employment in ships of U.S. registry before reporting for repatriation.
- h. An unduly long period of time, in the judgement of the repatriating authority, between separation from the ship and reporting for repatriation.

Individuals in foreign areas who are ineligible for MSC assistance should be referred to representatives of the State Department. However, repatriating authorities will request the advice of the home port before determining that an applicant for repatriation is ineligible for MSC assistance.

1-8. POLICY.--Civil service marine employees who have been left ashore in an outport with no arrangements for their return are tentatively designated as either Class I or Class II repatriates by the repatriating authority and receive assistance as follows:

a. Class I repatriate.--The Class I repatriate (see 1-5c above) is returned to the home port or is sent to join his ship or any other civil service-manned ship at Government expense.

b. Class II repatriate.--The Class II repatriate (see 1-5d above) may be sent to join his ship or any other civil service-manned ship or may be returned to CONUS. All assistance, however, is subject to the following limitations:

(1) Government funds may be expended only if the individual is destitute. (Note, however, that workaway transportation is considered at no expense to the Government.)

(2) All Government funds expended will be recovered through appropriate collection procedures including deductions from compensation due.

NOTE: The limitations on repatriation and relief which may be granted to Class II repatriates do not restrict the authority of the home port Commander to authorize repatriating authorities to pay the destitute Class II repatriate the accrued wages due him so that the individual can purchase necessary return transportation. In addition, the home port Commander may authorize appropriate travel at Government expense in accordance with CMPI 4650 when a Class II repatriate in an overseas area is urgently needed as a replacement aboard a civil service-manned ship, other than the ship he left. In this case the Class II repatriate will not be required to repay the cost of the travel.

c. Home port review.--The repatriating authority's tentative determination of repatriation Class is subject to review and correction by the home port Commander.

1-9. AUTHORIZATION FOR REPATRIATION.--Area commanders, chiefs of staff or chief staff officers of MSC commands, commanding officers of MSC offices, and MSC representatives are designated repatriation authorities and are authorized to issue Certificates for Repatriation, expend necessary funds

and assist repatriates en route in accordance with the provisions of this Instruction. Certificates for Repatriation may be signed by a subordinate official "by direction" of a repatriating authority providing such authority has been delegated in writing to the subordinate. The commanders of MSC ship-operating commands are authorized to review repatriation actions, to confirm or change the repatriation class assigned. These officials may liquidate the travel claims of Class I repatriates and may take appropriate action through established procedures to recover all expenditures made for Class II repatriates.

SECTION 2. CLASS I REPATRIATES

| | Paragraph No. |
|--|---------------|
| General..... | 2-1 |
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| Per diem..... | 2-3 |
| Wages..... | 2-4 |
| Expenditures for health and comfort items..... | 2-5 |
| Transportation and accommodations..... | 2-6 |

2-1. GENERAL.--It is the responsibility of MSC to return the Class I repatriate (see 1-5c) to his ship, if possible, or to return him to the home port. This obligation applies whether the Class I repatriate has been left in a CONUS port or in a port outside CONUS. The Class I repatriate is not required to reimburse the cost of any necessary travel, subsistence and quarters, or per diem paid by the Government.

2-2. DESTINATION.--The Class I repatriate should be sent to rejoin the ship in another outport if possible and if prior clearance is obtained from the Master by message. The clearance will be granted except where a replacement has come aboard or is in transit. If the Class I repatriate is not sent to rejoin his ship or if he is not assigned to another civil service-manned ship, he will be returned to the home port.

2-3. PER DIEM.--The Class I repatriate is entitled to be subsisted and quartered at Government expense from the time he reports for repatriation until he arrives at the assigned vessel or in the home port. The employee who is left ashore for hospitalization or outpatient treatment is entitled to this benefit from the time he leaves the ship. Per diem will be paid in accordance with CMPI 4650.

2-4. WAGES.--The Class I repatriate who is left ashore for hospitalization or outpatient treatment is charged sick leave in accordance with CMPI 630.31. Any other Class I repatriate continues in a pay status without charge to leave during the entire period of repatriation unless the individual delays for his own convenience. The Class I repatriate who delays the repatriation without approval will be AWOL. Normally, the wages accrued to the Class I repatriate are not paid until he rejoins his ship or returns to the home port. However, if the employee is destitute when he reports for repatriation, the repatriating authority who initiates repatriation action may be authorized via message from the home port Commander to pay any arrears of wages due. The amount payable is noted on the Report of Failure to Join.

2-5. EXPENDITURES FOR HEALTH AND COMFORT ITEMS.--When the Class I repatriate is destitute and circumstances preclude the payment of per diem or accrued wages, the repatriating authority may expend a maximum of one

hundred dollars for the purchase of any necessary health and comfort items. Such expenditures will be noted as an endorsement of the Certificate for Repatriation and will be recovered from the individual.

2-6. TRANSPORTATION AND ACCOMMODATIONS.--If the Class I repatriate is not sent to rejoin his ship or if it is not feasible to reassign him to a vacancy aboard another civil service-manned ship, he is entitled to be returned to the home port in a passenger status by Government or commercial transportation. In addition, he is reimbursed for the expenses incident to travel which are authorized under CMPI 4650. Transportation and accommodations for the Class I repatriate will be provided in accordance with the JTR.

SECTION 3, CLASS II REPATRIATES

| | Paragraph No. |
|--|---------------|
| General..... | 3-1 |
| Destination..... | 3-2 |
| Per diem..... | 3-3 |
| Pay status..... | 3-4 |
| Expenditures for health and comfort items..... | 3-5 |
| Transportation..... | 3-6 |
| Accommodations..... | 3-7 |

3-1. GENERAL.--It is the personal responsibility of the Class II repatriate (see 1-5d) to rejoin his ship, if possible, or to return to the home port. The Class II repatriate is expected to accomplish all necessary travel at his own expense. However, if he is destitute, he may receive assistance from MSC as indicated below. See also paragraph 1-8, POLICY.

3-2. DESTINATION.--The Class II repatriate from a CONUS command left in an outport outside CONUS may be sent to rejoin the ship in another outport, if feasible and prior clearance by message is received from the Master. He may also be assigned to fill a vacancy in any other civil service-manned ship. If not sent to join a ship, he is returned to CONUS. The Class II repatriate's destination may be any convenient point within CONUS to which the transporting vessel or aircraft is destined.

3-3. PER DIEM.--If the individual is destitute, the Class II repatriate will be provided subsistence and quarters while awaiting transportation and during repatriation until arrival at his destination. See subparagraph 1-8b. Subsistence and quarters should be furnished in kind whenever possible. If subsistence and quarters in kind are unavailable, the destitute individual will be paid per diem as indicated in paragraph 2-3. The cost of all subsistence and quarters furnished and all per diem paid is recovered by the home port Commander through appropriate collection procedures except that subsistence and quarters in kind provided workaways on board ship is considered at no cost to the Government.

3-4. PAY STATUS.--The Class II repatriate is in a non-pay status from the time he was scheduled to return to his ship until such time as he returns to duty in an assigned position. Ordinarily, in accordance with CMPI 750.5-1a, an employee who absents himself from the ship while on voyage

and fails to return to the ship during the voyage is carried on the rolls of the ship as AWOL until the end of the voyage. Accordingly, on those occasions when it is possible to assign the Class II repatriate to a vacancy aboard another civil service-manned ship the repatriating authority must advise the repatriate's former ship so placement action can be recorded.

3-5. EXPENDITURES FOR HEALTH AND COMFORT ITEMS.--When the expenditure of government funds is authorized to repatriate the destitute Class II repatriate (see 1-8b), the repatriating authority may expend a maximum of one hundred dollars for the purchase of any necessary clothing and health and comfort items. These expenditures will be recovered from the individual.

3-6. TRANSPORTATION.--The Class II repatriate is required to reimburse all expenditures made on his behalf. Accordingly, transportation for the Class II repatriate should be the most economically available consistent with the interests of the Government. If it is not feasible for the repatriate to rejoin his ship, the repatriating authority will endeavor to arrange transportation by means of the facilities listed below in the order indicated. If the Class II repatriate refuses to accept the mode of transportation or accommodations offered, he is ineligible for further repatriation assistance.

a. The repatriate may be assigned to a vacant position aboard an MSC civil service-manned ship. Under such circumstances, the repatriate travels as a paid crewmember, not a workaway.

b. Workaway transportation. (NOTE: MSC repatriates will be authorized workaway transportation only in MSC civil service-manned ships.)

c. Most economical Government air transportation available.

d. Most economical class of commercial air or surface transportation available under U.S. registry. Commercial transportation will be utilized only as a last-resort measure taken in the direct interests of the Government. Travel in aircraft or ships of foreign registry will be authorized only when carriers of U.S. registry are not available.

3-7. ACCOMMODATIONS.--As indicated in the preceding paragraph, the Class II repatriate traveling as a passenger in commercial transportation will be authorized the most economical class of accommodations available.

SECTION 4, PROCEDURE

Paragraph No.

| | |
|--|-----|
| Master's action..... | 4-1 |
| Determination of eligibility..... | 4-2 |
| Issuance of Certificate for Repatriation..... | 4-3 |
| Advice to home port..... | 4-4 |
| Assistance to repatriate..... | 4-5 |
| Action by repatriating authorities en route..... | 4-6 |
| Home port review..... | 4-7 |

4-1. MASTER'S ACTION.

a. Message reports required.--Whenever a civil service marine employee fails to join the ship in any outport or is put ashore in an outport, the Master will advise the home port via message. If the employee was put ashore because of illness or injury as "Initial Report of Critical Illness

or Serious Injury" will be sent in accordance with COMSC Instruction 5100.17. If the employee failed to join for any other reason the message report will be a "Report of Failure to Join" in accordance with Enclosure 2 of this Instruction. See COMSC Instruction 5100.17 and Enclosure 2 for the contents of these messages and information copies required.

b. Letter required.--Whenever an employee is left ashore in an outport because of illness or injury, the Master will prepare a letter to the hospital authorities (see sample, enclosure 5) containing the information listed below:

(1) Identification of the ill or injured individual as a civil service marine employee of MSC, name and address of the home port Commander.

(2) The name and address of the nearest MSC office, or representative. Request that the hospital authorities contact the office or representative to arrange for repatriation.

(3) If appropriate, request that the hospital authorities provide daily progress reports to the home port Commander in accordance with COMSC Instruction 5100.17.

The purpose of this letter is to assure that the employee's repatriation rights can be determined by the hospital authorities and nearest MSC office or representative. This letter should ordinarily accompany the Master's Certificate of Service when sending an employee to be hospitalized. Information copies of this letter will be furnished the employee, the nearest MSC office or representative, and the home port Commander.

c. Disposition of personal effects.--The personal effects of employees who have been left in an outport will be disposed of in accordance with COMSC Instruction 3120.2D.

4-2. DETERMINATION OF ELIGIBILITY.--The repatriating authority ashore (see 1-9) determines the identity of the individual, his eligibility for repatriation assistance from MSC and the appropriate repatriation class to be assigned. These determinations are based on the Master's "Report of Failure to Join" (or the "Initial Report of Critical Illness or Serious Injury"), the individual's statements, and message information from the individual's ship and home port. As a general rule, employees who have been put ashore because of critical illness or serious injury are eligible for Class I status and normally stragglers should be returned as Class II repatriates. However, repatriating authorities are advised to request message advice from the individual's home port when in doubt regarding eligibility for repatriation or the appropriate class to be assigned.

4-3. ISSUANCE OF CERTIFICATE FOR REPATRIATION.--The Certificate for Repatriation (see sample, enclosure 1), is issued to the individual by the repatriating authority. The certificate serves to identify the individual, authorize appropriate expenditures and record all determinations and expenditures in connection with the employee's repatriation. Repatriating authorities will order copies of this certificate from forms and publications supply distribution points. If necessary, however, the contents of the certificate may be incorporated in a letter order. The certificate will be completed and distributed in accordance with Item 25 on the form. Repatriating authorities should pay special attention to the following certified items:

a. Itinerary (items 8 through 12).--This information establishes the repatriate's destination and return route. When it is necessary for the

repatriate to report to the repatriating authority en route, the name and address of that authority should be included in Item 10. Normally, the repatriate's transportation and destination may be established on the basis of the policies contained in this instruction and without special directions from the home port Commander. However, in the case of the Class II repatriate from an overseas command, (including MSC activities in Alaska and Hawaii) the repatriating authority will request message advice whether to send the individual to rejoin the ship or return him to CONUS.

b. Repatriation Class--Authorized Government Expenditures (items 13 - 17).-- Either the Class I box or the Class II box will be checked depending on the determination of the individual's repatriation class. IMPORTANT: Repatriating authorities are cautioned in making this determination. When in doubt, repatriating authorities should request advice by message from the repatriate's employing command.

c. Amount of per diem.--The repatriating authority must complete Item 13 to show how much per diem is authorized when the repatriate must secure subsistence and/or quarters at his own expense.

d. Employee's statement (item 19).--This statement is required for record purposes. The repatriating authority should urge the employee to make a complete and accurate statement and should explain that the statement is required for the protection of the employee.

e. Accounting data (item 21).--Repatriating authorities will fill in the blank with the activity number of the repatriate's employing command:

- (1) Commander, Military Sealift Command
 - Atlantic Area
 - Military Ocean Terminal
 - Building #42
 - Bayonne, New Jersey 07002 62381
- (2) Commander, Military Sealift Command
 - Pacific Area
 - Oakland, California 94625 62383

4-4. ADVICE TO HOME PORT.--The repatriating authority advises the home port and the repatriate's ship, via message, that the repatriate has reported, of the repatriation class assigned, and of the repatriate's itinerary.

4-5. ASSISTANCE TO REPATRIATE.--While the repatriate is awaiting transportation he will receive assistance from the repatriating authority as shown below. IMPORTANT: All assistance granted will be recorded as endorsements to the Certificate for Repatriation. These endorsements must include a record of subsistence and quarters in kind furnished or made available, per diem paid, wages paid, expenditures for health and comfort items, Government Transportation Requests issued, estimated cost of tickets secured under Transportation Requests, and tickets furnished.

a. The Class I repatriate.--As indicated in 2-3 above, the Class I repatriate will be furnished subsistence and quarters in kind at Government expense, if available, or will receive per diem. In addition, if the employee is destitute, the repatriating authority may be authorized by the Commander, home port, to pay any arrears of wages due. See 2-4, above. See also 2-5 above, concerning expenditures for health and comfort items.

b. The Class II repatriate.--If the Class II repatriate is destitute, he will be provided subsistence and quarters in kind while awaiting transportation. If subsistence and quarters in kind are not available the destitute Class II repatriate will be paid per diem as indicated in 3-3 above, subject to subsequent collection from the individual. Expenditures for health and comfort items may be made as provided in 3-5, above.

4-6. ACTION BY REPATRIATING AUTHORITIES EN ROUTE.--Repatriating authorities en route who assist the repatriate will advise the home port via message of his arrival and departure. All assistance such as subsistence and quarters furnished or made available or per diem paid or transportation furnished will be recorded as endorsements to the individual's Certificate for Repatriation.

4-7. HOME PORT REVIEW.--When the repatriate reports to the home port, the commander reviews the repatriation action. This review is made on the basis of all available evidence. Consideration may be given to the adjudication of any claim processed under the Federal Employees' Compensation Act and disciplinary action taken under CMPI 750. Following this review, the commander takes the following action:

a. The Class I repatriate.--Arrears of wages due the individual are paid. In addition the authorized expenses incident to travel and the per diem benefits of the Class I repatriate are liquidated in accordance with the policies of this instruction and the procedures for paying travel claims established in CMPI 4650. If the individual was erroneously repatriated in Class II status he will be paid arrears of wages and per diem and will be reimbursed for actual authorized travel expenses but in no case more than would have been expended had he been assigned Class I status originally.

b. The Class II repatriate.--The Commander, home port, takes appropriate action through established procedures to recover all expenditures of Government funds which were made for the Class II repatriate. These expenditures are recovered even though the individual may have been erroneously returned as a Class I repatriate.

SECTION 5, ENCLOSURES

Certificate for Repatriation (MSC Form 4650/12).....Enclosure 1
 Master's Report of Failure to Join (MSC Report 4650/13).....Enclosure 2
 Master's Check List for Repatriation Actions.....Enclosure 3
 Repatriating Authority's Check List.....Enclosure 4
 Sample of Master's Letter to Hospital.....Enclosure 5



MILITARY SEALIFT COMMAND
CERTIFICATE FOR REPATRIATION

This Certificate authorizes MSC authorities to extend repatriation assistance to the MSC civil service seaman named below. Such assistance will be in accordance with CMPI 4651, REPATRIATION. IMPORTANT: All MSC repatriating authorities and Masters of repatriating ships must endorse this Certificate to show date and time employee reported, subsistence and quarters made available to him, any periods in which he was hospitalized, transportation he received, expenditures made on his behalf and date and time he was detached. See Item 21 for accounting data.

| IDENTIFICATION | | | | |
|---|-------------------|--|---|-------------------------------|
| 1. NAME (Last, first, middle initial) Doe, John E. | 2. RATING O.S. | 3. "Z"/SS NO Z-123456 | 4. NAME & LOCATION OF EMPLOYING COMMAND COMSCLANT, Bayonne, N.J. | |
| 5. NAME OF SHIP FROM WHICH SEPARATED USNS WESTERN BREEZE | | 6. DATE, TIME, & PLACE SHIP SAILED 4 July 1979 0700 Leghorn, Italy | 7. DATE AND TIME EMPLOYEE REPORTED FOR REPATRIATION 4 July 1979 0800 | |
| ITINERARY | | | | |
| 8. DEPARTURE DATE | 9. FROM | 10. TO | 11. CARRIER | 12. ESTIMATED DATE OF ARRIVAL |
| 4 July 1979 | Leghorn | MSCO Stazione Maritima, Italy | Train | 4 July 1979 |
| 5 July 1979 | Naples | New York | USNS SOUTHERN WIND | 14 July 1979 |

REPATRIATION CLASS - AUTHORIZED GOVERNMENT EXPENDITURES

Class I If this box is checked, expenditures indicated in Items 13, 14, and 15 are authorized since it has been determined that the employee is a Class I repatriate.
13. Subsistence and quarters in kind. If S and Q in kind are unavailable, per diem is authorized at following rates:

- a. \$ 10.00 per diem when subsistence must be purchased.
- b. \$ 49.00 per diem when both subsistence and quarters must be purchased.

14. See CMPI 4651.2-5 for authorized expenditures for health and comfort items.
15. If repatriate cannot join his ship or be assigned to vacancy aboard repatriating ship, transportation at government expense is authorized with first class accommodations by land or air and cabin class accommodations or equivalent to crew quarters for equal rating by sea.

Class II If this box is checked, expenditures indicated in Items 16 and 17 are authorized since it has been determined that the employee is a Class II repatriate.
16. Subsistence and quarters in kind, if destitute. If impractical to provide in kind, per diem may be paid at rates specified in Item 13. See CMPI 4651.3-5 for authorized expenditures for health and comfort items.

17. Most economical transportation available consistent with interests of the Government. Preference to be given as follows:

- (a) fill vacancy on manning scale, (b) workaway, (c) passenger, most economical government air transportation available, (d) passenger, most economical class of commercial transportation available.

INSTRUCTIONS TO EMPLOYEE

18. Follow the travel schedule shown in items 8 through 12. Be sure to get endorsements to this Certificate for Repatriation from every military or Government office that aids you. When you arrive in home port, report to the Head of the Crewing Branch.

EMPLOYEE'S STATEMENT

19. I have read this Certificate for Repatriation. I understand that the Commander of my employing MSC command will make a final determination regarding my pay status and per diem benefits during this repatriation action. If the Commander determines that I missed my ship because of misconduct, negligence, desire to leave MSC employment or for reasons beyond the control of MSC, I hereby authorize the checkage of my personal pay account for all costs to the Government which may be incurred in connection with my repatriation. BELOW IS MY STATEMENT OF WHY I MISSED MY SHIP.

Went on liberty the evening of 3 July. Stayed at hotel in Leghorn. Overslept the next morning and missed the ship.

/S/ John E. Doe

(Employee's signature)

REMARKS AND ENDORSEMENT

20. (Use this space for remarks, endorsements and special instructions. Use reverse of this form or blank sheets of paper if additional space is needed.)

See additional sheets.

NOTE: Repatriating authorities enroute will advise the home port (Item 4 above) by message of the arrival and departure of the repatriate.

ACCOUNTING DATA

21. Expenditures chargeable to Appropriation 17X1912.3302, Cost code 5117 and Activity Number 62381.
Funds expended or advanced, subsistence and quarters furnished, per diem paid, (Government Transportation Requests issued, tickets and/or transportation furnished shall be recorded in full on endorsements to this Certificate. Estimated cost of tickets secured under Transportation Requests must be shown.

AUTHORIZATION

22. DATE
4 July 1979

23. SIGNATURE AND TITLE OF REPATRIATING AUTHORITY
/S/ Richard E. Roe, CDR., Chief Staff Officer COMSCMED

24. NAME OF OFFICE OR ACTIVITY
COMSCMED

DISTRIBUTION OF CERTIFICATE

Additional Sheet to Certificate for Repatriation
for Mr. John E. Doe, dated 4 July 1979

4 July 1979

FIRST ENDORSEMENT

From: COMSCMED
To: Mr. John E. Doe, Ordinary Seaman

1. You reported for repatriation 0800, 4 July 1979. You were destitute. No Government transportation to Naples is available. No Government messing facilities available this Command. Detached 1100, 4 July 1979.

/s/ Richard E. Roe
Richard E. Roe
By direction

4 July 1979

SECOND ENDORSEMENT

Naval Attache, Leghorn, issued this date one Tourist Class Rapido ticket from Leghorn to Naples on PTWTC-P 012345 to Mr. John E. Doe.

Cost -- \$9.45

Advanced per diem
4 July 1979 - 5 July 1979, one day 49.00
TOTAL \$58.45

Checkage of pay authorized and directed.

/s/ James E. Jones
James E. Jones
Finance Officer, Sym 0000Q3

Second Additional Sheet to Certificate for Repatriation
for Mr. John E. Doe, dated 4 July 1979

5 July 1979

THIRD ENDORSEMENT

From: COMSCMED
To: Mr. John E. Doe, Ordinary Seaman

1. You reported 1800, 4 July 1979. No Government quarters or messing facilities were available. You were detached 0700 this date and directed to report aboard the USNS SOUTHERN WIND.

/s/ William E. Smith
William E. Smith

14 July 1979

FOURTH ENDORSEMENT

From: Master, USNS SOUTHERN WIND
To: Mr. John E. Doe, Ordinary Seaman

1. You reported aboard 0730, 5 July 1979. You were furnished subsistence and quarters in kind and carried as a workaway from Naples to New York. You were detached at 0800 this date.

/s/ George A. Johnson
George A. Johnson

Master's Report of Failure to Join
(MSC Report 4650-13)

1. Who originates and when. See subparagraph 4-1a of this instruction. Master originates this message report whenever employee fails to join for any reason other than illness or injury.
2. Purpose. To advise appropriate authorities when an employee is left in an outport so that action may be taken to repatriate the individual.
3. Contents.

REFERENCE: CMPI 4651, Enclosure 2.

- ALFA: Name of port in which employee left ship; date and time ship sailed. If ship departed before expiration of authorized liberty, a statement to this effect.
- BRAVO: Name, rating and "Z" number of employee.
- CHARLIE: If known, reason employee failed to join ship and last known location of employee.
- DELTA: If appropriate, destination to which employee should be sent and any advice to repatriating authority regarding the repatriation action. This information should include ETA and ETD of subsequent ports of call if it appears feasible that the employee may be sent to meet the ship.
- ECHO: Net total (amount left after taxes, etc.) of wages due including amount ordinarily deducted for allotment.
- FOXTROT: Name, relationship and address of next-of-kin.
- GULF: If no MSC office or representative is located in the outport, the report will include the address of the nearest MSC command or office and will advise the local authorities to contact that office for repatriating instructions.

4. Addressees. The "Report of Failure to Join" will be directed via priority message to the Commander, home port, and to the repatriating authority in the outport. If no MSC office or representative is located in the outport, the Master will direct the report to those U.S. authorities in the local area to which the employee is most likely to report for assistance. These authorities include the nearest MSC office or representative, the local U.S. Consul and any local U.S. military installations.

Master's Check List for Repatriation Actions

Masters and pursers should use this check list to assure that all necessary actions are taken when an employee is left ashore in an outpost.

1. Message reports to home port.

a. Hospitalization ashore requires "Initial Report of Critical Illness or Injury." (See 4-1 and COMSC Instruction 5100.17.)

b. All other cases require "Report of Failure to Join". (See 4-1 and Enclosure 2.)

2. Letter required. For hospitalization cases, send letter to hospital authorities with copies to nearest MSC office or representative and the Commander, home port.

3. Personal effects. See COMSC Instruction 3120.2D for disposition of employee's personal effects.

Repatriating Authority's Check List

Repatriating authorities should use this check list to assure that the repatriation action is completed in accordance with CMPI 4651.

1. Determine eligibility. Note 1-3 and 1-7 which exclude certain categories of stranded seamen from repatriation assistance by MSC.
2. Determine whether Class I or Class II. See definitions, 1-5c and d. See also 4-2. When in doubt, message the home port requesting advice whether to return the individual as Class I or Class II.
3. Issue Certificate for Repatriation. This is a travel order. See paragraph 4-3 for guides.
4. Arrange transportation. Transportation depends on repatriation class assigned. For Class I repatriates, see 2-6 and 2-7. For Class II repatriates, see 3-6 and 3-7. Whenever possible, Class II repatriates should travel as workaways.
5. Per diem. Class I repatriates are entitled to per diem; Class II repatriates receive per diem only if destitute.
6. Endorsing Certificate for Repatriation. IMPORTANT: Assure that the Certificate for Repatriation is endorsed to include a record of subsistence and quarters in kind made available, per diem paid, wages paid, expenditures for health and comfort items, Government Transportation Requests issued, estimated cost of tickets secured under Transportation Requests, and tickets furnished.
7. Report to home port. Advise home port of repatriate's itinerary. See 4-4.

Sample of Master's Letter to Hospital

From: Master, USNS WESTERN BREEZE
To: Commanding Officer, U.S. Air Force Hospital, Hamburg, Germany
Subj: Mr. John E. Doe; repatriation of

1. Mr. John E. Doe, admitted this date, is a civilian marine employee of Commander, Military Sealift Command, Atlantic (COMSCLANT), Bayonne, NJ.

2. It is requested that you contact:

Commander, Military Sealift Command, Europe
2850 Bremerhaven Deutschland
Gebäude 227, Carl Schurz Kaserne
Flugplatz Weddewarden

to arrange for Mr. Doe's transportation when he is released from the hospital.

3. Until Mr. Doe has been removed from the serious list, it is requested that you furnish Commander, Military Sealift Command, Atlantic, with daily progress reports via message. Each report should include the following information:

ALFA: John E. Doe, Ordinary Seaman, Z-123456
BRAVO: Condition of Mr. Doe during the preceding 24 hours.
CHARLIE: Prognosis

4. COMSCLANT is advising Mr. Doe's next of kin of his condition.

PAUL A. WILLIAMSON

Copy to:
Mr. John E. Doe
COMSCEUR
COMSCLANT