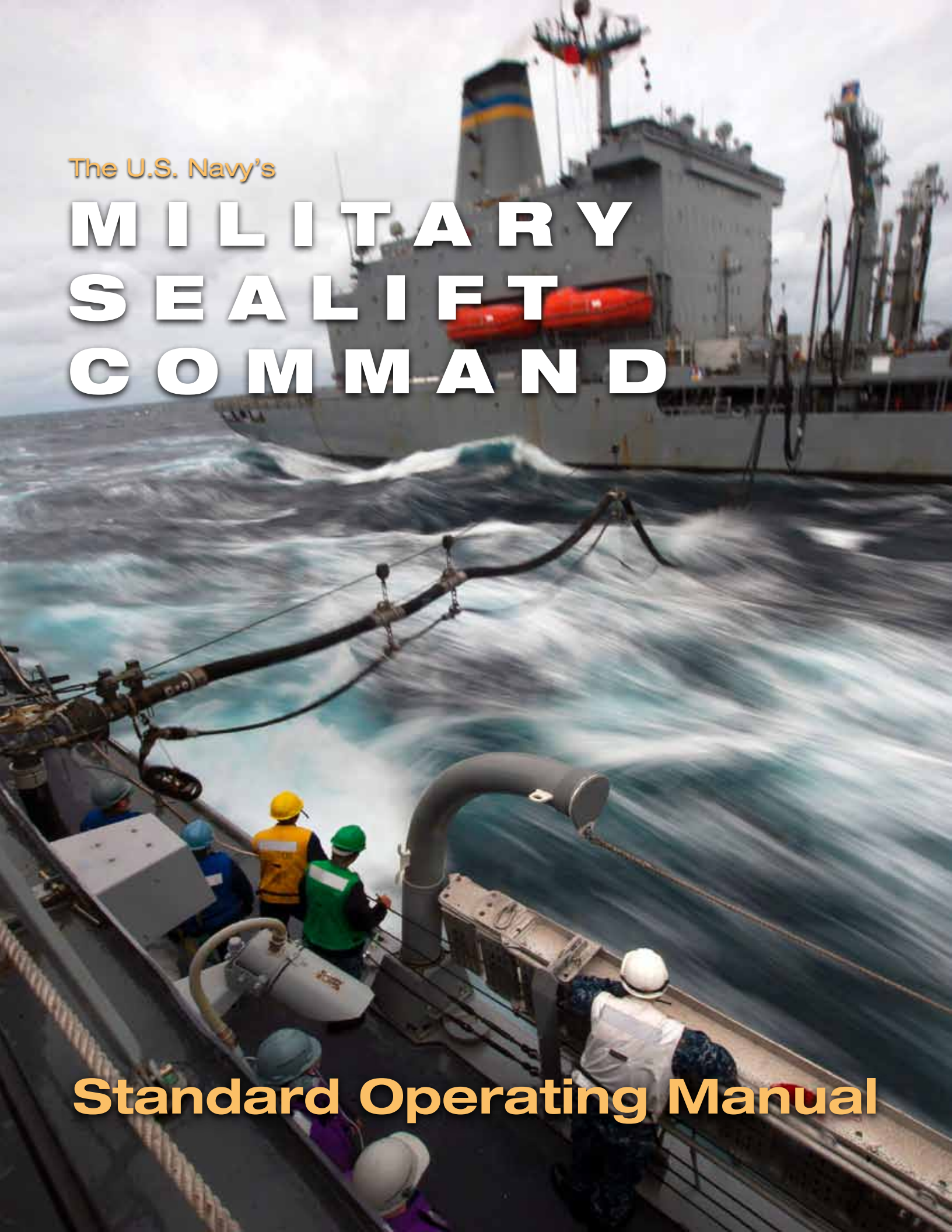

The U.S. Navy's

MILITARY SEALIFT COMMAND

Standard Operating Manual

Uncontrolled Document 4 MAR 2013
(assembled 4 MAR 2013)

DEPARTMENT OF THE NAVY
COMMANDER, MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-0001

IN REPLY REFER TO

COMSCINST 3121.9C
N3
12 SEP 2012

COMSC INSTRUCTION 3121.9C

Subj: STANDARD OPERATING MANUAL (SOM)

1. Purpose. To promulgate Military Sealift Command (MSC) operating guidance aligned with standard Navy practice.

2. Cancellation. COMSCINST 3121.9B

3. Applicability. This instruction is applicable to all MSC Commands and activities and to all MSC ships, including MSC chartered and contract-operated ships and Ready Reserve Force ships, except when in conflict with specific terms and conditions of contracts.

4. Action.

a. Action addressees shall adhere to appropriate provisions of this instruction.

b. Nothing contained herein shall be construed as relieving the Master or any other individual of responsibility defined by law, nor shall it preclude the exercise of sound judgment at all times.

c. Review of the associated procedures shall be conducted annually. Recommendations for changes may be submitted to N3 at any time.

5. Policy. The Standard Operating Manual (SOM) is promulgated by this instruction and comprised of the following Quality Management System (QMS) procedures:

a. Mission and Organization, QMS N0300-310.00-AQ

b. Standard Operations, QMS N0300-320.00-AQ

c. Mission Specific Operations, QMS N0300-330.00-AQ

d. Casualty and Readiness Reporting, QMS N0300-340.00-AQ

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The SOM is supported by the following documents:

a. SOM Messages and Reports, QMS Form N0300-340.01-F

b. Abbreviations & Acronyms, QMS Form N0300-340.02-F

c. Other References, QMS Form N0300-340.03-F

d. Useful Links, QMS Form N0300-340.04-F

e. ROC/POE References, QMS Form N0300-340.05-F

f. Table of Contents, QMS Form N0300-340.06-F

6. Point of Contact. The Global Command Information Center can be reached at 202-685-5155, DSN 325-5155, or by email at MSCHQ.BWC.fct@navy.mil.

7. Short Title. The approved short title for this instruction and the associated QMS procedures is SOM.

M. H. BUZBY

Distribution:
Electronic only, via MSC Intranet Publications Website
https://intranet.msc.navy.mil/

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STANDARD OPERATING MANUAL
1. Mission and Organization

1-1 Mission Statement

Military Sealift Command's (MSC's) mission is to support our nation by delivering supplies and conducting specialized missions across the world's oceans. To execute its mission, MSC operates ships that provide combat logistics support to U.S. Navy ships at sea; special mission support to U.S. government agencies; prepositioning of U.S. military supplies and equipment at sea; and ocean transportation of Department of Defense cargo in both peacetime and war. MSC's Missions, Functions, and Tasks (MFTs) are detailed in COMUSFLTFORCOMINST 5440.1, Mission, Functions, and Tasks of COMSC, reference (a).

1-2 COMSC Responsibilities

a. MSC, including all subordinate commands and activities, is part of the operating forces of the U.S. Navy. Per SECNAVINST 5430.11, Prescribing Channels of Responsibility for the Military Sealift Command, reference (b), Commander, Military Sealift Command (COMSC) is designated as the Type Commander (TYCOM) for assigned MSC forces, exercising Administrative Control (ADCON) to perform TYCOM duties.

b. Administratively, COMSC is a Navy echelon III command under Commander, U.S. Fleet Forces Command (CUSFF). In this capacity, COMSC is responsible for organizing, training, equipping and maintaining assigned service-unique forces funded through the Navy Working Capital fund to provide mission-ready forces to Fleet Commanders for operational tasking.

c. Operationally, DoD Directive 5158.04, Directive to USTRANSCOM, reference (c), assigns COMSC as an echelon II Navy Component Commander under Combatant Command – Command Authority (COCOM) of Commander, U.S. Transportation Command (CDRUSTRANSCOM). MSC exercises Operational Control (OPCON) of assigned ships to support USTRANSCOM strategic sealift mission objectives through geographically assigned Area Commands (ACs).

d. Contractually, COMSC is the Head of Contracting Activity (HCA), with contract authority for the acquisition of all necessary assets, goods and services to accomplish assigned missions.

e. COMSC is assigned Technical Authority for all USNS Ships upon delivery and for USS ships HM&E and other assigned systems at ship transfer in accordance with ASN RD&A letter, Clarification of Responsibilities between NAVSEA and MSC, reference (d).

f. Financially, COMSC is a Budget Submitting Office with responsibility for preparation, compilation and submission of budget estimates directly to the Assistant Secretary of the Navy (Financial Management and Comptroller).

g. COMSC responsibilities include:

(1) Operate and administer government-owned ships assigned, and other ships acquired to provide ocean transportation for personnel, material and petroleum, oil and lubricants (POL).

(2) Maintain MSC ships to a uniform set of standards. Manage a realistic training program and maintain emergency readiness.

(3) Provide MSC ships to Combatant Commanders (CCDRs) and Service Sponsors for fleet support, special mission support and prepositioning.

(4) Provide dry cargo ships and tankers to meet ocean transportation requirements assigned by USTRANSCOM. Coordinate sealift operations as required.

(5) Develop plans for the effective use and control of government owned and commercially contracted ships for operational tasking in peacetime and war.

(6) Provide training guidance and monitor readiness of assigned selected reserve units.

(7) Perform Combat Logistics Force (CLF) Consolidated Afloat Requisition Guide Overseas (CARGO) load management functions including financial and inventory management of CLF units carrying Defense and Navy Working Capital Fund commodities per reference (a).

1-3 MSC Reporting Relationships

Figure 1-1 shows MSC's reporting relationships, including superior and subordinate commands. These relationships are described more completely in the rest of this chapter.

1-4 MSC Organization

1-4-1 Matrix Organization

a. MSC is primarily located in Washington, DC and Norfolk, VA ("MSC Norfolk"). It consists of Programs and Functional Directorates (FDs); these offices have overlapping interests and responsibilities best understood as a matrix, illustrated in Figure 1-2.

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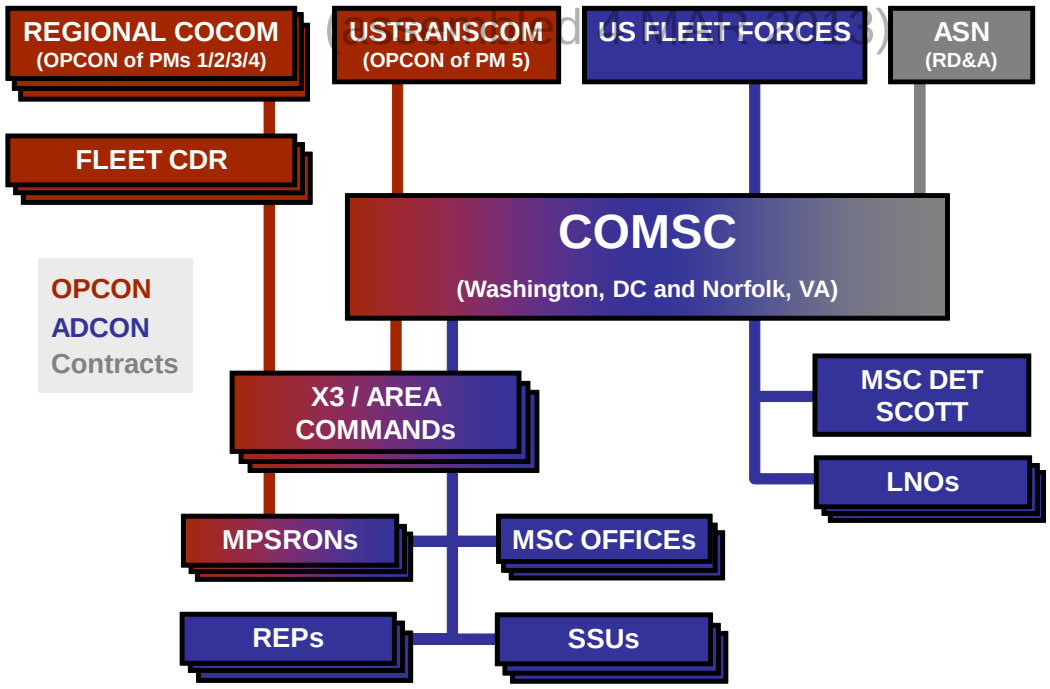

Figure 1-1 MSC Organization Reporting Relationships

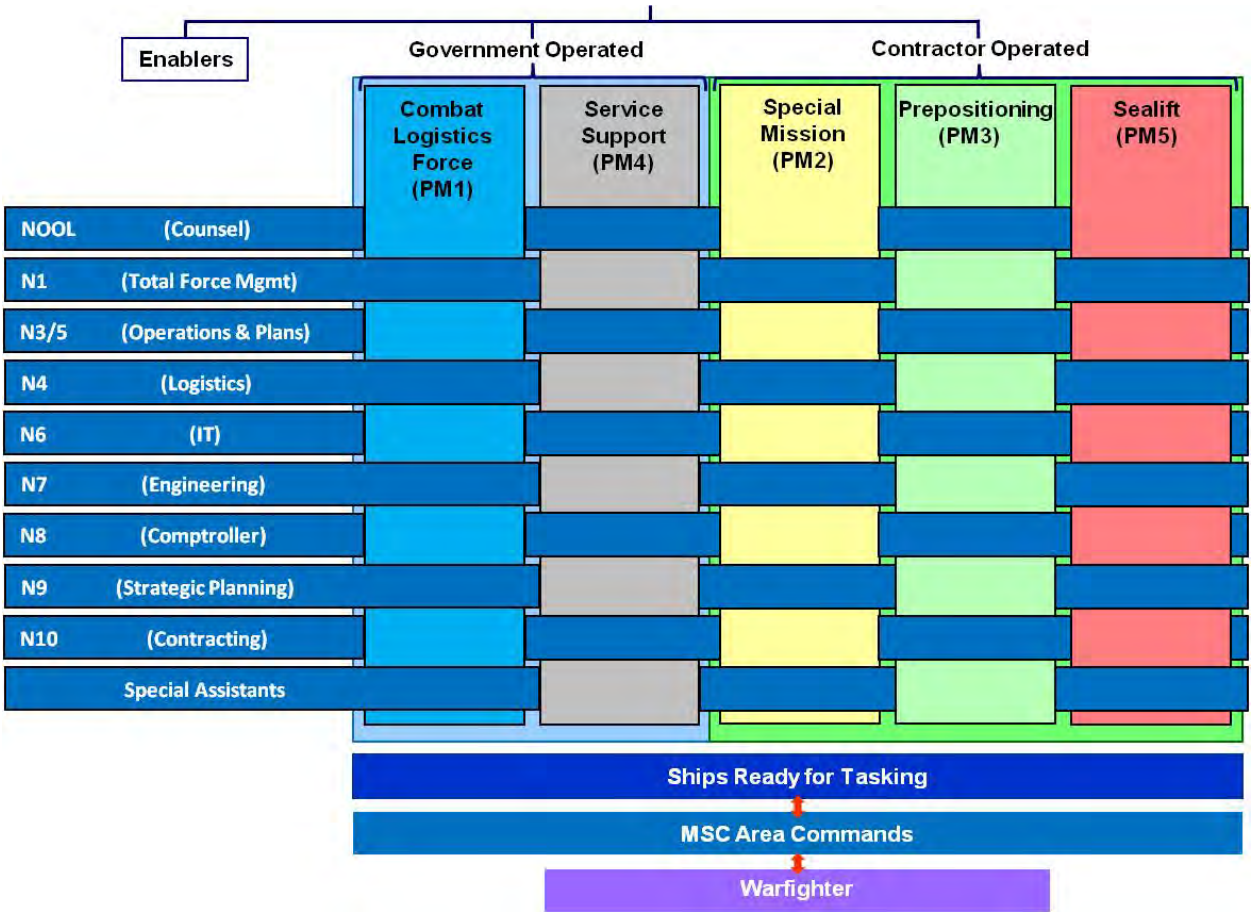

Figure 1-2 MSC Organization

b. MSC Norfolk was previously known as Military Sealift Fleet Support Command (MSFSC). As part of COMSC's "One MSC" restructuring, MSFSC personnel and missions, functions, and tasks (MFTs) have been integrated into the COMSC command structure.

1-4-2 Programs

a. The MSC force is divided into two Program Offices, PO1 and PO2, led by Senior Executive Service (SES) personnel. Under PO1 (Director, Government Operated Ships) are Program Managers (PMs) for Combat Logistics Force (CLF/PM1) and Service Support (SSS/PM4) ships. Under PO2 (Director, Contractor Operated Ships) are Program Managers for Special Mission (SMS/PM2), Prepositioning (Prepo/PM3) and Sealift (PM5) ships. Each PM is responsible for a broad category of MSC ships. COMSC exercises Administrative Control of assigned ships through Program Managers and MSC's field activities.

b. PMs are responsible for TYCOM functions for assigned ships, including life cycle management, ship readiness, maintenance and repair, and logistics support. They also ensure customer requirements are met, whether through organic or contracted sources, maintain readiness of program assets, develop business plans to meet future needs, formulate program policy and long term plans for resource management, and formulate program budgets and allocation of resources. Figure 1-3 shows classes of ships managed by each PM.

PM1 Combat Logistics Force	PM2 Special Mission	PM3 Prepositioning	PM4 Service Support	PM5 Sealift
Ammunition T-AE	Missile Range Instrumentation T-AGM	Aviation Maint. Logistics T-AVB	Cable Laying and Repair T-ARC	Container T-AK
Dry Cargo Ammunition T-AKE	Navigation Test Support T-AGS	Container T-AK	Command LCC	High Speed Transport HST
Fast Combat Support T-AOE	Ocean Surveillance T-AGOS	High Speed Vessel HSV	Hospital T-AH	Joint High Speed Vessels JHSV
Oilers T-AO	Oceanographic Surveying T-AGS	Large Medium Speed RORO T-AKR	Afloat Forward Staging Base (Interim) AFSB(I)	Large Medium Speed RORO T-AKR
	Sea-based X-Band Radar SBX	OPDS T-AG	Rescue Salvage T-ARS	RRF (when activated)
	Submarine and Special Warfare Support Ships	Tanker: T-AOT	Submarine Tender AS	Tankers T-AOT
	Tugs (Harbor)		Tugs (Fleet Ocean) T-ATF	

Figure 1-3 Ships by Program

c. PM1 manages Government-Owned, Government-Operated (GOGO) ships (see section 1-8-2) that provide fleet support (petroleum products, ammunition, stores, repair parts and other logistical needs) to Navy operations worldwide. PM1 also contracts contractor operated CLF ship's helicopter services.

d. PM2 manages Government-Owned, Contractor-Operated (GOCO) and Commercially Owned, Contractor Operated (COCO) (see sections 1-8-3 and 1-8-4) Special Mission Ships (SMS) that support specialized technical missions for DoD sponsors. Missions include ocean surveillance, hydrographic survey, missile telemetry collection, and submarine, special warfare, and navigation test support. PM2 manages contracts (including charters) for privately-owned and crewed ships and harbor tugs in support of Navy requirements.

e. PM3 manages GOCO and COCO ships prepositioned and forward staged throughout the world loaded with military cargo. Additionally, PM3 oversees off-tether transits to and from CONUS and upload/download cargo operations in support of long range maintenance schedules. Prepositioning ships carry cargo owned by each of the services and DLA. In general, the ships are organized into two Maritime Prepositioning Ships Squadrons (MPSRONs).

f. PM4 manages many classes of GOGO ships that support fleet and joint operations. They include Afloat Forward Staging Base, ocean-going tugs, command, rescue salvage, submarine tender, cable laying and repair, and hospital ships.

g. PM5 manages Sealift ships to provide marine transportation to satisfy Department of Defense sealift requirements. Most of these ships are contractor operated but some are government operated. For dry cargos validated by USTRANSCOM and assigned to MSC, PM5 provides break-bulk, container and roll-on, roll-off (RORO) as well as other specialty ships (heavy lift (FLO/FLO)) from both government and commercial sources. PM5 also provides tankers for petroleum, oil and lubricant (POL) movements, High Speed Transports (HSTs) and Joint High Speed Vessels (JHSVs). Government owned ships are managed by PM5 directly, or activated from the Ready Reserve Force maintained by the Department of Transportation's Maritime Administration (MARAD). Commercial ships are chartered as required.

1-4-3 Functional Directorates (FDs)

MSC staff includes FDs organized in standard N-codes that provide core competencies and specialized support to Program Managers and subordinate commands. Each is responsible for developing command-wide policies, procedures, systems, and competency workforce management within its area of responsibility, as listed in COMSCINST 5400, Organization of Military Sealift Command Headquarters, reference (e).

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1-4-4 Global Command Information Center

a. The Global Command Information Center (GCIC) is manned 24 hours a day by a dedicated GCIC Watch Team composed of a Battle Watch Captain and a Global Command and Control System (GCCS) Operator. The GCIC staff is purpose-trained and organized to support COMSC as the command's primary operations reporting conduit and information center; it provides a focal point for the timely receipt, display, and dissemination of current information about MSC's operations worldwide. Additionally, it provides command center coverage for ACs after hours and on weekends.

b. The GCIC can be reached at (202) 685-5155, DSN 312-325-5155, or by email at mschq.bwc.fct@navy.mil.

c. Major GCIC functions:

(1) Gathering, processing, disseminating and displaying operational and readiness information and reports throughout the MSC Enterprise and the Chain of Command

(2) Disseminating operational orders from COMSC to subordinate operational commands

(3) Providing 24/7 watch-standing support to ACs

(4) Maintaining an accurate and up-to-date global Common Operational Picture (COP) for MSC shipping via GCCS-J

1-5 Subordinate Commands

1-5-1 Area Commands

a. COMSC is represented by five geographic Area Commands (ACs). ACs exercise Tactical Control (TACON) of all assigned USTRANSCOM forces and MSC forces as assigned by the operational Fleet Commander. The ACs are therefore primarily responsible for the tactical execution of strategic sealift missions, but also have a significant role in providing oversight for all MSC ships in their AORs. To this end, Area Commanders can routinely be expected to exercise certain functions of COMSC's ADCON responsibilities for MSC ships in their theaters:

(1) MSC Atlantic (MSCLANT), Norfolk, VA, additional duty (ADDU) as Commander, Task Force (CTF) 83 under USFF and CTF 42 under COMFOURTHFLT. MSCLANT's MFTs are contained in COMSCINST 5440.3, Mission, Functions, and Tasks of COMSEALOGLANT, reference (f).

(2) MSC Pacific (MSCPAC), San Diego, CA, ADDU as CTF 33 under COMTHIRDFLT. MSCPAC's MFTs are contained in COMSCINST 5440.4, Mission, Functions, and Tasks of COMSEALOGPAC, reference (g).

(3) MSC Central (MSCCENT), Bahrain, primary duty (PRIDU) as CTF 53 under COMFIFTHFLT. MSCCENT's MFTs are contained in COMSCINST 5440.7, Mission, Functions, and Tasks of COMSEALOGCENT, reference (h).

(4) MSC Europe and Africa (MSCEURAF), Naples, Italy, PRIDU as CTF 63 under COMSIXTHFLT. CTF 63 does not exercise TACON of USS MT WHITNEY. MSCEURAF's MFTs are contained in COMSCINST 5440.6, Mission, Functions, and Tasks of COMSEALOGEUR, reference (i).

(5) MSC Far East (MSCFE), Singapore, ADDU as Commander, Task Group (CTG)-73.7 under CTF 73, or COMLOGWESTPAC. Unlike counterparts in other fleets, CTG-73.7 does not exercise TACON of all MSC ships assigned to Commander, Seventh Fleet (COMSEVENTHFLT). MSCFE's MFTs are contained in COMSCINST 5440.5, Mission, Functions, and Tasks of COMSEALOGFE, reference (j).

b. Each AC has a formal relationship with its geographically collocated operational Fleet Commander. Under Fleet Command authority, the Area Command may exercise TACON of MSC ships assigned to the Fleet Commander. While ACs and their corresponding Fleet Logistics Task Forces (typically CTF X3) are usually separate commands, collocated and working as a unified staff under a single commander, each relationship is unique. Examples:

(1) MSCLANT supports both USFF and COMFOURTHFLT. MSCLANT, CTF 83 and CTF 42 are all the same command. CTF 42 is geographically separated from COMFOURTHFLT HQ which is in Mayport, FL.

(2) MSCEURAF supports COMSIXTHFLT.

(3) MSCFE is ADDU to CTF 73.

c. Collocation streamlines logistics operations, providing superior customer service to U.S. and NATO military forces in each geographic area. However, because one commander exercises two distinct command authorities stemming from different authorities, care must be taken to understand the distinctions clearly. The AC exercises TACON over strategic sealift ships, derived through COMSC from USTRANSCOM. The same commander, as the Fleet Logistics Task Force Commander, exercises TACON over assigned MSC ships – most typically PM1, PM2, PM3 and PM4, but not always – with authority derived through the operational Fleet Commander from the CCDR. Command relationships and task organization vary by fleet and are discussed further in section 1-7-2.

d. In addition to other duties, ACs may arrange fuel for all MSC ships in their AOR, even without TACON.

e. To assist with local, direct support to assigned ships, ACs are represented by MSC Offices and MSC Representatives.

f. See section 1-7-4 for information about AC geographical boundaries.

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1-5-2 Ship Support Units

a. Ship Support Units (SSUs) provide local coordination of engineering, contracting, and IT support to PM1 and PM4 ships; and IT support to other MSC ships for government owned systems. SSUs also provide in-theater admin (comptroller, supply, and information technology) and maintenance support to their geographically collocated ACs. SSUs report to their collocated ACs but work closely with MSC PMs and their staffs for these issues.

b. SSUs are established as follows:

(1) MSC SSU Singapore

(2) MSC SSU San Diego

(3) MSC SSU Naples

(4) MSC SSU Bahrain

(5) MSC SSU Japan

(6) MSC SSU Guam

1-5-3 MSC Offices

a. Located in ports where MSC conducts regular, sustained operations, MSC Offices (MSCOs) provide direct support to MSC ships and act as MSC's liaison with local commands. Responsibilities include coordination of logistics, husbanding services and port loading. Assistance to ships may also include coordinating voyage repairs, delivery of mail, bunkering, travel arrangements and administrative support. While expeditious, orderly port visits are the goal, care must be taken to avoid assuming responsibilities contractually required of an operating company's (OPCO's) husbanding service provider (HSP), if applicable.

b. MSCOs are established as follows:

(1) Korea

(2) Okinawa

(3) Diego Garcia

(4) Kuwait (manned as needed during FY-12, then disestablished)

1-5-4 MSC Representatives

a. Similar to MSCOs, MSC Representatives (MSC Reps) provide on-site coordination of ship operations on behalf of ACs. Whereas an MSCO is typically an organization of multiple staff, an MSC Rep most often is assigned isolated duty. For operations in ports where no MSC Rep is permanently assigned, ACs may direct travel to provide temporary support and supervision.

b. MSC Representatives are located in the following ports:

(1) Earle, NJ

(2) Sunny Point, NC

(3) Charleston, SC

(4) Port Canaveral, FL

(5) Beaumont, TX

(6) Jacksonville, FL

(7) Pearl Harbor, HI

(8) Seattle, WA

(9) Rota, Spain

1-5-5 Maritime Prepositioning Ships Squadrons

Two MPSRON staffs are forward deployed and embarked in MPS flagships that exercise TACON of assigned ships. Despite the name, squadrons may be assigned any of the ships in the Afloat Prepositioning Force, not only those loaded with Marine Corps cargo. Squadron Commanders provide a single focus for the converging interests of the operational chain of command, PM3 and individual ship Masters. Squadron staffs work closely with PM3 to coordinate ship and cargo maintenance cycles, keeping operational commanders informed of each ship's readiness status. Squadron Commanders report operationally to operational Fleet Commanders through ACs, and administratively to COMSC via PM3.

1-5-6 Liaison Officers (LNOs)

a. LNOs represent MSC at external commands. They direct staff inquiries to appropriate POCs and act as subject matter experts (SMEs) to answer informal questions. Additionally, they alert MSC staff of developing requirements, tasks, and/or initiatives and submit weekly Items of Interest (IOI) reports to COMSC.

b. MSC LNOs are located at:

(1) U.S. Fleet Forces Command

(2) U.S. Pacific Fleet Command

(3) U.S. Central Command

(4) U.S. European Command (dual-hatted as LNO to USAFRICOM)

(5) U.S. Naval Forces Southern Command / U.S. FOURTH Fleet,

1-5-7 MSC Detachment Scott Air Force Base (MSC Det Scott)

MSC Det Scott reports to N3/5 and coordinates with PO2, but represents MSC in all matters pertaining to day-to-day operations involving MSC assets for which USTRANSCOM is the COCOM. They make daily reports to CDRUSTRANSCOM and act as primary POCs for MSC

at Scott Air Force Base (AFB). They are MSC Subject Matter Experts (SMEs) at USTRANSCOM and direct inquiries to appropriate MSC POCs. They inform COMSC on developing requirements, tasks, and/or initiatives and submit weekly IOIs to COMSC.

1-5-8 Reserve Units

MSC has Reserve support totaling over 900 members. They support MSC as follows:

a. MSC Washington, MSC Norfolk and ACs have units that provide trained Reserves to augment staff as required.

b. ACs are also assigned Expeditionary Port Units (EPUs) that provide unique port opening and management capabilities, including establishment and operation of a temporary MSCO, and Joint Task Force Port Opening capability, as discussed in COMSCINST 3500.1, Expeditionary Port Unit Training and Readiness, reference (k).

c. MSC Norfolk administers and trains three Cargo Afloat Rig Team (CART) units, each of which fields ten rig teams. CART rig teams augment CLF ships during contingency operation surges.

d. Strategic Sealift Units (SSUs – not to be confused with Ship Support Units) provide oversight of the Strategic Sealift Readiness Group (SSRG) and monitor readiness of Reserve officers assigned. SSRG officers provide the Navy with a cadre of officers possessing civilian maritime expertise to assist MARAD in activation of Ready Reserve Force (RRF) ships. SSUs provide surge manning to these ships and other Navy commands as required during contingency operations.

e. Two MSC CLF Logistics Support Units support the CLF Load (N46) and Ordnance Fly-away Team (N47) missions.

f. MSC USTRANSCOM Det provides planning and operational surge support to the Naval Component Commander.

1-6 External Commands

1-6-1 U.S. Fleet Forces Command

a. U.S. Fleet Forces (USFF) reports directly to the Chief of Naval Operations (CNO). USFF provides for the administration, training, maintenance, readiness, and support of Fleet Forces, including those forces transferred to the operational command of other commanders; organizes forces and resources; and prepares plans for the employment of forces. USFF serves as a force provider to CCDRs.

b. COMSC reports administratively to USFF as the TYCOM for mission areas funded by the Navy Working Capital Fund (NWCF), tasked to provide ships that are properly manned, trained, equipped and maintained for mission tasking by Unified Commanders.

c. COMSECONDFLT was disestablished 30 SEP 2011. Its functions have been absorbed by CTF 80 and USFF.

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1-6-2 U.S. Transportation Command

a. USTRANSCOM provides air, land and sea transportation for the Department of Defense, both in time of peace and time of war. As the single manager of America's global defense transportation system, USTRANSCOM is tasked with the coordination of people and transportation assets to allow the U.S. to project and sustain forces. USTRANSCOM is located at Scott Air Force Base, Illinois.

b. COMSC reports operationally to USTRANSCOM as the Naval Component Commander for assigned ships, tasked to plan and execute sealift missions in support of regional CCDRs, services, and other DoD agencies.

1-6-3 Assistant Secretary of the Navy

The Assistant Secretary of the Navy for Research, Development and Acquisition (ASN (RD&A)) serves as the Navy Acquisition Executive, with authority, responsibility and accountability for all acquisition functions and programs. The Commander, Military Sealift Command has been designated as a Head of Contracting Activity and as Technical Authority for MSC ships by the Secretary of the Navy. The Director, Contracts and Business Management (N10) establishes contracting policy, procedure, oversight, and compliance requirements for the MSC enterprise. The Engineering Director exercises COMSC's Technical Authority.

1-6-4 Operational Fleet Commanders

a. Six operational Fleet Commanders exercise command of fleet forces assigned, with geographic Areas of Responsibility (AORs) corresponding to those of geographic CCDRs, which are delineated in the Unified Command Plan, reference (l). The Pacific Command (PACOM) AOR is further divided between THIRD and SEVENTH Fleets. MSC ships (except PM5) typically operate under the command authority of operational Fleet Commanders (see discussion in section 1-7-3).

b. CCDRs are responsible for Force Protection (FP) of all forces operating in their geographic area of responsibility. On behalf of the CCDR, operational Fleet Commanders are responsible for FP of MSC ships in their area of responsibility.

1-6-5 Military Surface Deployment and Distribution Command (SDDC)

SDDC is COMSC's counterpart under USTRANSCOM as the overland lift component and primary surface distribution manager. SDDC's mission is to provide expeditionary and sustained end-to-end deployment and distribution to meet the Nation's objectives. SDDC coordinates port operations and cargo handling for certain MSC ships. MSC's primary interactions with SDDC are scheduling Prepositioning and Sealift ships by PM3 and PM5 to meet delivery timelines, and coordinating logistical/operational details by ACs or by the MSC Representative at the port (see SOM Standard Operations, paragraph 2-7-1 (SMS Procedure N0300-3121.20-AQ)).

1-6-6 Maritime Administration (MARAD)

a. MARAD is the Department of Transportation (DOT) agency tasked to provide cost effective sealift from the National Defense Reserve Fleet (NDRF), which includes the RRF. Ships of the RRF are available for activation to satisfy USTRANSCOM-validated sealift

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requirements. Activated RRF ships may be managed by any PM (most commonly, PM5). OPCON is assigned as required by the mission; administrative and attendant responsibilities remain with MARAD.

b. DoD and DOT maintain and periodically update a Memorandum of Agreement (MOA), reference (m), which details MARAD and MSC responsibilities regarding Ready Reserve Force ships.

1-6-7 U.S. Coast Guard

a. Among other missions, the U.S. Coast Guard (USCG) is responsible for maritime safety and security. USCG personnel inspect commercial ships, respond to pollution, investigate marine and merchant mariner casualties to determine the cause of accidents on U.S. flagged ships, manage waterways, and license merchant mariners.

b. The USCG has regulatory jurisdiction over commercial shipping. Since the majority of MSC ships are public vessels, they would not normally fall under USCG jurisdiction. However, per the MOA between COMSC and USCG, reference (n), MSC ships adhere to practices of the commercial merchant marine industry, including classification with the American Bureau of Shipping and USCG certification.

c. Licensing, investigations of USCG credential holders, casualty investigations, and chemical testing of USCG credentialed mariners are under USCG purview for all MSC-GO ships (USNS/USS) per the USCG-MSC MOA (for Civil Service Mariners (CIVMARs)) and per 46 USC and 46 CFR (for private sector mariners), whether or not inspected and/or certificated by the USCG. Per the MOA, CIVMAR alcohol and drug testing onboard GOGO ships is performed per Civilian Marine Personnel Instructions (CMPIs) 790 and 792, reference (o). The USCG accepts these policies, testing requirements and procedures, and reporting as satisfying USCG requirements.

d. Some MSC-GO ships generally do not fall under USCG's purview/certification other than as listed in section 1-6-7-c above. MSC classes of ships which are not USCG certificated include:

(1) AFSB(I) Afloat Forward Staging Base (Interim)

(2) AOE Fast Combat Support

(3) ARS Rescue and Salvage

(4) AS Submarine Tenders

(5) LCC Command Ship

e. The USCG maintains a liaison at MSC Washington, DC, in N7.

1-6-8 Classification Societies

a. Classification societies employ surveyors in ports and shipyards worldwide to inspect ships periodically to verify compliance with applicable regulations. Following damage from collision, grounding, fire, or other peril, a surveyor attends the ship in its next port to verify compliance before the ship is allowed to sail. The USCG and/or classification societies

may perform these required inspections. The largest classification society is American Bureau of Shipping (ABS) but there are other authorized classification societies. Per 46 USC § 3316, the American Bureau of Shipping is MSC's agent for classifying Government-Owned vessels.

b. Under the USCG Alternative Compliance Program (ACP), Classification Rules, International Conventions and a U.S. Supplement provide an equivalent alternative to the Code of Federal Regulations (CFR). The USCG issues a Certificate of Inspection (COI) to each MSC ship based in part on classification society reports.

c. In addition to other duties, classification societies are responsible for classing ships, conducting surveys for damage and required repairs, verifying material condition, providing drydock and overhaul guidance, and providing survey support for ship delivery.

1-7 Command Relationships

1-7-1 Sources of Authority

a. The 1986 Goldwater-Nichols Act required Service Secretaries to assign all operational forces under their jurisdiction to combatant commands as directed by the Secretary of Defense (SECDEF). This direction is provided annually in reference (p), the "Forces For Unified Commands" memorandum (or simply "Forces For Memorandum"), which assigns forces to CCDRs for normal peacetime operations.

b. Through the Joint Strategic Capabilities Plan (JSCP), the Chairman of the Joint Chiefs of Staff (CJCS) provides planning guidance to the CCDRs and Service Chiefs and apportions forces. Whereas the "Forces For Memorandum" assigns forces only by capability, the JSCP apportions forces by name for specific dates.

c. To meet unanticipated requirements, CCDRs may request additional forces. If approved and directed by CJCS, a Deployment Order (DEPORD) directs the transfer of forces from the service provider to the requesting CCDR. In addition to specifying required dates and capabilities, the DEPORD establishes how command relationships will change when forces are transferred between combatant commands. Services may also deploy forces on service DEPORDs.

1-7-2 Types of Command Authority

a. Joint Publication 1, Doctrine for the Armed Forces of the United States, reference (q), explains the fundamental principles of command authority at length. The basic definitions are summarized below for convenience.

b. COCOM is the authority of a CCDR to organize and employ forces as necessary to accomplish assigned missions. It may not be delegated, but is exercised through subordinate commanders. All other command authorities are inherent in, and derive from, COCOM.

c. OPCON is inherent in COCOM and may be delegated within the command. OPCON is the authority to organize and employ forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. OPCON is exercised

through commanders of subordinate organizations and is only transferred to a different COCOM as directed by the Secretary of Defense. Normally this authority is exercised by subordinate joint force commanders and Service and/or functional component commanders. OPCON is the authority to assign missions.

d. TACON is command authority over assigned forces that is limited to the detailed direction and control of movements within the operational area necessary to accomplish missions assigned. Tactical control is inherent in and a subset of OPCON. Tactical control may be delegated to any commander directly subordinate to the OPCON authority. TACON does not include the authority to assign missions. Unless otherwise directed, TACON is delegated to Area Commanders to execute USTRANSCOM strategic sealift missions being executed under COMSC OPCON authority.

e. Per Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms, reference (r), ADCON is the exercise of authority over assigned forces with respect to administrative matters such as personnel management, training, supply, maintenance and repair, inspection and other related matters not included in operational missions. ADCON is synonymous with Type Commander responsibility to man, train, equip and maintain assigned forces. COMSC always holds ADCON of all MSC ships regardless of location or OPCON assignment. Area Commanders exercise appropriate ADCON functions on behalf of COMSC. ACs exercising ADCON functions for COMSC have wide ranging authority to direct the ship to support areas outside direct operational tasking. These include but are not limited to:

(1) Logistics/bunkering for ships transiting in theater

(2) Berth shifts within a port

(3) Issuing sailing orders (SAILORDs) for transits between ports and maintenance yards

(4) Sortie for storm evasion

(5) Diplomatic clearance arrangements

(6) Coordination of Panama or Suez Canal transits

(7) Coordination of Force Protection

f. Ships in the RRF are administered by MARAD. MSC does not have ADCON of time or voyage ships under charter to MSC but such ships are “operated by” the U.S. for purposes of sovereign immunity. This operational situation is evidenced by the inclusion of contract provisions providing for specified government control of the ships.

g. Command authority flows from the original source of authority through established chains of command. OPCON is a subset of COCOM; TACON is a subset of OPCON. Thus, TACON may only be transferred between commanders who share a senior commander exercising OPCON who directs the transfer. Forces may only be transferred from one COCOM to another at the direction of the Secretary of Defense. *Note: transient forces do not come under the command authority of the geographical commander solely by their*

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movement across operational area boundaries, except as the CCDR is exercising TACON for Force Protection.

h. Figure 1-4 summarizes typical command and control for MSC's ships.

1-7-3 Task Force Organization

a. The majority of MSC ships are apportioned to geographic CCDRs through the Forces For Memorandum, reference (p). OPCON of these ships is delegated to operational Fleet Commanders, who in turn delegate TACON to subordinate CTF Commanders. Often, the subordinate Fleet Tactical Commander exercising TACON is dual-hatted as the MSC AC. This arrangement applies to all PM1, PM2, PM3 and PM4 ships, except those PM3 ships that have been released to the common user pool for sealift tasking.

b. COMSC holds ADCON over assigned forces at all times (exercised by ACs), except as listed in section 1-7-2-f. This control includes provision of TYCOM services (personnel, training, logistics, maintenance, and other support) throughout overseas deployment regardless of the command or theater in which those forces operate.

c. MSC ships with Strategic Sealift missions (i.e. managed by PM5, including PM3 ships released to the common sealift pool) are apportioned to USTRANSCOM. As USTRANSCOM's naval component commander, COMSC exercises OPCON of these ships and delegates TACON to Area Commanders for mission execution unless otherwise directed.

1-7-4 Geographic Boundaries

a. Reference (p) defines the geographic areas of responsibilities (AORs) for CCDRs as illustrated in Figure 1-5. The PACOM AOR is further divided between THIRD and SEVENTH Fleets.

b. MSC's AC boundaries, illustrated in Figure 1-6, correspond to COCOM boundaries, except as follows:

(1) The boundary between MSCPAC and MSCFE follows the International Date Line, dividing responsibility for the PACOM AOR and corresponding to the boundary between THIRD and SEVENTH Fleets.

(2) MSCPAC is responsible for the North American coast west of 92-00W longitude. MSCLANT is responsible for the remainder of the NORTHCOM AOR and all of the SOUTHCOM AOR.

c. MSCEURAF is responsible for both EUCOM and AFRICOM AORs.

d. Except for PM3 and PM5 ships, MSC ships OPCON to Fleet Commanders crossing these geographic boundaries Change Operational Commanders (CHOP), and must report this shift in command relations. CHOP message format and content requirements are AOR-specific and should be promulgated by ACs per Standard Operations Manual paragraph 2-1-3 (QMS Procedure N0300-3121.20-AQ). PM3 and PM5 ships remain OPCON to assigned COCOMs unless otherwise directed. PM3 and PM5 ships crossing area boundaries without chopping send "Crossing Area Boundaries" messages per paragraph 2-1-6.

PM	COCOM	OPCON	TACON	ADCON
PM1 CLF	Regional CCDR	Operational Fleet Commander°	CTF X3*	COMSC
PM2 Special Mission	Regional CCDR	Operational Fleet Commander°	CTF X3*	COMSC
PM3 Prepositioning	Regional CCDR	Operational Fleet Commander°	CTF X3* delegated to MPSRON	COMSC
PM4 Service Support	Regional CCDR	Operational Fleet Commander°	CTF X3*	COMSC
PM5 Sealift	USTRANSCOM	COMSC	AREA COMMAND	COMSC
PM5 RRF (when activated)	USTRANSCOM	COMSC	AREA COMMAND	MARAD administered

° in some theaters, OPCON may be delegated to the CTF X3 level
* in some theaters, certain ships are assigned to other CTFs or to CTGs

Figure 1-4 Command and Control (C2) Summary

1-7-5 Senior Officer Present Afloat

In ports where U.S. Navy ships are present, a Senior Officer Present Afloat (SOPA) is formally identified and assigned additional responsibilities by the Fleet Commander. SOPA organizes local events involving more than one ship, especially sorties to avoid heavy weather, evacuation of stricken areas, port breakouts or similar emergencies. In these circumstances, SOPA has full authority over MSC government-owned ships regardless of operational or administrative command relationships. SOPA has authority and control over MSC time and voyage chartered ships only to the extent that the terms and conditions of the charter contract allow for such authority and control. Any MSC ship tasked by SOPA should immediately contact its TACON authority for guidance.

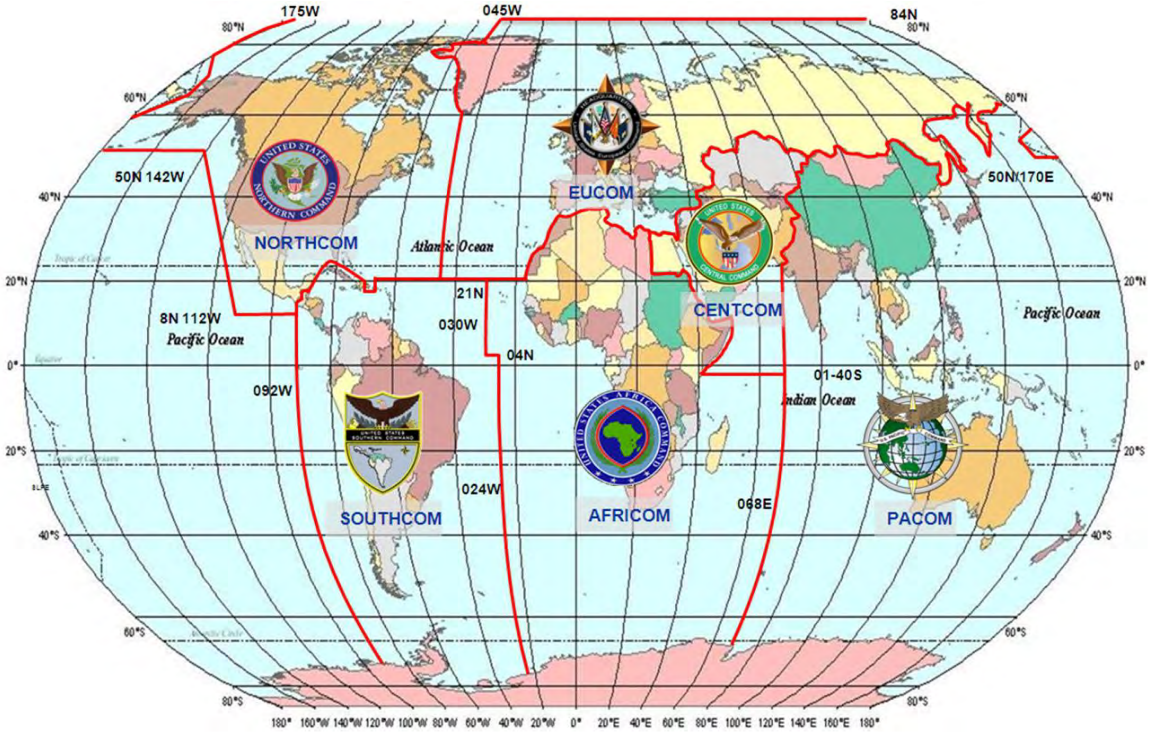

Figure 1-5 COCOM Boundaries

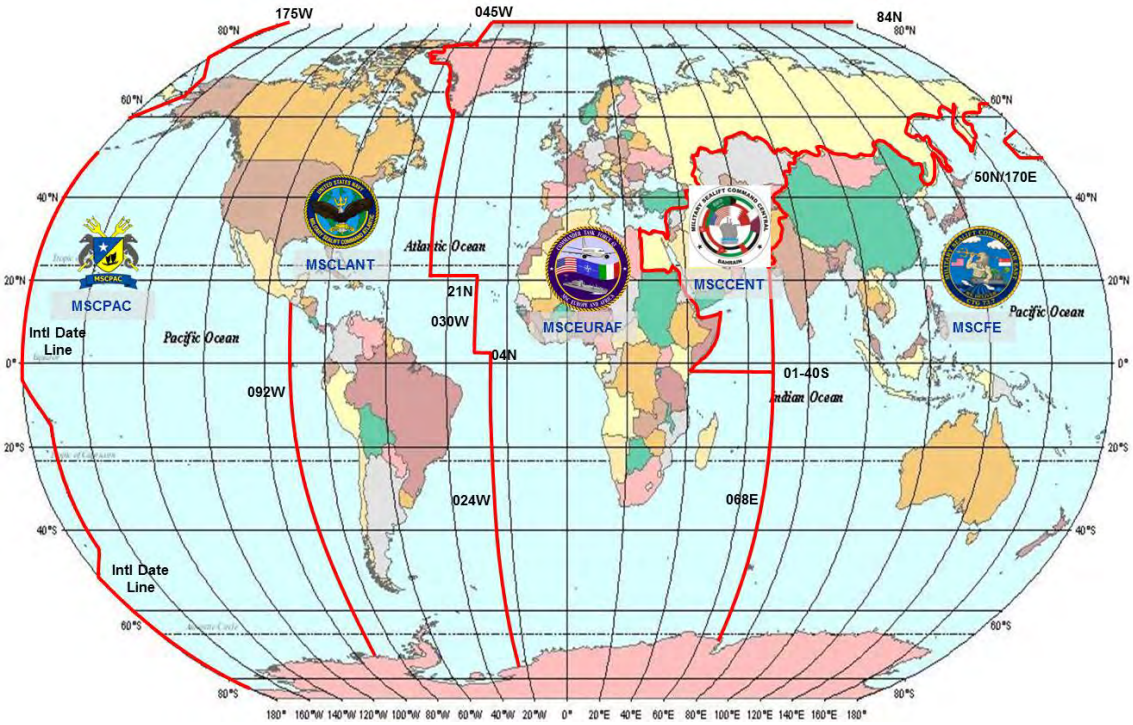

Figure 1-6 Area Command Boundaries

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1-8 MSC Controlled Shipping

1-8-1 General

a. This section discusses the status of ships based on their ownership and manning. These categories should not be confused with command relationships discussed in section 1-7 above. Ships from each of the categories below could be assigned to the OPCON of any CCDR, depending on its mission, and the terms and conditions of any applicable charter contract (in the case of time or voyage chartered ships).

b. The term “MSC ships” as used in the Standard Operating Manual (SOM) refers to all ships employed by MSC, including those owned by the government, chartered and contract-operated ships and RRF ships when activated. Where guidance is intended, it applies uniformly except when in conflict with the terms and conditions of contracts. In some instances, the guidance for "MSC ships" does not apply to time or voyage chartered ships discussed in section 1-8-4, because the Government does not assert authority over some aspects of ship operation under the terms and conditions of the contract.

c. While the term “ship” traditionally refers to a vessel of seagoing size, and “vessel” refers to a waterborne asset of any size, this instruction uses the term “ship” to include both seagoing vessels and smaller craft, unless otherwise specified.

1-8-2 Government Owned, Government Operated (GOGO)

a. MSC ships that are owned by the government are public vessels, most of them designated as United States Naval Ships (USNS). USNS ships are not commissioned but are entitled to the same international courtesies, immunities and privileges as U.S. Navy warships.

b. All PM1 and PM4 ships are GOGO ships. All PM1 and most PM4 ships are USNS ships, manned by CIVMARS. PM4 USS ships have hybrid manning with a Navy Commanding Officer and a mix of Navy and CIVMAR crew members. Details vary by ship.

c. Some PM5 JHSVs are GOGO ships.

d. Some T-AKE ships managed by PM3 will be GOGO ships.

1-8-3 Government Owned, Contractor Operated (GOCO)

a. GOCO ships are operated by companies under contract to MSC and manned by Contract Mariner (CONMAR) crew members who are OPCO employees. The operating companies are normally contractually obligated for ship maintenance.

b. GOCO ships include SBX-1, T-AGOS, T-AGS, and T-AGM in PM2; T-AK, T-AOT and T-AKR in PM3; T-AKR, HSTs and some PM5 JHSVs.

c. Ships activated from the Ready Reserve Force to support MSC missions operate on the same basis as other GOCO ships except the operating company is under contract to MARAD, and MARAD has ADCON.

1-8-4 Commercially Owned, Contractor Operated (COCO)

a. Some ships working under contract for MSC are commercially owned and contractor operated (COCO). The ships are manned by CONMARs who are also solely responsible for the ship's operation and maintenance.

b. Contracts for COCO ships are of two types:

(1) Time charters are under contract for a fixed period of time, during which MSC may specify missions and tasking in accordance with the contract. Time charters support a wide variety of missions for MSC, including submarine support (PM2), prepositioning ships (PM3), and dry cargo sealift and tankers (PM5). Ships under time charter are considered subject to military OPCON, which includes full authority to give authoritative direction and change schedules as necessary to accomplish the mission.

(2) Voyage charters are hired to move cargo between specified ports. Since the ship's owner retains complete control over the ship's manning, operation and scheduling, voyage charters are not considered subject to military OPCON. For this reason, policy in this manual does not always apply to voyage chartered ships, particularly where it conflicts with the charter party, operating company policy, or regulations of the nation where the ship is flagged. MSC U.S. flag voyage charters are still entitled to sovereign immunity, but the government as a matter of policy usually only asserts the privileges of exemption from arrest of the ship and taxation.

1-9 MSC Reorganization FY-12-13

a. Portions of MSC will see significant organizational changes in FY-12-13 as part of MSC's "One MSC" initiative. This manual reflects the anticipated final state of those changes but implementation will not complete before this instruction is finalized. ALMSC 002/12, reference (s), provides details of portions of this realignment. Additional guidance will follow.

b. Questions about MSC structural changes should be referred to the appropriate PM, FD or AC.

1-10 References

a. COMUSFLTFORCOMINST 5440.1, Mission, Functions, and Tasks of COMSC

b. SECNAVINST 5430.11 (series), Prescribing Channels of Responsibility for the Military Sealift Command

c. DoD Directive 5158.04, Directive to USTRANSCOM

d. ASN RD&A letter, Clarification of Responsibilities between NAVSEA and MSC, 21 January 2009

e. COMSCINST 5400 (series), Organization of Military Sealift Command Headquarters

f. COMSCINST 5440.3 (series), Mission, Functions, and Tasks of COMSEALOGLANT

g. COMSCINST 5440.4 (series), Mission, Functions, and Tasks of COMSEALOGPAC

h. COMSCINST 5440.7 (series), Mission, Functions, and Tasks of COMSEALOGCENT

i. COMSCINST 5440.6 (series), Mission, Functions, and Tasks of COMSEALOGEUR

j. COMSCINST 5440.5 (series), Mission, Functions, and Tasks of COMSEALOGFE

k. COMSCINST 3500.1 (series), Expeditionary Port Unit Training and Readiness

l. Unified Command Plan

m. Memorandum of Agreement between Department of Defense and Department of Transportation

n. Memorandum of Agreement between Military Sealift Command and U.S. Coast Guard

o. Civilian Marine Personnel Instructions

p. Forces For Unified Commands

q. Joint Publication 1, Doctrine for the Armed Forces of the United States

r. Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms

s. ALMSC 002/12, MSC Realignment Announcement

1-11 Definitions: None

1-12 Process Management

1-12-1 Office of Primary Responsibility (OPR): N3

1-12-2 Interfaces: All MSC

1-12-3 Performance Indicators: None

1-13 Revisions

Original	6 September 2012
Revision 0.10	4 March 2013 – Corrected Figure 1-6, Area Command Boundaries

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STANDARD OPERATING MANUAL
2. Standard Operations

2-1 Ship Movement

2-1-1 Deployments and Voyages

a. MSC ships remain in Continental U.S. (CONUS) ports when not underway on mission tasking and/or forward deployed. Sailing from these ports in conjunction with maintenance requirements or sea trials, or other such administrative moves, is coordinated and directed via SAILORDs by the ship's administrative commander, usually MSCLANT or MSCPAC. Other administrative moves may include berth shifts to adjust port loading or transits to and from shipyards. For PM5 ships in CONUS layberths and PM2/PM3/PM4 "off-tether" ships, sorties may be directed to avoid storms.

b. MSC ships are assigned missions by the commander exercising OPCON. The length of the deployment or voyage is dictated by the nature of the mission. CLF, SMS, SSS and Prepo ships typically deploy under the OPCON of an operational Fleet Commander, and shift OPCON as directed by deployment orders. Sealift ships (including Prepo ships assigned to PM5 for operational tasking) sail under MSC's OPCON. MSC's mission tasking for Sealift ships is normally communicated to ACs via Cargo Orders developed in PM5.

c. SECDEF approved Deployment Orders (DEPORDs) must be issued before missions taking ships out of their assigned Area of Responsibility (AOR) can be executed. Approval takes 3-6 months for routine tasking, thus it is imperative that commands and organizations closest to the scheduling process take necessary actions early to initiate the DEPORD process. Although generally not directly responsible for initiating the process, active engagement by the sponsor driving the schedule, the program office and the applicable Area Commander staff to ensure a DEPORD request has been initiated will help ensure smooth execution and clearly aligned command and control.

d. Fleet Response Plan (FRP) status definitions:

(1) Deployed - While deployed to 4th, 5th, 6th or 7th Fleet.

(2) Maintenance - Any Mid Term Availability (MTA), Regular Overhaul (ROH) or while in Reduced Operating Status (ROS), in any fleet AOR.

(3) Sustainment - While operating in CTF 80 or 3rd Fleet AOR.

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2-1-2 Schedules

a. Schedules for MSC ships are written by various authorities depending on the source for their mission.

(1) CLF and SSS ship schedules are closely coordinated between Fleet Commanders, PO1 and ACs to support presence requirements and operational tasking in addition to maintenance requirements.

(2) SMS ship schedules are closely coordinated by the supported agency or sponsor with the Fleet Commander and MSC AC.

(3) Prepo schedules are driven by CCDR presence requirements and coordinated maintenance schedules, and must be coordinated with Fleet Commanders, service staffs and maintenance facilities.

(4) Sealift Dry Cargo ship schedules are determined by CCDR requirements as developed by USTRANSCOM.

(5) Sealift Tanker ship schedules are developed from Defense Logistics Agency - Energy (DLA-E) requirements and created by MSC in cooperation with DLA-E HQ.

b. Documentation of ships' schedules takes various forms, depending on the source and procedures most applicable to the geographic area and ship type. Programs of record include online shared scheduling tools such as Web-Enabled Scheduling System (WEBSKED) and SLIDER for NFAF ships and Integrated Command, Control and Communications (IC3) system for non-NFAF ships, as well as scheduling documents like USFF's Blue Blazer, USPACOM's Off-Tether Reports and USTRANSCOM's Transportation Reference Data Management (TRDM) and Single Mobility System (SMS). To bring all scheduling information into one place that is uniform and consistently available to all users, MSC ship schedules are maintained in IC3 and updated as required by PMs, ACs and the GCIC.

c. Ships' schedules are translated into actual movements through a variety of means. CLF ships sailing under deployment orders in company with Navy units will respond to schedule changes as directed in fleet message traffic or as approved in WEBSKED. Some SMS and SSS schedules are devised to support the sponsor agency, and often require no additional direction. However, for most MSC ships, SAILORDs are the tactical mechanism for directing ship movement.

d. IC3 will be retired in FY-13. Its functions are expected to be transferred to TRDM (for ship characteristics data) and SMS (for ship schedule data).

2-1-3 Sailing Orders

a. SAILORDs are written instructions to a ship to execute some portion of the ship's schedule. SAILORDs are issued by the ship's TACON (or under certain circumstances, ADCON) authority when required, usually within a week of the first sailing covered by the order. When necessary, verbal orders may be issued, to be confirmed by subsequent written orders.

b. SAILORDs will normally be sent by naval message from the CTF/CTG with TACON authority. When necessary, SAILORDs may be sent by email or fax, particularly for ships with no message handling capability. SAILORDs will include the following information:

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(1) Destination, with intermediate stops as required

(2) Specified speed, required arrival date or direction to make either best or most economical speed

(3) Reporting requirements, including addressees as appropriate

(4) Special instructions, such as loading and discharge instructions for tankers, bunkering instructions, embarkation requirements for force protection (FP) teams, etc.

(5) Point of contact information

(6) Directions on CHOP requirements, if needed

c. Departure times are not always specified for all MSC ships. However, when a scheduled departure time is specified and a ship is unable to sail within four hours of that time, a Fail to Sail notification shall be submitted. Notification may be by message, phone or email in accordance with fleet policy, but shall include:

(1) Reason for delay with pertinent details

(2) Detailed description of corrective action being taken, including assistance required

(3) Projected underway time, including operational limitations if any, and revised schedule as applicable

d. For CLF ships, schedules formally approved by operational fleets via WEBSKED or other procedures usually replace the requirement for individual SAILORDs.

2-1-4 Classification of Ship Movements

a. Classification of ship movements is the responsibility of a ship's OPCON authority, which is either the operational Fleet Commander or MSC. Ships OPCON to operational Fleet Commander shall follow fleet guidance.

b. For ships OPCON to MSC, the level of protection afforded sensitive information depends on the physical capabilities of individual ships. Ships capable of classified communications will treat the details of ship movements as confidential; those without secure communications will protect sensitive information within the limits of their capabilities. Taking the ship's capabilities and mission particulars into account, MSC will designate classification for each voyage.

c. The following are examples of details that are typically classified by the respective OPCON authority:

(1) Specific mission schedules with ship names, places, dates, cargo load, etc.

(2) Precise, current location of MSC ships underway (i.e. latitude/ longitude). Some contracted ships are not equipped to submit classified position reports, although their unclassified reports must be handled as sensitive information.

(3) Current and future ship schedules that link dates, ports and missions

(4) Aggregates of operational data, such as current Common Operational Picture (COP) representations

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(5) CLF replenishment schedules with fleet customers

(6) SMS mission specifics

(7) Sealift ship missions carrying classified cargo

d. The security classification assigned to the movement of an MSC ship shall apply to all schedules, SAILORDs, movement reports, Logistics Requirements (LOGREQs) and Pre-arrival Reports (PREREPs). Because coordination of clearance to foreign ports often requires long lead times and the release of port call information to personnel without clearances, OPNAVINST C3128.3, Port Visits to Foreign Countries, reference (a) specifically directs that MSC port visits remain unclassified unless the nature of the operation or visit is such that classification would be appropriate. Disclosure of arrival dates is permissible as required to arrange clearance, logistics and husbanding services, but must be limited to the minimum required.

e. Even for unclassified operational information, Operations Security (OPSEC) remains an important principle of military operations. Information concerning schedules, cargos and plans is potentially sensitive and should only be divulged to responsible personnel who have a legitimate need-to-know in order to perform their duties. To the extent possible, operational details should remain in official channels and protected in a responsible manner. COMSCINST 3070.1 (series), Operations Security Plan, reference (b), outlines MSC's OPSEC program, defines critical information and provides procedures for safeguarding operational information.

2-1-5 Cross Boundary Operations

a. On occasion operational circumstances require MSC ships to operate in one AC's AOR while tactical control is held either by a different AC or by an operational fleet command element from a different AOR. Examples of these unusual situations include:

(1) Prepo ships return to CONUS for ship or cargo maintenance in MSCLANT's AOR while remaining OPCON to COMSEVENTHFLT

(2) MSCPAC exercises TACON of Sealift ships participating in the annual Operation DEEP FREEZE while those ships are operating in a Joint Operating Area (JOA) which is normally established by USPACOM to support the operation

(3) MSCLANT exercises TACON of Sealift ships participating in the annual Operation PACER GOOSE while those ships cross into MSCEURAF 's AOR. Since FP is the responsibility of the regional CCDR, CTF 63 (dual-hatted as Commander, MSCEURAF (COMSCEURAF)) will normally exercise TACON for FP of the ships supporting the operation

(4) Other USTRANSCOM missions of high interest and visibility or of a particularly sensitive nature

b. When these cross border operations arise, MSC shall issue guidance to clarify command responsibilities and authorities. In all cases, both chains of command will have a legitimate interest in the operation and a need for tactical information and reports. The guiding principle will remain one of cooperation between ACs and mutual inclusion in all message traffic. All ACs will issue AOR procedures to ships under their TACON.

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2-1-6 Crossing Area Command Boundaries

a. MSC monitors ship movements through ACs, who either exercise TACON directly over Sealift ships OPCON to MSC or through a dual-hatted responsibility to the operational Fleet Commander.

b. Other MSC ships cross AOR boundaries without a corresponding change in operational commander. This applies primarily to ships that remain under MSC OPCON regardless of location, where TACON is delegated in most cases to the local Area Commander. It is also true for Prepo ships that return to CONUS for scheduled maintenance but remain OPCON to the supported theater commander. In order to keep reporting responsibilities clear, all ships shall report crossing AC boundaries using the format in Figure 2-1, unless the gaining AC has otherwise specified additional content requirements in its AOR guidance.

```
FM (SHIP'S NAME)
TO AREA COMMAND ENTERING
AREA COMMAND DEPARTING
INFO COMSC WASHINGTON DC
BT
UNCLAS //N03212//
MSGID/GENADMIN/(SHIP'S NAME)//
SUBJ/CROSSING AREA COMMAND BOUNDARY//
RMKS/1. ENTERED AREA COMMAND (AREA) AOR
FROM AREA COMMAND (AREA) AT
DDTTTTZMMMYY AT POSITION LAT-LONG.//
BT
```

Figure 2-1 Crossing Area Command Boundary report

2-1-7 Area of Responsibility (AOR) Procedures

ACs shall promulgate AOR procedures that specifically provide contact and reporting information, fleet operating guidance and references, and any AOR-unique requirements. In addition to all applicable MSC ships, MSC and all ACs shall be included as addees.

2-2 Standards for Ship Operations

2-2-1 General

a. MSC ship Masters are experienced mariners licensed in their profession by the USCG. The limited guidance provided in this section does not attempt to encompass the broad field of knowledge that must be mastered to safely operate ships at sea. In all cases, MSC Masters are expected to operate their ships according to U.S. Navy Regulations, and COMDTINST M16672 (series) Navigation Rules, International – Inland. They are also expected to operate MSC vessels efficiently and professionally, in keeping with the standards of the commercial U.S. Merchant Marine and in compliance with both the customer and program management business policies.

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b. When planning ocean crossing voyages, Masters shall adhere to great circle tracks to the extent possible in order to reduce transit times and expenses. To minimize fuel costs, voyages shall be planned for a speed of advance not to exceed most economical speed, unless dictated otherwise by mission constraints, contract language or ship design limitations, and specified in the ship's SAILORD.

c. Ships are expected to sail with a full crew complement. When circumstances arise that could result in the ship sailing without principal members of the crew, the Master shall contact the respective AC and Class Manager (if applicable) promptly to discuss potential mission impact. Additionally, the Master shall update and transmit the ship's Defense Readiness Reporting System-Navy (DRRS-N) report if needed. MSC approval is required to get underway if the ship is missing certain key personnel onboard.

2-2-2 Master's Presence on the Bridge

a. Unless the safety of the ship requires otherwise, the Master shall be on the bridge when docking, undocking and shifting berths; when entering and leaving restricted waters; when maneuvering in restricted waters or near other ships; when maneuvering in ice or in reduced visibility; or at any other time when conditions are such that the possibility of danger warrants the Master's presence.

b. Restricted waters are defined as any waters less than the ship's Navigation Draft/Safety Depth, and any position within two nautical miles (2nm) of these waters.

2-2-3 Master's Responsibility with a Pilot Onboard

a. U.S. Navy Regulations and the 72 COLREGS specifically charge Masters with responsibility for the safe navigation of their ships. Masters may employ licensed pilots. Employment of pilots might be deemed necessary at any port when required by applicable laws or regulations. Pilots so employed act as a technical advisors or assistants to Masters. Pilots' presence does not relieve Masters or their subordinates of responsibility for the safe navigation of their ships. Though not obliged, Masters may allow pilots to maneuver their ships.

b. Compulsory pilotage laws of the various states are not applicable to public ships of the United States. Per the Attorney General of the United States: "The public ships of the Government have the right of entering the ports and harbors of the United States without employment of pilots, if the officers in command, under instructions, shall deem it consistent with the safety of their command. This exemption extends to all ships which belong to the United States, and employed in the public service, whether they be armed ships or not."

2-2-4 Chief Engineer's Underway Station

The Chief Engineer shall be present in the Engine Control Spaces (or the actual engineering space as the situation dictates) at a minimum during docking, undocking and at any other time the ship is considered to be in a restricted maneuvering situation (i.e. Maneuvering Detail is set). If the Chief Engineer is required to leave the space during periods of restricted maneuvering, the First Assistant Engineer will be in the space in his stead. Local regulations (i.e., Panama Canal Regulations) may stipulate additional requirements. Consult local regulations when planning unusual transits.

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2-2-5 Persons Allowed on the Bridge

a. Masters and pilots shall exclude from the pilot house and navigator's bridge, while piloting or in restricted waters, all persons not concerned with the ship's mission. Officers and inspectors of the USCG, cadets onboard for training, licensed officers of ships, persons regularly employed in learning the profession of a pilot and representatives of the U.S. Navy, including embarked commanders, their staffs, and Embarked Security Teams, have legitimate business on the bridge by virtue of their assignments onboard.

b. When in port or when underway and not piloting or in restricted waters, Masters may authorize others to visit the bridge, not to interfere with the ship's safe operation and navigation.

2-2-6 Flag Display

a. MSC ships shall display national ensigns in accordance with NTP 13, Flags, Pennants and Customs, reference (c).

b. MSC ships asserting full sovereign immunity (see section 2-3-1) will not display a foreign flag on arrival in a foreign port UNLESS authorized to do so by higher U.S. naval authority (AC, Fleet or Task Force/Group Commander, or Combatant Commander). In some countries (including Vietnam and Panama), the foreign port state's flag is routinely displayed from the port-side yardarm (but at a position lower than the U.S. flag, which is also displayed). Additionally, there may be instances where the ship is holding an event such as a diplomatic reception and the Master believes it would be tactful to display the port state's flag (along with the U.S. flag, but at a lower level on the yardarm). Masters should consult with and request permission from the MSC Area Commander in such instances. In general, Masters shall solicit advice from their ACs when they have questions regarding appropriate flag display.

2-2-7 Standards of Appearance

a. MSC ships are often the only representatives of the U.S. Navy and U.S. Government in their ports of call and they are always under observation as representatives of the United States. This requires that each ship create a favorable impression wherever it goes, maintaining a smart appearance in the broadest sense of the word. Each MSC ship shall institute a continuous program to ensure the following standards are maintained to the extent possible, consistent with budget considerations.

(1) The hull, decks, deckhouses and all appurtenances shall be cleaned and preserved and painted as required. The ship's exterior will be presented in a manner that appropriately represents our Navy service. Drawings, murals, or designs that fall outside the boundaries of applicable documentation are not authorized.

(2) The interior of the ship deckhouse shall be maintained in a clean and orderly state, with all equipage properly and securely stowed.

(3) The main and auxiliary machinery spaces shall be kept clean and free of excessive accumulations of oil.

(4) All spaces shall have sufficient operable lighting in order to permit safe operation and timely, efficient maintenance of machinery and equipment.

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b. These standards of appearance apply to all MSC ships. Ships manned by contract operators or under long-term time charter will comply with the provisions of their respective operating contracts. Through a regular program of informal ship visits, Program Managers and ACs shall ensure the highest standards of appearance are maintained by MSC ships.

2-2-8 Publications and Charts

a. All MSC ships are expected to maintain an allowance of standard charts and references expected in the merchant marine. Details about chart allowances and ordering are contained in COMSCINST 3145.1, Nautical Chart and Publications Allowances, reference (d).

b. MSC maintains a document library of many DoD, Navy and MSC references. The library includes most of this manual's references and is provided to ships as follows:

(1) GOGO ships receive updates at least monthly of Safety Management System (SMS) and external command publications via automated replication to their shipboard Local Area Networks (LANs).

(2) GOCO ships are mailed a quarterly DVD of external command publications or receive automated updates on their Local Area Network (LAN).

(3) RRF ships and long-term time (6 months and longer) charters are provided a DVD of external command publications during the activation/onhire process.

(4) Short-term time (under six months) and voyage charter ships are provided necessary publications, forms, and procedures by their ACs.

2-3 Entry and Clearance

2-3-1 Sovereign Immunity

a. It is a fundamental principle of international law that ships owned or operated by a state and used exclusively on government non-commercial service are entitled to sovereign immunity. Ships entitled to sovereign immunity are granted special privileges not granted to commercial ships. General information on privileges is outlined below, but Masters should consult MSC message guidance (currently in ALMSC 020/06 and ALMSC 026/09) for detailed advice about MSC's sovereign immunity policy.

b. The U.S. asserts full privileges of sovereign immunity for MSC ships owned or bareboat chartered by the U.S. and for all U.S. flagged ships that are time chartered by MSC. These ships are:

(1) immune from arrest or search (whether in foreign internal or territorial waters, or in international waters);

(2) immune from foreign taxation;

(3) exempt from any foreign state regulation requiring flying the flag of such foreign state either in its ports or while passing through its territorial sea (but MSC ships must comply with guidance from higher U.S. naval authority concerning specific ports);

(4) subject to the exercise of exclusive U.S. control over persons on board such ships with respect to acts performed on board; and

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(5) expected to comply voluntarily with the laws of the host state with regard to order in the ports, casting anchor, sanitation, and quarantine, etc. Masters must comply with current MSC message guidance when access to the ship is requested or when information is sought about the ship, crew, or cargo by governmental authorities.

c. As a matter of policy, while U.S. flag ships voyage chartered by MSC are entitled to full sovereign immunity, the U.S. ordinarily asserts only limited privileges of sovereign immunity for these ships. The Master will be advised when the U.S. intends to assert full privileges of sovereign immunity. The limited privileges asserted for U.S. flagged MSC voyage chartered ships are:

(1) freedom from arrest

(2) freedom from taxation

These voyage chartered ships may be searched by foreign authorities, but Masters shall request that these authorities refrain from searching U.S. military cargo on board. Consult current message guidance for additional details.

d. The U.S. does not claim sovereign immunity for foreign flag ships chartered by MSC, but U.S. Government cargo on such ships is entitled to special consideration, protection, and treatment, including non-seizure by foreign authorities. Foreign authorities may search these ships, but Masters shall request that these authorities refrain from searching U.S. military cargo on board.

2-3-2 Diplomatic Clearance

a. Port State diplomatic clearance is requested by the U.S. Embassy to ensure that applicable privileges of sovereign immunity are accorded to MSC USS/USNS ships and MSC U.S. flag time charters entering foreign internal waters and ports. This administrative process identifies MSC ships as ships on government non-commercial service entitled to sovereign immunity. The point of contact at each embassy is typically the U.S. Defense Attaché's Office (USDAO). In some countries, visit notification is issued to the host nation (rather than a diplomatic clearance request) and privileges of sovereign immunity for the ship are still respected.

b. Diplomatic clearance is sought for port calls to foreign ports and, when required, for operations (other than innocent passage) within foreign territorial waters. When a ship must put into port on short notice (due to bad weather, patient medevac, etc.), the ship's TACON authority will make necessary diplomatic notifications.

c. Procedures for requesting diplomatic clearance vary by country. In many cases, the USDAO does not typically provide a formal message response to clearance requests. In other cases message confirmation of the host nation's approval is standard. In all cases, the requestor must confirm with the USDAO that the request has been received and is approved. Procedures likewise vary widely for the method of request, required lead times, visit date change notifications and the like. Reference (a) and the USDAO are the most reliable sources for accurate guidance.

d. For U.S. flag voyage-chartered ships (for which the U.S. is not asserting full privileges of sovereign immunity) and foreign-flagged ships chartered by MSC, diplomatic clearance is not appropriate and will not be requested. However, it is appropriate and good

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practice for ACs to informally notify the respective USDAO of a voyage chartered ship's planned port calls. This provides visibility on U.S. cargo entitled to special consideration and prepares the USDAO to be of assistance should the need arise.

e. Operational Commanders are responsible for ensuring diplomatic clearance for MSC ship port calls. Where the MSC AC does not exercise OPCON or TACON, the AC, to the extent feasible, will maintain visibility of diplomatic clearance status for ships in its AOR in coordination with the operational commander. For ports where diplomatic clearance is required, MSC ships shall not enter port until diplomatic clearance approval has been confirmed with the initiating command. MSC ships should confirm with the operational commander or AC as appropriate prior to submitting associated service requests or entering port.

2-3-3 Asylum and Temporary Refuge

a. MSC ships for which the U.S. asserts full privileges of sovereign immunity (MSC ships owned or bareboat chartered by the U.S. and all U.S. flagged ships that are time chartered by MSC) shall comply with Navy policy concerning Asylum and Temporary Refuge. This policy is detailed in SECNAVINST 5710.22, Political Asylum and Temporary Refuge, reference (e), and summarized in Article 0939 of U.S. Navy Regulations, reference (f) and following paragraphs.

b. Definitions:

(1) Political Asylum is protection and sanctuary granted by the United States Government within its territorial jurisdiction or on international waters to a foreign national who applies for such protection because of persecution or fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion

(2) Temporary Refuge is protection afforded for humanitarian reasons to a foreign national in a Department of Defense ship (MSC ship asserting full privileges of sovereign immunity) within the territorial jurisdiction of a foreign nation or on international waters, under conditions of urgency in order to secure the life or safety of that person against imminent danger, such as pursuit by a mob

c. Personnel of the U.S. Navy, to include Masters and crews of MSC ships for which the U.S. asserts full sovereign immunity, shall neither directly nor indirectly invite foreign nationals to seek asylum or temporary refuge. If political asylum or temporary refuge is requested:

(1) On international waters (defined as all waters outside the territorial seas or internal waters of another State), or in territories under exclusive U.S. jurisdiction (including U.S. territorial seas, Puerto Rico, U.S. territories & possessions), at his or her request, an applicant for asylum will be received onboard the ship. Under no circumstances shall the person seeking asylum be surrendered to foreign jurisdiction or control, unless at the personal direction of the Secretary of the Navy or higher U.S. authority. Persons seeking political asylum should be afforded every reasonable care and protection permitted by the circumstances

(2) In territories under foreign jurisdiction (including foreign territorial seas and internal waters, territories and possessions), temporary refuge shall be granted for humanitarian reasons on board the ship only in extreme or exceptional circumstances wherein life or safety of a person is put in imminent danger, such as pursuit by mob. When temporary refuge is granted,

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such protection will be terminated only when directed by the Secretary of the Navy or higher U.S. authority

(3) A request by foreign authorities for return of custody of a person under the protection of temporary refuge will be reported to the Chief of Naval Operations (CNO). The requesting foreign authorities will be informed that the case has been referred to higher authorities for instructions. Persons whose temporary refuge is terminated will be released to the protection of the authorities designated in the message authorizing release

(4) While temporary refuge can be granted in the circumstances set forth above, permanent asylum will not be granted

(5) Foreign nationals who request assistance in forwarding requests for political asylum in the U.S. will not be received on board, but will be advised to apply in person at the nearest American Embassy or Consulate. If a foreign national is already on board, however, such person will not be surrendered to foreign jurisdiction or control unless at the personal direction of the Secretary of the Navy or higher U.S. authority.

d. Distressed refugees encountered at sea should be provided such assistance as necessary to safely continue their voyage. Assistance may include fuel, navigational advice, supplies or information. If the refugees cannot safely reach their destination, they may be taken onboard to ensure the safety of life, which is of paramount importance in all instances.

e. Any of the above circumstances shall be reported as soon as possible by immediate-precedence Operational Report (OPREP)-3 Special Incident Report (see section 2-10-3). Telephone or voice communications will also be used when possible, to provide the most expeditious information to the CNO and the chain of command. The Secretary of State will also be included as an addressee on the immediate-precedence OPREP-3 special incident report. For actions taken pursuant to subsections 2-3-3-c-2 and 2-3-3-c-5, also make the appropriate American Embassy or Consular Office an information addressee on the OPREP-3 report, and attempt expeditious communication with them by telephone or voice.

2-3-4 Conduct Ashore

a. The crews of MSC ships whose schedules allow liberty in foreign ports are unofficial ambassadors of the United States. Foreign port visits are often a means of strategic engagement with countries important to U.S. national interests.

b. A liberty incident involving any U.S. citizen – including a CIVMAR, CONMAR, active duty service member, or member of a sponsor's embarked detachment – can tarnish the reputation of MSC and jeopardize longstanding defense cooperation arrangements. Diplomatic fallout from liberty incidents may affect MSC's ability to provide logistical support through access to foreign ports, a foreign government's willingness to enter into Status of Forces Agreements, and strategic basing of military forces.

c. Most liberty incidents in foreign ports are alcohol related, putting the individual at risk for civil action and MSC at risk of harming U.S. national interests. All persons aboard MSC ships are encouraged to reassess their attitudes toward alcohol and to exercise common sense and good judgment ashore.

d. Through their responsibility for FP, U.S. military commanders overseas may authorize, limit or restrict liberty based on security assessments. Furthermore, fleet policy often

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establishes prudent guidelines for the conduct of military members on liberty. CIVMARs and CONMARs must comply with regulations and restrictions on their liberty that are required as FP measures. Mariners are also encouraged to follow any liberty recommendations, including those personal security precautions, which are not required as FP measures.

e. For CONMARs, requirements associated with and restrictions on crew liberty are described in the operating contracts for specific ships and in related company-union collective bargaining agreements. For CIVMARs, those requirements are described in CMPI 630, Leave and Liberty, reference (g), and associated MSC-union negotiated agreements. For both groups, lack of or restrictions on crew liberty may or may not give rise to claims for restriction-to-ship pay, depending on reasons for the restriction.

2-4 Common Operational Picture

2-4-1 Movement Reports

a. The Movement Report (MOVREP) system was developed to provide location information on U.S. Navy, USCG and MSC ships. It has evolved and is now the basis for a wide range of data processing functions related to ship movement. Individual ships are responsible for filing MOVREPs that detail intended movements, usually 24-48 hours prior to sailing. Updates to the MOVREP are required when circumstances cause the ship to deviate from the plan on file by more than four hours or 100 nm. MSC ships (except voyage charters and time charters unable to originate naval messages) shall submit MOVREPs in accordance with COMSCINST 3123.5 Movement Reports, reference (h).

b. MOVREPs should be addressed to the ship's operational chain of command, `COMSC WASHINGTON DC, ONI IFE SUITLAND MD`, and the regional Naval Meteorological Center. Fleet instructions or ACs may provide additional guidance.

2-4-2 Position Reports

a. It is important for MSC, fleets and ACs to have accurate locations for all MSC ships at all times. In addition to MOVREPs stating intended movement, actual position data is required.

b. Underway, MSC ships will report their position every six hours via classified email to MSC GCIC (msc.bwc@navy.smil.mil) or classified naval message. Figure 2-2 provides a sample report. If Fleet Commander guidance requires a different reporting format or more frequent reports, then ships will follow fleet guidance, keeping MSC informed.

(1) Ships without classified capability may submit positions by unclassified e-mail to the GCIC (mschq.bwc.fct@navy.mil), security vulnerability acknowledged. The email should include the same information as provided in the message format.

(2) For ships able to report positions via automated classified reporting systems, no additional reports are necessary.

(3) GCIC maintains the Global Common Operational Picture (COP) for the MSC enterprise. Position reports are manually entered into GCCS by a COP Operator as they are

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received. The Global COP is fed to USFF, USTRANSCOM, Fleet Commanders, and ONI to ensure situational awareness of MSC ships.

```
FM (SHIP NAME)
TO APPLICABLE OPERATIONAL COMMANDER
INFO COMSC WASHINGTON DC
MSFSC NORFOLK VA
OPERATIONAL CHAIN OF COMMAND
LOCAL AREA COMMAND
BT
C L A S S I F I C A T I O N//N03120//
MSGID/POSREP/(SHIP NAME)//
SUBJ/DDTTTTZMMMYY POSIT REPORT FOR (SHIP NAME)//
POC/JOHN DOE/MASTER/INMARSAT: xxx-xxx-xxx-xxx/
EMAIL: MASTER(AT)SHIPNAME.KEYSTONE.RYDEX.COM//
RMKS/1.  (LAT-LONG) (IF IN PORT, STATE PORT)
2. CSE/SPD/RPM
3. NEXT MAJOR MILESTONE AND ETA DATE/TIME
4. FUEL STATE AS OF 1200 LOCAL PREVIOUS DAY
5. MASTER'S COMMENTS//
DECL/DDMMMYY//
```

Figure 2-2 Position Report

c. Overseas, ships in port will report position every 24 hours (unless in ROH). MSC ships in port in CONUS and in overseas ROH are not required to submit position reports. Unclassified email reporting of in port position is acceptable if classified communications are secured.

2-4-3 OPSUMs and OPREP-5 Feeders

a. Ships conducting operations at sea have long been required to submit routine reports of their status and activities. Depending on Fleet Commander requirements, these reports are called either an Operations Summary (OPSUM) or an OPREP-5 Feeder, and required either daily or weekly. MSC ships (except voyage charters) will follow fleet guidance on required operational reports. MSC Washington, DC, MSC Norfolk and the local AC shall be included on all reports.

b. As a Type Commander, MSC has an enduring interest in the status of MSC ships, whatever their tasking or command relationships. To meet this need for information, PO1 has developed a baseline OPSUM format that provides desired information from GOGO ships. In accordance with MSFSCINST 3120.1, Weekly Operations Summary Report, reference (i), which provides the sample format, this report is required weekly of designated MSC ships underway. The cognizant operational commander and theater AC shall be info addees on the Weekly OPSUM message. GOCO ships will comply with guidance provided by their PM.

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2-4-4 Ship Sightings

a. Maritime Domain Awareness (MDA) is a key component of an active, layered, maritime defense-in-depth. Comprehensive MDA is based in part on the Navy's growing ability to collect, fuse, analyze, display, and disseminate actionable information and intelligence to operational commanders. The common operating picture is shared by U.S. Federal, state, and local agencies with maritime interests and responsibilities.

b. MSC ships operating around the world may be called upon to contribute information on ships of interest. In those instances where such support is desired, ships will be contacted directly by their operational commanders. While this work is important, as a matter of policy it is not intended to require additional manpower or distract from a ship's primary mission.

2-5 Protecting Underway Ship Position Data

2-5-1 Background

a. Purpose: This section provides guidance to protect positional information in MSC ships equipped with Automatic Identification System (AIS), Global Maritime Distress Safety System (GMDSS), Long Range Identification and Tracking System (LRIT), and/or Ship Security Alert System (SSAS). In default operating mode, these systems provide exploitable ship position information; and LRIT automatically transmits ship's position periodically within 1000 nm of a coastline. MSC's policy is that MSC ship positional information while underway will not be divulged through navigation and communications equipment except as outlined in current guidance, currently ALMSC 022/09, MSC AIS and INMARSAT C and D Operational Policy, reference (j). This guidance has been coordinated with USCG (CG-543) as documented in USCG letter, AIS/LRIT Requirements, 27 Jul 09, reference (k).

b. Applicability: This guidance applies to all MSC USNS ships and U.S. flagged ships under time charter to MSC that have carriage requirements for AIS and INMARSAT C and D systems (GMDSS, LRIT, SSAS).

c. Safe Navigation: Nothing in this section restricts Masters from using these systems in a manner necessary for the safe operation, navigation, and protection of their ship. Masters deviating from this guidance for those reasons should restore equipment to the configurations outlined in this section as soon as practicable.

d. Subordination: This guidance is subordinate to fleet, operational, and/or tactical commanders' direction. ACs shall provide any applicable, fleet specific, operational system guidance.

2-5-2 Automatic Identification System (AIS) and INMARSAT Operation

Operate AIS, INMARSAT C (GMDSS and LRIT in most MSC ships) and INMARSAT D (SSAS in most MSC ships) per reference (j).

2-5-3 Inspections and Certifications

All MSC ships will be required to demonstrate the full capability of their installed AIS and INMARSAT C and D terminals (including GMDSS, LRIT and SSAS) to comply with applicable

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USCG and/or International Maritime Organization (IMO) regulations during inspections for the purpose of USCG certification or attaining statements of voluntary compliance. In the event that operational guidance precludes full compliance demonstration, MSC program managers will coordinate with the inspecting agency to determine a suitable plan for demonstrating compliance.

2-5-4 Mariner Liability

USCG will give due regard to licensed mariners employed by MSC before any regulatory action is taken against them for their actions in compliance with Navy operational guidance for the use of AIS, GMDSS or LRIT.

2-5-5 AIS and LRIT reporting to USCG

MSC will maintain/provide an up-to-date listing of the ships to which this guidance applies to the USCG via the USCG liaison at MSC Washington.

2-5-6 Onboard Documentation

Each MSC ship to which this guidance applies will maintain references (j) and (k) onboard.

2-6 Force Protection

2-6-1 Fleet Guidance

a. Operational Fleet Commanders exercise FP authority over Navy afloat forces within their region, including ships not otherwise in their chain of command. This means that the primary source for FP guidance for MSC ships (including voyage charters where specified in charter parties) comes from the regional CCDR through the operational Fleet Commander tasked with FP for ships in their Area of Responsibility (AOR). Should conflicts arise with this or other MSC FP instructions, fleet guidance takes precedence, subject to the legal restrictions of COMSCINST 5530.3 (series), Shipboard Force Protection Program, reference (l); and COMSC message 102045Z Jul 06, Standing Rules for the Use of Force (SRUF) by MSC Personnel, reference (m).

b. MSC ships must routinely enter port and transit narrow straits where the risk of asymmetric attack is potentially higher. Federal law and manning conditions make it difficult to assign crewmembers full-time security duties. However, ships must be responsive to changes in threat levels and trained to cooperate with forces assigned to their protection. Reference (l) provides comprehensive direction on MSC shipboard FP.

2-6-2 MSC Shipboard FP Program

a. MSC ships have limited self-defense capability. When the operational Fleet Commander determines the threat exceeds the ship's inherent self-defense, additional FP protection may be provided. This FP may take the form of combatant escort, airborne surveillance, increased military or civilian patrol boat presence, additional pierside security or embarkation of an armed military security detachment.

b. The International Ship and Port Facility Security (ISPS) Code of 2002 was developed to establish a uniform set of internationally agreed regulations covering ship and port facility security. The ISPS Code provides a framework for cooperation between facilities and

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ship owners and operators, security personnel, crew and USCG. The USCG does not monitor MSC government owned ships for compliance with ISPS. With respect to requests by foreign authorities for compliance with ISPS Code requirements, absent specific direction by higher naval authorities (to include MSC, AC, Fleet or cognizant Navy Task Force Commander, etc.), an MSC ship for which U.S. asserts full privileges of sovereign immunity (such ships include USNS, activated RRF, U.S. Flag time charter, and U.S. flag voyage charter (when the voyage charter is directed to assert full privileges of sovereign immunity by higher naval authorities)) is NOT required to comply with ISPS Code-related requests by foreign authorities. The ISPS Code provides at Part A, section 3.3: "This Code does not apply to warships, naval auxiliaries or other ships owned or operated by a Contracting Government and used only on Government non-commercial service."

c. All MSC ships owned/bareboat chartered and operated by MSC will submit a Vessel Security Plan (VSP) that outlines onboard measures to minimize loss of life, destruction of property or disruption of mission. Once approved by MSC, the VSP becomes the ship's baseline document for FP planning. Detailed guidance and examples are provided in reference (l). For all other ships including RRF, compliance with reference (l) does not relieve operating companies of responsibility to also fully comply with the Maritime Transportation Security Act of 2002 and have a USCG-approved VSP.

d. FP readiness and operational planning require detailed understanding of each ship's capabilities and status. To properly inform the process, reference (l) and fleet instructions list various required reports, such as MSC's AT/FP Monthly Report. ACs and ship Masters must review guidance carefully to ensure compliance.

2-6-3 Assessing the Threat

MSC does not maintain an intelligence analysis capability, relying instead on Naval Criminal Investigative Service (NCIS), USTRANSCOM and geographic Combatant Commanders for threat assessments. As Fleet Commanders are responsible for the FP of MSC ships in their AORs, their organic threat analysis provides the most current and relevant information. ACs shall work closely with Fleet Commanders to conduct FP planning for MSC ships in theater, keeping MSC informed.

2-6-4 Use of Force

a. CIVMARs, CONMARs, and civilian contract security personnel embarked in MSC ships may not carry arms beyond the lifelines of the ship and cannot perform security or FP duties off the ship. These civilian personnel may have no legal protection from the exercise of foreign jurisdiction if they engage in such activities off the ship.

b. The Standing Rules of Engagement (SROE) govern the use of force by military personnel. The Standing Rules for the Use of Force (SRUF) govern the use of force by CIVMARs, CONMARs and contractor security personnel on MSC government-owned MSC or U.S. flagged time chartered ships. Reference (m) provides specific guidance and MSC policy on the SRUF. It defines the Master's "inherent right and obligation to exercise unit self-defense in response to hostile act or demonstrated hostile intent" and how this right will be exercised.

c. Embarked military security detachments operate under the direction of their operational chain of command and under the CJCS Standing Rules of Engagement. The

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detachment Officer in Charge (OIC) shall keep the Master informed of the FP Plan the security detachment will employ, but the Master does not have the authority to direct the OIC to change the plan. The decision to use force against hostile or potentially hostile forces shall rest with members of the military security detachment in accordance with their rules of engagement.

2-6-5 Force Protection Training

a. A critical element of FP is awareness of the threat and understanding of the interlocking layers of defense. This requires a comprehensive training program, in which the subject matter and level of detail have been tailored to the target audience. FP training courses are offered by MSC Norfolk, MSC Training Centers (East and West), and regional mariner training centers validated by MSC to provide this training. Specific FP training requirements and periodicity for accomplishment are contained in Appendix C of reference (l).

b. Level I training is required for all MSC employees, family members stationed overseas, mariners prior to shipboard service and MSC contractors within six months of deploying or travel overseas on government business. Level I training is designed to increase general awareness of the terrorism threat, reduce the likelihood of attack and to mitigate the effects of an attack. Refresher training is required annually.

c. Level II training is designed to prepare ship Anti-Terrorism Officers (ATOs) and full time FP Officers (FPOs) in all aspects of FP planning, training and program management. Level II training is required for ATOs of ships and FPOs of ACs and Squadrons. Masters are required to complete Level II at least once in their career.

d. Level III training is designed for the Command level. Per Appendix C of reference (l), MSC Masters must complete Level III training every 3 years. Level III training is available via CD-delivered instruction.

e. Small arms training ensures personnel authorized to carry weapons are able to do so effectively, safely and legally. Small arms training covers the policies, procedures and regulations governing the use of small arms. It further requires demonstration of competence, care and marksmanship with each weapon. Mariners joining deploying ships and expected to be assigned security duties will obtain current small arms training from an approved U.S. Navy or MSC training facility.

f. Shipboard Security Tactics (SST) training is required every three years for crewmembers assigned to the Ship Reaction Force. It covers organization, procedures and tactics for employing force aboard the ship.

2-7 Logistics

2-7-1 MSC Representation

a. MSC's interests are best protected by the physical presence in a port of an MSC Representative. ACs shall arrange attendance for MSC ship port calls when cargo operations are scheduled, unless such attendance is outweighed by considerations such as travel cost or manpower limitations. Where cargo operations in the port are largely managed by other commands, such as SDDC or DLA-E, MSC Representatives provide on scene expertise to

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represent MSC concerns, gather evidence in the event of a dispute and monitor ship performance.

b. MSC Representatives shall coordinate the efforts of both military and commercial activities concerned with port operations and logistics support to facilitate smooth port visits. As coordinator, they ensure action is taken by military activities, Husbanding Service Providers (HSPs), contract operators, port authorities and the ship itself to:

(1) Arrange for berth, pilots and tugs

(2) Conduct delivery and redelivery surveys

(3) Determine availability of cargo, required services and berthing

(4) Inspect damage and document claims

(5) Ensure all concerned provide expeditious services for the safe and efficient turnaround of MSC ships

(6) Ensure husbanding services are arranged so as not to delay the ship

(7) Assist with compliance to local port regulations

(8) Assist with special arrangements for medical care, parts delivery, tech rep attendance and delivery of classified correspondence

2-7-2 Husbanding Service Providers

a. The MSC Representative is not intended to replace or supplement the services of ships' HSPs, who should be relied upon in their full capacities as contract or charter operator representatives. Direct communication with HSPs will assist in coordinating efficient port visits.

b. Contract and charter operators and general HSPs maintain local representation at most ports of call through agency agreement with local private concerns which are in the business of serving commercial ship operators. These HSPs are essential to the economical and efficient operation of MSC ships. They generally perform their services day or night, including weekends and holidays.

c. As part of their contract, local HSPs typically:

(1) Arrange for berth, pilots, tugs and linehandling crews

(2) Assist with entry and clearance in compliance with local regulations (however, MSC ships for which the Government asserts full privileges of sovereign immunity (including USNS, activated RRF, U.S. flag time charter, and U.S. flag voyage charter (when the voyage charter is directed to assert full privileges of sovereign immunity by higher naval authorities)) are NOT authorized to provide all the information and documentation that is commonly requested by Port Agents or Foreign Port Authorities from ships that are engaged in nongovernment commercial service. Consult MSC sovereign immunity guidance (section 2-3-1) and MSC AC for more information

(3) Arrange for husbanding services, such as delivery of fuel, provisions, stores and supplies, as well as other miscellaneous services

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(4) Represent the company in the port by expediting completion of repair work, and assisting in processing claims and liabilities incurred by the ship

d. Some locations (e.g. Navy Support Facility (NSF) Diego Garcia, NAVBASE Rota) operate under a Base Operating Service (BOS) contract which limits the role of local HSPs. To understand these limitations, ships should contact the MSC Representative.

e. When making port calls at U.S. Naval Bases, all MSC ships must coordinate berthing with the AC, MSCO, or MSC Representative. All other services will be provided through Fleet Logistics Center (FLC) husbanding contracts, coordinated by Logistics Support Representatives (LSRs) who provide services equivalent to HSPs.

f. When making port calls at commercial ports all MSC ships must coordinate berthing, tugs, pilots, slops, etc. with the AC, MSCO or MSC Representative. For Government Operated ships, port services will be arranged, via MSC, through the Navy's locally contracted HSPs. Contract Operated MSC ships use their choice of commercial HSPs.

2-7-3 Logistics for Port Calls

Advance planning information including a realistic estimated time of arrival and projected logistics support requirements are needed to make timely pre-arrival arrangements in each port of call. This information provides the basis for arranging tugs, pilot, berth assignment, line handler services, repair services, and delivery of bunkers, stores and provisions. There are two types of reports that provide this information: LOGREQs and PREREPs, each discussed below.

2-7-4 Logistics Requirement Report

a. A LOGREQ is a formatted naval message detailing the husbanding services a ship will require in conjunction with an upcoming port call. It is addressed to naval shore commands who coordinate support for Navy ships. For MSC ships with embarked military detachments, a LOGREQ is the preferred format for arranging services unless otherwise stated in fleet guides.

b. In accordance with NTTP 3-54.3, Operations Security, reference (n), the following statement shall be included at the beginning of paragraph 1 on every LOGREQ:

```
INFORMATION CONCERNING U.S. SHIPS' OPERATIONS, MOVEMENTS
AND ACTIVITIES IS POTENTIALLY SENSITIVE AND SHALL BE
PASSED ONLY TO INDIVIDUALS WHO MUST KNOW IT IN THE
PERFORMANCE OF THEIR DUTIES.  ONLY THE MINIMUM REQUIRED
INFORMATION SHOULD BE SHARED.
```

2-7-5 Pre-arrival Report

LOGREQs are specific to Navy business, but in many cases do not apply to MSC ships. Sealift ships, for example, often must specify arrangements not covered in the LOGREQ format. For these ships, a PREREP serves the same purpose. PREREPs shall be addressed in accordance with local AC guidance, always including MSC as an info addee.

2-7-6 Oil Spill Response

a. MSC ships will comply with applicable oil discharge regulations and the operational requirements contained in OPNAVINST 5090.1, Environmental Readiness Program Manual, and COMSCINST 5090.1, Environmental Protection Program (references (o) and (p)).

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Compliance will ensure that Navy ships operate with due regard to recognized standards for environmental protection, demonstrate commitment to the prevention of pollution and protection of the marine environment, and reduce the risk that external controls, with their attendant administrative and cost burdens, may be imposed if the Navy can't effectively respond to oil spills.

b. MSC shall develop an oil spill contingency plan for each of its vessels. These plans must meet the requirements of MARPOL Annex I Shipboard Oil Pollution Emergency Plan (SOPEP) and USCG regulations for Vessel Response Plans (VRP). The plans shall be submitted to the USCG for approval.

c. Masters will make every effort to minimize oil spill risks through application of aggressive spill prevention measures. Preventing oil spills is one of the Navy's top priorities. In the event an accidental discharge occurs, timely reporting is essential to ensure a more effective response, compliance with applicable regulatory requirements, and maintenance of an accurate database to support continued spill prevention efforts. Required naval message reports shall be made per Appendix H, Oil Spill Report (Message Format) of reference (o).

2-7-7 Bunker Fuel

a. ACs arrange fuel for most MSC ships in their AOR, even without having TACON. ACs do not arrange bunkering for voyage chartered ships, whose charters include payment for bunkers used during the journey. ACs shall plan bunker operations using the supply source priority consistent with mission and safety. Ships shall depart port with sufficient bunkers to reach the next scheduled port where bunkers are available, plus a weather reserve as directed by the operational commander, but not less than three days' sailing at full speed. Bunkering decisions will be based on considerations of ship's characteristics, operating contract, mission requirements, delivered cost and availability of bunkers, weather and subsequent employment. ACs shall include specific direction regarding bunkers in SAILORDs (see section 2-1-3).

b. When receiving bunkers from a Defense Fuel Supply Point, Defense Fuel Bunker Contract, Foreign Exchange Agreement, or a commercial vendor, fuel samples shall be taken in the presence of both the vendor and ship personnel through use of a drip sampler at ship's manifold in accordance with International Convention for the Prevention of Pollution from Ships (MARPOL) Annex VI requirements. All distillate fuel shall be visually checked to ensure that it is "Clear and Bright." Fuel that contains visible particles or free water shall be rejected and not loaded. All bunker fuel quality and quantity shall be sampled/verified per the MSC Bunker Fuel Manual, reference (q). Any ship suspecting off-specification fuel shall immediately notify the cognizant AC.

c. Ships shall take soundings before and after fueling operations and ensure ullage measurements are carefully observed to accurately determine the amount of bunkers received or transferred. Bunker barge tanks shall be gauged and temperatures measured before and after delivery. Guidance regarding quantity, measurement, reporting and notification is provided in reference (q).

d. The following sources of bunkers shall be used, in the order given where available:

(1) Military depots stock Diesel Fuel Marine (DFM) (NATO F-76) which is the preferred source for ships that use this grade fuel.

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(2) Pre-negotiated DLA-E bunker contracts are awarded to commercial vendors around the world. All requirements placed against a DLA-E Bunker Fuel Contract shall be accomplished at the cognizant AC using SEACARD (www.seacardsys.com).

(3) When no other government sourced fuel is available, bunkers may be obtained by an open market purchase as directed by the Program Contracting Officer for GOCO and COCO ships. The AC will use SEACARD Open Market for GOGO ships.

e. PM5 tankers desiring to transfer cargo fuel to bunkers must first obtain permission from DLA-Energy via the AC. After transfer is executed, the receiving ship shall document the sale per section 4.2.2 of reference (q) – an MSC report 4020 submitted via message or email to MSC PM51, MSC N82, MSC N713, MSC Area Commander, DLA-E BIT (DESC-BIT@DLA.mil) within 24 hours of the transfer in the following format:

Ship Name
Cargo Number
Date of transfer
AC reference number
Type of fuel
Amount transferred (in net bbls)

f. Prior to ordering bunkers for an RRF ship, the AC will contact PM52 and/or PM53 to ensure that it is not bunkered beyond mission requirements. RRF ships should be returned to ROS with approximately the same amount of bunkers as when they were tendered to MSC and came under MSC OPCON.

g. The sulfur content of any fuel oil used on board ships shall not exceed the MARPOL Annex VI limits for global and emission control areas, European Commission Directive 1999/32/EC, Sulphur Provisions for Marine Gas Oils, and U.S. regulations, when operating in areas subject to these regulations.

2-7-8 Canal Transits

Canal transits require significant coordination of diplomatic clearances, husbanding, FP, etc.; required notification lead times can exceed 30 days. MSCLANT (Panama Canal) and MSCCENT (Suez Canal) maintain up-to-date canal transit requirements and coordinate canal transit details with transiting ships. Long required lead times, combined with often-fast transit speeds through multiple AORs, dictate that PMs and all ACs, as well as MSCLANT/MSCCENT, pay special attention to future canal transits by ships under their cognizance to ensure paperwork lead times are being met.

2-8 Severe Weather

2-8-1 General

a. MSC is responsible for a variety of ships in different states of readiness. Every ship must have a severe weather plan which addresses their normal state of readiness. Whether in port or underway, Masters are ultimately responsible for their ships, crews and cargo. At the

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outset of each voyage, Masters shall request Optimum Track Ship Routing (OTSR) services and review plans for dealing with potentially hazardous conditions.

b. Severe weather is defined as winds of 35 knots and greater, seas of 12 feet and greater, or visibility less than one nautical mile; or conditions which exceed the ship's operational limit(s). Material condition, cargo load and seaworthiness may considerably reduce a ship's sea-keeping ability and must be taken into account when planning for severe weather. Whenever an MSC ship is operating in or near severe weather, the Master will comply with applicable fleet directives on hazardous weather. At a minimum, Masters will submit Situation Reports (SITREPs) every six hours to operational commanders and MSC.

2-8-2 Optimum Track Ship Routing (OTSR)

a. Naval Meteorology and Oceanography Command provides a wide range of ship routing, weather and oceanographic forecast services to Navy ships, including MSC ships. OTSR is an advisory service, designed to minimize the risk of damage to ships at sea from storms, high seas and sea ice. Advice is based on a ship's operational limits, expressed as the maximum seas ahead/abeam/astern and maximum sustained wind speed that the ship can safely sustain without substantial risk of damage to ship and cargo. All MSC ships (except voyage charters) shall request OTSR services by including the appropriate Naval Maritime Forecast Center (NAVMARFCSTCEN) on MOVREPs filed prior to sailing. While not required, voyage charters, including foreign flagged ships, may utilize Navy OTSR services. ACs should assist voyage charters and time charters without messaging capability in obtaining OTSR services. NAVMETOCCOMINST 3140.1, Oceanographic and Meteorological Support System Manual, reference (r) provides detailed information on available services and required reports.

b. Routes assigned by OTSR are recommendations to the Master and may be accepted or declined. In every case that OTSR issues a weather advisory or divert recommendation, the ship must respond to acknowledge the advice and state intentions within 6 hours (or sooner if required by fleet guidance). The OTSR advice must be weighed against local conditions and operational commitments when making decisions. If a Master decides not to accept an OTSR recommendation, justification must be provided to the operational commander and MSC.

c. Ship Masters may use third party weather forecasting resources in addition to OTSR services. In the event a Master wishes to deviate from an OTSR recommended track based on third party resources, the Master must consult with OTSR to resolve any conflicting information before finalizing any changes.

d. In the event this guidance conflicts with guidance by the operational Fleet Commander, the guidance of the operational Fleet Commander shall take precedence.

2-8-3 Sortie

a. For areas that commonly experience severe weather, operational commanders have developed extensive guidance tailored to local circumstances, which should take precedence. MSC ships in port should follow the guidance of the Senior Officer Present Afloat (SOPA), if designated (time or voyage chartered vessels must comply when this is consistent with the provisions of the charter contract). Otherwise, follow OTSR guidance and the direction of the

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operational commander. ACs shall inform MSC of ship routing and other actions taken to avoid severe weather.

b. In the event of a directed sortie, MSC ships operating under the OPCON of an operational Fleet Commander that are able to sail will shift OPCON to a designated sortie commander. Layberthed PM3 and PM5 ships will sortie under MSC OPCON and TACON of their respective ACs. As a general rule, ships that normally sail with a strike group will sortie with their group. Others will sortie as directed by their ADCON authority, normally under the TACON of the AC or operational Fleet Commander.

c. Ships unable to sortie shall take all available extra precautions to prepare for severe weather. ACs shall assist with contracts for support services (such as standby tugs or cranes) as appropriate.

2-8-4 Cold Weather Operations

Some MSC ships may be required to conduct operations in extreme cold weather. Cold weather operations place different and difficult demands on ships and crews, who must be trained and practiced to meet those demands. These ships shall develop a Cold Weather Operations Plan and follow the extensive guidance provided in OPNAV P-03C-01-89, Cold Weather Handbook for Surface Ships, reference (s).

2-9 Passengers

2-9-1 Passengers and Guests

a. COMSCINST 4650.2, Passengers, Including Noncombatant Operation Evacuees, Onboard Military Sealift Command Controlled Ships and OPNAVINST 5720.2, Embarkation in U.S. Naval Ships, references (t) and (u), provide detailed guidance on embarkation of passengers and guests and should be consulted directly. This section provides an overview of the guidance contained in that reference. For MSC-controlled ships that carry passengers as an inherent part of their mission (HSTs, HSVs, JHSVs), Masters shall conduct passenger operations in accordance with the applicable operating manual and/or operating contract for that ship. For MSC ships operating under fleet OPCON, fleet policy may differ and should be consulted carefully. This policy is subordinate to fleet guidance.

b. Passengers are military or civilian personnel, including evacuees, sponsored by the Department of Defense onboard MSC ships for the express purpose of point-to-point transportation. This definition does not apply to military personnel embarked for duty or to industry representatives onboard for MSC's benefit. Masters will be consulted prior to planning embarkation of passengers.

c. Observers are U.S. citizens embarked in MSC ships during sea trials and scheduled voyages for the purpose of observing the operation of machinery and equipment, for maintenance and repair of equipment, or for indoctrination and training. MSC is authorized to embark observers, and further delegates that authority to Area Commanders, who must keep MSC informed. Appropriate orders for personnel designated as observers will be issued by the approval authority, in conjunction with verification of security clearances, immunizations and passports, as required.

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d. Guests are civilians who embark for community outreach purposes. Examples include community leaders, civic groups, youth groups, Navy League and trade associations, as well as relatives and personal guests of crew members who are invited to participate in tiger cruises. Embarkation of guests is consistent with Navy outreach initiatives, to the extent it does not interfere with operating schedules. Embarkation of guests underway shall be approved in advance by MSC or the cognizant operational Fleet Commander. The minimum and maximum ages for embarkation are 8 and 75 years of age respectively; visitors may be embarked up to the 20th week of pregnancy. *Note: per CFFC 272323Z SEP 10, Embarking Civilian Guests and Relatives of Naval Personnel, reference (v), the minimum age of embarkation is 12 years of age for ships under COMUSFLTFORCOM OPCON*. For family dependents of crew members, tiger cruises may be permitted on ships that can provide appropriate accommodations. In all cases, guests will reimburse the ship for all meals at the prescribed rate.

e. Underway media embarks shall be approved in advance by the designated MSC Public Affairs Officer (PAO), the Area Commander, the Master and MSC. A PAO or PAO-designated representative must accompany a media representative while embarked. Media visits to in port ships must be approved by the designated PAO and ship's Master.

2-9-2 Ship Visits

On occasion MSC ships will be visited by distinguished officials, senior military officers, senior civil servants, or the general public, especially when overseas in foreign ports. Masters shall inform ACs promptly when such visits are proposed. ACs shall notify MSC and fleet authorities as appropriate, to allow appropriate MSC protocol coordination. This instruction is applicable to all MSC controlled ships, including publicly owned ships and ships under charter while pier side or anchored in port. COMSCINST 3128.2, Guidelines for Ship Visits Aboard Military Sealift Command Vessels, reference (w) provides specific guidance. Fleet Commanders may have additional notification, lead-time and FP requirements for ship visits. Consult the cognizant AC to ensure requirements are met in a timely fashion.

2-9-3 Alcoholic Beverages

a. This section applies to USNS ships, ships demise or bareboat chartered by MSC, and to MSC U.S. Flag time-chartered ships (under a charter period of at least six months).

b. OPNAVINST 1700.16, Alcoholic Beverage Control, reference (x) and article 1162 of Navy Regulations, reference (f), provide the Navy's policy for alcoholic beverage control. The possession or consumption of alcoholic beverages onboard MSC ships is prohibited except as authorized in paragraphs 2-9-3-d through 2-9-3-i. The Master will investigate any evidence of violations. Any unauthorized alcoholic beverages found onboard ship shall be destroyed by the Master in the presence of the owner, if known. Violations shall be recorded in the log. Additionally, a letter report containing pertinent details of the violation shall be submitted to MSC, the AC executing ADCON (if applicable), the contract operator and the union (if applicable).

c. The foregoing does not apply to items containing ethanol which are prescribed by a medical provider and intended for medical treatment of a specific illness or condition, and which are kept in the custody of the Master or Medical, and which are specifically authorized by MSC or the contract operator for medicinal purposes.

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d. Use Onboard. CIVMAR Masters and Navy Commanding Officers of MSC government operated ships may authorize use of alcohol onboard in support of diplomatic and community relations goals. Masters of contractor operated ships will request approval for the use of sherry, wine and beer onboard in support of diplomatic and community relations goals from MSC (INFO ACs), with a copy of the request provided to MSC N8. Requests to serve sherry, wine and beer will include the following:

(1) Ship's name

(2) The kind of function proposed *(i.e., wine and cheese reception, formal dinner, luncheon)*

(3) Port in which the proposed function will occur

(4) Proposed date

(5) The rank/position, function, status or prominence of the visitors hosted

(6) A statement confirming that current company policy does not prohibit the use of alcoholic beverages or that company approval has been granted when company policy normally prohibits the use of alcoholic beverages

e. Official Representation Funds (ORF). When use of ORF is not authorized, these beverages shall be purchased using funds of the hosting private mess. When authorized, ORF shall be used to purchase appropriate alcoholic beverages per SECNAVINST 7042.7, Guidelines for Use of Official Representation Funds (ORF), reference (y). ORF funding will be requested in advance from the ship's sponsor, MSC, or other command sponsoring the event, with a copy of the request provided to MSC N8. When MSC sponsors the event, requests will be submitted per COMSCINST 7042.2, Official Representation Funds, reference (z); when another command sponsors the event, submit the request per that command's ORF procedures. If the ORF funding source is in question, contact MSC N8 for guidance. Costs of alcoholic beverages are not allowable under Federal Acquisition Regulations, therefore, reimbursement of funds cannot be requested under operating contracts. Use of ORF to purchase alcoholic beverages for use onboard MSC ships will normally be authorized only when the following criteria are met:

(1) The Master or Sponsor Designated Representative (SDR) is hosting a function in support of diplomatic or community relations and the ship is on an official visit in U.S. or foreign ports

(2) The rank/position, function, status or prominence of the visitors hosted clearly justifies approval per the guidelines in paragraph 6 of reference (y)

f. Reporting Requirements

(1) Each function onboard MSC ships at which the serving of beer, sherry or wine occurs requires a written follow-up report to the funding sponsor with INFO copies to the AC and MSC N8. The organization using ORF is responsible for sending the final report. For example, for receptions onboard T-AGS, these final reports are normally sent by NAVO since they are the host of the reception.

(2) Reports will be submitted within 14 days of the function and include the following information:

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(a) Ship's name

(b) The date, beginning time and duration of the function

(c) A list of attendees by name and rank or position

(d) A brief description of the function (i.e., speakers, subject, presentation, tours)

(e) Report of final cost that includes a detailed list of expenses for refreshments, decorations, labor (non-DoD)

g. Alcoholic beverages for personal use ashore may be transported at the discretion of the Master of MSC ships, subject to the reporting and certification requirements of Navy Regulations (reference (f), article 1162):

(1) Delivered to the Master

(2) In sealed packages, securely packed, properly marked and in compliance with customs laws and regulations

(3) Stored in securely locked compartments

(4) Not to unduly interfere with the ship's tasking

(5) Inventoried (documented) and certified to comply with customs, internal revenue laws and regulations, and State or local laws of the port of debarkation

h. Per reference (x), MSC ships participating in high-tempo, arduous operations (45 consecutive days at sea and not arriving in a liberty port within 5 days of the day scheduled for consumption) are authorized to permit consumption of up to two 12-ounce cans or bottles of beer by each member of the crew or embarked unit during an appropriate one-day stand down at sea, to occur in conjunction with appropriate morale enhancing activities such as flight deck or fantail cookouts where non-alcoholic beverages must also be available. Consumption is permitted on a one-time basis following each 45-day period and is not a daily ration.

i. Other occasions when alcoholic beverages may be carried onboard MSC ships are listed in reference (x).

2-9-4 Supercargoes

Supercargoes are military personnel assigned by a deploying unit on orders to accompany, guard and maintain unit cargo onboard an MSC ship. COMSCINST 3120.19, Embarkation of Supercargo Personnel, reference (aa) addresses the Master's responsibilities and relationships with embarked military supercargoes.

2-9-5 Embarked Security Teams

To provide FP for MSC ships (including voyage charters) operating in areas of increased threat, operational Fleet Commanders may direct the employment of an Embarked Security Team (EST). The AC will communicate these requirements to PMs to ensure chartering contract requirements, messing/berthing, and port call issues are coordinated. Paragraph 8 of Chapter 3 of reference (l) addresses the ship's responsibilities for supporting an embarked EST. Generally, U.S. military ESTs will not embark on foreign flag ships. If needed, the AC will coordinate with the PM to have the ship's operating company arrange for a commercial contracted security team.

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2-10 Incident Reporting

2-10-1 General

a. OPNAVINST 3100.6, Special Incident Reporting, reference (bb) provides extensive guidance on the Navy's OPREP-3 Special Incident Reporting system. It applies to all MSC ships except foreign flagged and voyage chartered ships. For ships unable to report directly, the respective AC, corresponding CTF X3 or MPSRON Commander shall report on behalf of the ship. This section provides an overview of the guidance in reference (bb).

b. The Special Incident Reporting system is designed to quickly notify Navy leadership of developing situations. The various levels of reports are sent to increasingly higher levels of command, depending on the severity of the incident. In all cases where initial voice reports are made they shall be followed by formatted naval message. In addition to the reporting guidance provided in reference (bb), Masters should always make initial voice reports to the respective AC, corresponding CTF X3, or MPSRON Commander (as applicable), and MSC Battle Watch Captain. Masters should refer to "Welcome Aboard" information provided by ACs and/or MPSRONs for contact information.

c. Photographs that document a casualty or incident are desired when useful. Email photographs to ACs when applicable.

2-10-2 USCG CG-2692 Reports

a. Many circumstances which prompt Special Incident Reports to Navy authorities must also be reported to the USCG local Officer in Charge, Marine Inspection (OCMI) using the USCG's Report of Marine Accident, Injury or Death (CG-2692). In accordance with the Memorandum of Agreement between MSC and the USCG, reference (cc), all U.S. flagged MSC ships shall file these written reports within five days of the incident per 46 CFR 4.05-10 (a). Reportable incidents include:

(1) Grounding, stranding, foundering or allision

(2) Loss of main propulsion, primary steering or control system that reduces the ship's maneuverability

(3) An occurrence materially and adversely affecting the vessel's seaworthiness or fitness for service or route, including but not limited to Fire, flooding, or failure of or damage to fixed fire fighting, life-saving equipment, auxiliary power generators, or bilge pumping systems

(4) Loss of life

(5) Injury that requires professional medical treatment

(6) Property damage in excess of $25,000

(7) Significant harm to the environment

b. Once completed, deliver, fax, email or mail this form as soon as possible to the USCG Marine Safety, Marine Inspection or Activities Office nearest the location of the casualty or, if at sea, nearest the arrival port. USCG contact information is located in the MSC Document Library, under Phone Books.

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2-10-3 OPREP-3 Reports

a. OPREP-3 PINNACLE series messages are used to report incidents of national level interest to the National Military Command Center (NMCC). Examples include:

(1) Incidents that have potential international repercussions, such as tension between the United States and other countries

(2) Natural or human-made disasters, or civil disorders

(3) Hijacking and piracy incidents

(4) Asylum incidents

(5) Incidents where live ordnance is fired with the intent to destroy or disable in response to a violation of a security perimeter, especially in foreign ports

(6) Substantial damage to civilian property by military equipment

b. OPREP-3 NAVY BLUE series messages are used to provide the CNO and other Navy leaders notification of incidents of high Navy, vice national, interest. Examples include:

(1) Fires, flooding, explosions, collisions, groundings or other major incidents resulting in major damage, injury or death

(2) Other major accidents involving MSC ships

(3) Incidents where live ordnance is expended with intent to hit but not disable in response to a violation of a security perimeter

(4) Any weapons discharge that causes injury

(5) Death or injury to personnel embarked in MSC ships, or CIVMARs in the employment pool

(6) Significant misconduct (murder, armed robbery, etc)

(7) Lesser misconduct (domestic abuse, sexual harassment, unlawful discrimination) if media attention is likely

(8) Marine mammal incidents

(9) Suspected terrorist incidents (surveillance, bomb threats, etc)

(10) Any incident expected to draw media attention

c. OPREP-3 NAVY UNIT SITREP series messages are used to inform the operational commander, or higher authority, of incidents not meeting the criteria for OPREP-3 NAVY BLUE. Examples include:

(1) Accidental small arms discharge

(2) Fires or floods resulting in minor damage

(3) Minor liberty incidents involving arrest or that may result in payment of a foreign claim

(4) Crewmember missing ship’s movement OCONUS

(5) Misconduct not leading to media attention

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(6) Minor fraud, waste or abuse

(7) Medical Evacuations (MEDEVACs)

2-10-4 WHITE PINNACLE Exercise Procedures

a. OPREP-3 WHITE PINNACLEs are unclassified messages sent to units prompting them to initiate OPREP-3 reports. These exercises are used to measure the timeliness of reporting procedures. On receipt of WHITE PINNACLE tasking, units will submit acknowledgement reports to NMCC by either voice or record copy, whichever is faster. Response is expected within 20 minutes.

b. Since not all MSC ships are in full operational status (FOS), ships will be chosen with care. For ships not under OPCON of an operational Fleet Commander, USTRANSCOM will notify the MSC GCIC of WHITE PINNACLE tasking. The GCIC will select a unit under MSC OPCON and pass the ship's name and phone number to the USTRANSCOM Emergency Action cell, who will then call the ship with the WHITE PINNACLE. The GCIC will notify the appropriate AC of the exercise.

c. Voice report to the NMCC at 703-697-6340 should include

(1) Name of unit tasked

(2) Location of unit tasked

(3) Tasking Combatant Command: USTRANSCOM

(4) ZULU date-time-group of tasking message or phone call

d. ALMSC 009/07, MSC Wide OPREP-3 White Pinnacle Procedures, reference (dd) provides additional WHITE PINNACLE guidance.

2-10-5 Message Addressees

Reference (bb) contains extensive guidance on message addressees, depending on the type of incident and the reporting unit's location. In addition to that guidance, the following INFO addressees shall be included on all OPREP-3 reports. *Note: as of summer 2012, MSC Norfolk still receives messages at Plain Language Address (PLA) "MSFSC NORFOLK VA". MSC Norfolk is expected to ultimately have a different PLA.*

PM1 ship INFO addees

```
COMUSFLTFORCOM NORFOLK VA
OPERATIONAL FLEET COMMANDER
COMSC WASHINGTON DC/PO1/PM1
MSFSC NORFOLK VA
ASSIGNED CTF/CTG
AREA COMMAND
```

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PM2 ship INFO addees

```
COMUSFLTFORCOM NORFOLK VA
OPERATIONAL FLEET COMMANDER
COMSC WASHINGTON DC/PO2/PM2
MSFSC NORFOLK VA
ASSIGNED CTF/CTG
AREA COMMAND
SPONSOR (AS APPLICABLE)
   -  COMNAVMETOCCOM STENNIS SPACE CENTER MS
   -  NAVOCEANO STENNIS SPACE CENTER MS
   -  COMUNDERSEASURVE DAM NECK VA
   -  AFTAC
MSC SMS OFFICE LITTLE CREEK VA
```

PM3 ship INFO addees

```
COMUSFLTFORCOM NORFOLK VA
ASSIGNED COCOM
OPERATIONAL FLEET COMMANDER
COMSC WASHINGTON DC/PO2/PM3
MARFOREUR/AF/PAC/CENT (SITUATIONAL)
ASSIGNED CTF/CTG
ASSIGNED MPSRON
AREA COMMAND
```

PM4 ship INFO addees

```
COMUSFLTFORCOM NORFOLK VA
OPERATIONAL FLEET COMMANDER
COMSC WASHINGTON DC/PO1/PM4
MSFSC NORFOLK VA
ASSIGNED CTF
AREA COMMAND
SPONSOR (AS APPLICABLE)
   -  COMPACFLT PEARL HARBOR HI (AS)
   -  COMSUBPAC PEARL HARBOR HI (AS)
   -  COMNAVSURFLANT NORFOLK VA (LCC, AFSB(I))
   -  OPNAV N2/N6 (ARC)
```

PM5 ship INFO addees

```
CDR USTRANSCOM SCOTT AFB IL
OPERATIONAL FLEET COMMANDER
COMSC WASHINGTON DC/PO2/PM5
AREA COMMAND
```

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2-11 Chartered Ship On-Hire Surveys

a. This section applies commercially owned ships entering or leaving MSC service under a time-charter or bareboat-charter party. MSC will issue orders to ACs to attend delivery or redelivery of chartered ships. A designated MSC Representative will attend to verify suitability for service and protect the interests of the government, submitting survey reports to MSC once satisfied that the ship meets the terms of the contract.

b. Ship owners are obligated by terms of their contract to provide a seaworthy ship fitted for and capable of carrying lawful cargo subject to the limitations of the contract. MSC is responsible for reimbursing the owner for the cost or repairing certain damages to the ship incurred during the period of the charter. To protect the mutual interests of MSC and the owners in the event of damage claims, a joint survey will be conducted when the ship comes on-hire and again on termination of the charter.

c. An on-hire survey will be conducted to document the condition of the ship at acceptance, and should be a thorough as possible. For long term charters, MSC may elect to send in-house surveyors (e.g. MSC N75) or contract independent assessors to conduct on-hire surveys. At a minimum, the on-hire survey report shall indicate the time, date and place the ship was accepted on hire. Time charter surveys must also include a survey of fuel onboard. MSC Report 4355/2 (Report of Ship Delivery/Redelivery) is used for this report.

2-12 References

a. OPNAVINST C3128.3 (series), Port Visits to Foreign Countries

b. COMSCINST 3070.1 (series), Operations Security Plan

c. NTP 13 (series), Flags, Pennants and Customs

d. COMSCINST 3145.1, Nautical Chart and Publications Allowances

e. SECNAVINST 5710.22, Political Asylum and Temporary Refuge

f. U.S. Navy Regulations

g. Civilian Marine Personnel Instructions

h. COMSCINST 3123.5 (series), Movement Reports

i. MSFSCINST 3120.1, Weekly Operations Summary Report

j. ALMSC 022/09, AIS and INMARSAT C and D Operational Policy

k. USCG letter, AIS/LRIT Requirements, 27 Jul 09

l. COMSCINST 5530.3 (series), Shipboard Force Protection Program

m. COMSC message 102045Z Jul 06, Standing Rules for the Use of Force (SRUF) by MSC Personnel

n. NTTP 3-54.3, Operations Security

o. OPNAVINST 5090.1 (series), Environmental Readiness Program Manual

p. COMSCINST 5090.1 (series), Environmental Protection Program

q. MRMS N0712-3540.7-001PI, MSC Bunker Fuel Manual

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r. NAVMETOCCOMINST 3140.1 (series), Oceanographic and Meteorological Support System Manual

s. OPNAV P-03C-01-89, Cold Weather Handbook for Surface Ships

t. COMSCINST 4650.2 (series), Passengers, Including Noncombatant Operation Evacuees, Onboard Military Sealift Command Controlled Ships

u. OPNAVINST 5720.2 (series), Embarkation in U.S. Naval Ships

v. CFFC 272323Z SEP 10, Embarking Civilian Guests and Relatives of Naval Personnel

w. COMSCINST 3128.2, Guidelines for Ship Visits Aboard Military Sealift Command Vessels

x. OPNAVINST 1700.16, Alcoholic Beverage Control

y. SECNAVINST 7042.7 (series), Guidelines for Use of Official Representation Funds (ORF)

z. COMSCINST 7042.2, Official Representation Funds

aa. COMSCINST 3120.19, Embarkation of Supercargo Personnel

bb. OPNAVINST 3100.6 (series), Special Incident Reporting

cc. Memorandum of Agreement between Military Sealift Command and U.S. Coast Guard

dd. ALMSC 009/07, MSC Wide OPREP-3 White Pinnacle Procedures

2-13 Definitions: None

2-14 Process Management

2-14-1 Office of Primary Responsibility (OPR): N3

2-14-2 Interfaces: All MSC

2-14-3 Performance Indicators: None

2-15 Revisions

Original 6 September 2012

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STANDARD OPERATING MANUAL
3. Mission Specific Operations

3-1 Combat Logistics Force

3-1-1 References

a. SECDEF Global Force Management Implementation Guidance (GFMIG)

b. NTTP 4-01.4, Underway Replenishment

c. Combat Logistics Force (CLF) Load Management Concept of Operations (CONOPS)

3-1-2 Ships and Sponsor

All CLF ships are GOGO and sponsored by OPNAV 42 via CUSFF/COMPACFLT to support operational Fleet Commanders. They are ADCON to MSC (ADCON exercised by PM1 and ACs); TACON to CTF X3 Logistics Task Forces; and OPCON to operational Fleet Commanders. PM1 manages over 30 CLF ships in four classes to provide logistics support to U.S. Navy and foreign navy partner ships:

a. Fleet Replenishment Oilers. MSC's fifteen oilers provide fuel at sea to deployed Navy ships and their assigned aircraft. Oilers and the ships they refuel sail side by side as fuel hoses are extended across guide wires. Underway fuel replenishment dramatically extends the time Navy ships can remain at sea.

b. Ammunition Ship. One ammunition ship supplies ordnance to Navy combatants at sea, providing service through alongside transfers and vertical replenishment lifts via helicopter.

c. Fast Combat Support Ships. MSC's four fast combat support ships provide "one-stop shopping" to the fleet for fuel, ammunition, food and other cargo. These ships are especially valuable because of their speed and ability to carry all the essentials to replenish Navy ships at sea.

d. Dry Cargo/Ammunition Ships. MSC's eleven Dry Cargo/ammunition ships are dedicated to the Combat Logistics Force. These ships deliver ammunition, provisions, stores, spare parts, potable water and petroleum products to the Navy's carrier strike groups and other naval forces worldwide. These ships have improved cargo handling equipment to increase efficiency and make the ships more cost effective to operate and maintain.

3-1-3 Scheduling

a. Long-term allocation of CLF ships is driven by fleet requirements, identified through the CUSFF/Commander, U.S. Pacific Fleet (COMPACFLT) Global Force Management (GFM) process per the biennial SECDEF Global Force Management Implementation Guidance (GFMIG), reference (a) of this section.

b. Ships supporting CTF 80, 4th, and 6th (including U.S. Naval Forces, Africa (NAVAF)) Fleets are typically sourced from East Coast ports. Long-range deployment schedules are developed by CTF 83 in consultation with PO1 for all maintenance and training requirements. Draft schedules are submitted to CTF 80 for review. Approved schedules are promulgated by deployment plan messages.

c. Ships supporting 3rd and 7th Fleets are typically sourced from West Coast ports and in-theater assets. Quarterly long-term deployment and maintenance schedules are developed by CTF 33 and CTF 73 in consultation with PO1, submitted to the respective operational Fleet Commander (COMTHIRDFLT/COMSEVENTHFLT) and approved by COMPACFLT. Approved schedules are promulgated by deployment plan messages.

d. Ships supporting 5th Fleet come from both LANT/CTF 80 and PAC (C3F/C7F) as identified above. Historically, 5th Fleet CLF support has been tied to CSG deployments and JCS presence requirements – CLF support to 5th Fleet comes from the coast sourcing a deploying CSG. Future 5th Fleet CLF support will likely be sourced from PAC, with some LANT assets transferring to PAC to support this requirement.

e. Once approved, schedules are maintained in the online scheduling tool WEBSKED and updated as necessary by fleet staffs for ships in their region. As a practical matter, most updates are managed on behalf of operational Fleet Commanders by MSC AC staffs in their CTF X3 capacity and promulgated by daily or weekly naval logistics messages.

3-1-4 Underway Replenishment

An underway replenishment (UNREP) is a transfer of cargo between two ships while underway. Transfer may be by horizontal connected replenishment (CONREP) rigs, or by vertical transfer (VERTREP) using helicopters. Many CLF ships are equipped to replenish Navy ships with fuel, provisions, stores and spare parts, allowing those ships to remain on station conducting their mission. Detailed guidance on training and procedures to conduct UNREPs safely and efficiently is provided in NTTP 4-01.4, Underway Replenishment, reference (b) of this section.

3-1-5 Load Management

a. The CLF Load Management mission is executed through a global CLF support network integrated with the supply chain and operational forces to provide effective and efficient material distribution and sustainment at sea. The network functions at the strategic/operational level in material load list determination and procurement in conjunction with the Defense

Logistics Agency and the Naval Supply Systems Command. The network further functions at the operational/tactical level by facilitating customer order fulfillment at the customer ship level point of consumption. This end-to-end operational support model is made possible by combining MSC's traditional TYCOM man, train, equip and maintain functions with the operational support functions at the MSC ACs.

b. The Consolidated Afloat Requisitioning Guide Overseas (CARGO) is the policy document governing the range of non-ordnance material carried for fleet sustainment. Material depth is determined by a combination of historical material demand and predicted CLF ship operational employment. CARGO material is not MSC-owned. MSC manages this material on behalf of the Defense Logistics Agency (DLA) and the Naval Supply Systems Command (NAVSUP). Subsistence (Class I) and Fuel (Class III) are held in the Defense Working Capital Fund (DWCF) with funds managed by DLA. General Stores (Class II, non-fuel Class III, Class IV, Class VI-IX) are held in the NWCF with funds provided by NAVSUP, but managed by MSC Norfolk.

c. The CLF Logistics Office (CLO) is part of the MSC AC's task organization. The CLO's primary responsibility is processing fleet customer requirements for fleet sustainment. To execute this responsibility the CLO is closely aligned with the area Logistics Task Force Commander (CTF X3), supported mission commanders, CLF ships, and MSC Global Stock Control (GSC).

d. Global Stock Control (GSC) is part of MSC's N4 task organization. GSC's primary responsibility is inventory and financial management for CLF replenishment in support of the CLO's fleet sustainment mission.

e. A more detailed explanation of CARGO, CLO and GSC can be found in the Combat Logistics Force (CLF) Load Management Concept of Operations (CONOPS), reference (c) of this section.

3-2 Special Mission

3-2-1 Ships and Sponsors

Special Mission (SMS) Ships are operated by MSC, but their various operational missions are dictated by mission sponsors – other government agencies with underway support requirements. Depending on the ship in question, sponsors, PM2 and fleet schedulers work together to develop a schedule that is approved by the ship's OPCON authority. Typically, each ship type is associated with a unique sponsor, as briefly described below.

a. Oceanographic Survey Ships (T-AGS) are provided to Commander Naval Meteorology and Oceanography Command (CNMOC) as the sponsor and to Naval Oceanographic Office (NAVO or NAVOCEANO) for day-to-day operations worldwide. Both commands are located at Stennis Space Center in Mississippi. These survey ships conduct hydrographic (coastal) and oceanographic (deep ocean) data collection surveys that contribute to a variety of products for the warfighter.

b. Ocean Surveillance Ships (T-AGOS) are jointly sponsored by Program Executive Office, Submarines (PMS 485) and Commander Undersea Surveillance (CUS). Day-to-day coordination is provided by Integrated Undersea Surveillance System (IUSS) Operations Support Center (IOSC) in Little Creek, VA. IOSC also supplies the civilian technicians who embark the ship for missions. Military crews (MILCREWs) are provided by Naval Ocean Processing Facility, Whidbey Island (NOPFWI) for operation of mission equipment. The ships gather anti-submarine warfare acoustical data for analysis ashore.

c. Missile Range Instrumentation Ships (T-AGM) are operated for the Air Force Technical Applications Center (AFTAC) located at Patrick Air Force Base in Florida. The ships provide platforms for seagoing radars that support data collection requirements for theater ballistic missile launches.

d. Navigation Test Support Ship (T-AGS 45), sponsored by Strategic Systems Program Office, supports submarine navigation system testing and provides ballistic missile flight test support services.

e. Special Warfare Support Ships are chartered to provide support for Special Warfare Command training and logistical requirements.

f. Submarine Escort Ships are chartered to support escort requirements while submarines are entering and leaving ports.

g. The Submarine Rescue Diving and Recompression Ship is chartered to support U.S. Navy submarine rescue by utilizing the Submarine Rescue Chamber Flyaway System (SRCFS), Assessment Underwater Work System (AUWS), and the Submarine Rescue Diving and Recompression System (SRDRS).

h. Harbor Tugs are chartered by MSC for Chief of Naval Installations Command (CNIC) and the Navy Regions.

i. The Sea-Based X-band radar platform (SBX-1) is a semi-submersible, self-propelled vessel that serves as a mobile platform for a large phased-array X-band radar. This sensor tracks, discriminates and assesses hostile ballistic missiles as part of the U.S. Ballistic Missile Defense System.

3-2-2 Scheduling

a. Schedules are driven by mission requirements developed by mission sponsors and, to a lesser degree, by maintenance and repair plans. PM2 serves as the TYCOM representative in creating ship schedules. Details of the process vary depending on mission sponsor.

b. The unique nature of Special Mission Ship tasking, the variety of sponsors engaged and their Global Force Management (GFM) assignments may require them to occasionally depart their assigned theater of operations to maintain both ship and sponsor equipment. In these cases, a service deployment order from the Naval Component Commander holding OPCON authority is normally issued to support the out-of-area movement, but there may be instances when the command and control structure is not well defined by the out-of-area operational commanders In those cases, MSC ACs will exercise ADCON functions for MSC to support these ships. As noted in section 1-7-2, ACs exercising ADCON for MSC have wide ranging authority to direct the ship to support in areas outside of direct operational tasking.

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3-2-3 Embarked Detachments

a. Depending on mission sponsor requirements, Special Mission Ships commonly embark detachments of civilian specialists who operate and maintain mission-specific equipment and conduct other mission-related work. Typically this equipment is owned by the sponsor and is not the responsibility of the ship's Master or MSC. Some ships may also have military detachments embarked. In all cases, it is important for the ship's Master and embarked detachments to understand their individual responsibilities and mutual dependence for mission success.

b. On request, MSC may assist in providing or arranging for receipt, temporary storage, packing, crating and shipment of sponsor material in foreign ports. The Master shall also provide other reasonable support as requested by the mission sponsor. Such services could include small boat handling, minor machinist support, or crane and working party support for loading or offloading mission equipment.

3-3 Prepositioning

3-3-1 References

a. Joint Pub 4-01.2, Sealift Support to Joint Operation

b. USPACOM, APF Management, 191711Z APR 06

c. CJCSI 4310.01 (series), Logistics Planning Guidance for Global Prepositioning Materiel Capabilities

3-3-2 Unique Mission

a. Ships of the Prepo program are forward deployed overseas with military cargo held in readiness for prompt response when required. By prepositioning material in or near the theater where it would likely be used, force closure rates for deployed units are greatly reduced. Unit personnel can be flown to the area and united with the equipment stored onboard Prepo ships.

b. The nature of the mission requires ships to spend the majority of their service life overseas, often with limited time underway. The prepositioned cargo is owned by multiple program sponsors, who work with PM3 to establish requirements, service schedules and maintenance plans. As dictated by the sponsoring service's life-cycle maintenance plans, refurbishment of the prepositioned cargo is conducted in U.S. ports, requiring each ship to cycle off-station periodically.

c. Occasionally there are gaps in prepositioning missions for individual ships. For example, when a Prepo ship has discharged its cargo for operations ashore, or when program sponsors do not have sufficient cargo available to supply the Prepo fleet, prudent management of resources may dictate alternative employment. In these cases, Joint Pub 4-01.2, Sealift Support to Joint Operation, reference (a) of this section, provides authority for CCDRs to temporarily release Prepo ships to the common user pool for Sealift mission tasking under direction of MSC's Sealift Program Office (PM5) (see also section 3-7).

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3-3-3 Maritime Prepositioning Ships Squadron Organization

a. Nearly all Prepo force ships are assigned to one of two MPSRONs, located in Diego Garcia (MPSRON TWO) and Western Pacific (MPSRON THREE). Each squadron is under the direct tactical control of an embarked Navy O-6 (CAPT). Assisted by a small active duty staff, the commander is responsible for operational scheduling, communications, logistics support and management oversight of assigned prepositioned ships. In most cases, OPCON of prepositioned ships is assigned to operational Fleet Commanders, with tactical control delegated through CTF X3 organizations to the MPSRON commander. The operational chain of command for PM3 ships therefore includes the dual-hatted Area Commander.

b. Prepo ships may be GOGO, GOCO, or COCO. PM3 reports to PO2 for Prepo GOGO ships' program management; Prepo GOGO ships' (T-AKE 1&2) crewing and lifecycle management is provided by PO1.

c. MSC maintains administrative control of all Prepo ships and is responsible for their material, personnel and training readiness. This includes program policy, resource management, acquisition, logistics and engineering support. PM3 exercises MSC's ADCON of Prepo ships and is the principal liaison with program and resource sponsors, and coordinates maintenance schedules and ship inspections. In this capacity, PM3 works directly with MPSRON staffs and ACs.

d. MPSRON ONE, in European/African AOR, will be disestablished at the end of FY-2012. MPSRON TWO and THREE compositions will change as a result. Contact PM3 for details.

3-3-4 Scheduling

a. Prepo ships are strategic sealift assets assigned to CCDRs in support of operational and contingency plans (OPLANs and CONPLANs). OPCON is typically delegated to operational Fleet Commanders, who are therefore responsible for ship scheduling. In practice, scheduling is further delegated to CTF X3 and MPSRON staffs. PM3 works with service staffs to determine long-range schedules for cargo maintenance, which become the basis for the ship's operational schedules. Detailed schedules are generated by MPSRON staffs in coordination with PM3 staff, which confirms funding availability, identifies routine inspection opportunities, and assists in selecting required port calls within budgetary constraints. The jointly developed schedule is then submitted through CTF X3 commanders to respective operational Fleets for approval.

b. Since Prepo ships are tied to theater OPLANs and CONPLANs, a ship's physical location is restricted by the number of steaming days required to reach an anticipated offload site, known as its tether. In PACOM, these limits are specified in USPACOM, APF Management, 191711Z APR 06, reference (b) of this section. Ship's schedules are written within parameters dictated by the governing tether requirements. When ships are outside of established tether restrictions, they are considered off-tether and must be reported as such in accordance with fleet guidance.

c. Prepo ships must return to U.S. ports periodically for maintenance of both ship and cargo. These maintenance cycles are coordinated by PM3 with the cargo's sponsor, the OPCON authority, the maintenance facilities and the cognizant AC and MPSRON commanders. Ships

returning for maintenance do not shift OPCON, even when departing the OPCON authority's AOR. Instead, the command relationships remain unchanged throughout what is categorized as an administrative move under special authority provided in CJCSI 4310.01, Logistics Planning Guidance for Global Prepositioning Materiel Capabilities, reference (c) of this section. Ships transiting under this authority will submit Crossing Boundary reports as discussed in section 2-2-6.

d. During a ship's return to CONUS for cargo or ship maintenance, MSC's ADCON authority is exercised by the local Area Commander on behalf of MSC. The operational TACON authority and the local ADCON authority coordinate closely to ensure plans are clear to all concerned. As noted in section 1-7-2, Area Commanders exercising ADCON have wide ranging authority to direct the ship to support in areas outside of direct operational tasking.

3-4 Service Support

3-4-1 References

a. MOA between CUSFFC and COMSC for Operation of USS Mount Whitney, 03 Jan 2006

b. Operating Manual for Joint USN/MSC Operation of AS-39 Class Submarine Tenders, 02 Feb 2007

c. MOA between COMSUBPAC and COMSC for Operation of USS EMORY S LAND (AS-39), 05 Nov 2007

d. MOA between COMSUBPAC and COMSC for Operation of USS FRANK CABLE (AS-40)

e. SL740-AA-MAN-010 / 0910-LP-101-2029, U.S. Navy Towing Manual

f. S0300-A6-MAN-010 / 0910-LP-103-2562, U.S. Navy Salvage Manual

g. SS521-AG-PRO-010 / 0910-LP-106-0957, U.S. Navy Diving Manual

h. OPNAVINST 5440.75, Administration, Operation, and Logistic Support of T-AH 19 Mercy Class Hospital Ships

i. COMUSFLTFORCOMINST 4790.5, Operating Directive for Afloat Forward Staging Base Interim USS PONCE (AFSB(I)15)

j. COMNAVSURFLANT 5000, Interim Joint (USN/MSC) Operating Manual for USS PONCE (AFSB (I) 15)

3-4-2 Ships and Sponsors

SSS are operated by MSC, but their various operational missions are dictated by mission sponsors – other government agencies that have underway support requirements. Many ships are associated with unique sponsors, as briefly described below.

a. Cable Repair Ship (T-ARC) is sponsored by NAVSEA (PMS 485) for deep sea cable laying and repair. The ship alternates between layberth in Virginia and operational tasking around the world. When on missions, its CIVMAR crew is supplemented by sponsor personnel.

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b. Command Ship (LCC) is sponsored by OPNAV N96 and operated for SURFLANT as COMSIXTHFLT's flagship, berthed in Gaeta, Italy. The ship is a commissioned (USS) ship under command of a Navy Captain, with a mixed (hybrid) crew of active duty Sailors and CIVMARs. The CUSFFC-COMSC MOA for Operation of USS Mount Whitney, reference (a) of this section, provides significant LCC operational guidance.

c. Submarine Tenders (AS) are sponsored by OPNAV N97 and operated for COMPACFLT as COMSUBPAC repair assets. The ships are commissioned (USS) ships under command of a Navy Captain, with a mixed (hybrid) crew of active duty Sailors and CIVMARs. The Submarine Tender Operating Manual, reference (b) of this section, and MOAs for operation of USS EMORY S LAND and USS FRANK CABLE, references (c) and (d) of this section, provide significant tender operational guidance.

d. Fleet Ocean Tugs (T-ATF) are sponsored by OPNAV N42 and operated for USFFC/COMPACFLT. Their primary mission is open-ocean towing of Navy vessels. Their secondary mission is rescue and salvage, to include assisting in recovery of downed aircraft and stranded or grounded ships, and submarine rescue operations. They also assist in submarine sea trials and recompression-system support in the Atlantic and Pacific oceans. The U.S. Navy's Towing, Salvage, and Diving Manuals, references (e), (f), and (g) of this section, provide invaluable guidance for fleet ocean tug operations.

e. Rescue Salvage ships (T-ARS) are sponsored by OPNAV N42 and operated for USFFC/COMPACFLT. Their primary mission is rescue and salvage: recovering objects from the sea, towing or debeaching stranded vessels and providing firefighting assistance. They can lift objects as heavy as downed aircraft and stranded or grounded ships and and rapidly deploy divers for rescue and salvage operations. Their secondary mission is open-ocean towing of Navy vessels. The U.S. Navy's Towing, Salvage, and Diving Manuals, references (e), (f), and (g) of this section provide invaluable guidance for rescue salvage ship operations.

f. Hospital ships (T-AH) are sponsored by OPNAV N41/N42 and operated for USFFC/COMPACFLT. They can be configured to contain up to 12 operating rooms and up to 1,000 beds. They are normally kept pierside in reduced operating status. When required, they get underway with an expanded crew of more than 60 CIVMARs and a tailored mission's medical staff of up to 1,200 military personnel. OPNAVINST 5440.75, Administration, Operation, and Logistic Support of T-AH 19 Mercy Class Hospital Ships, reference (h) of this section, provides significant guidance for hospital ship operations.

g. The Afloat Forward Staging Base (Interim) (AFSB(I)) supports CENTCOM operational requirements – airborne mine countermeasure operations and other missions including limited logistics services and maintenance support for MCMs, PCs and other surface ships. Although built as an LPD, it no longer conducts amphibious operations. The ship is a commissioned USS ship under command of a Navy O-6, with a mixed (hybrid) crew of active duty Sailors and CIVMARs, including a civilian Master. COMUSFLTFORCOMINST 4790.5, Operating Directive for Afloat Forward Staging Base Interim USS PONCE (AFSB(I)15) and COMNAVSURFLANT 5000, Interim Joint (USN/MSC) Operating Manual for USS PONCE (AFSB (I) 15), references (i) and (j) of this section, provide significant AFSB (I) operations guidance.

3-4-3 Scheduling

a. Long-term allocation of certain Service Support (SSS) ships is driven by fleet requirements, identified through the Global Force Management (GFM) process, similar to CLF ships. For sponsored ships, PM4 and fleet schedulers work together to develop a schedule that is approved by the ship's OPCON authority.

b. The unique nature of SSS tasking, the variety of sponsors engaged and their Global Force Management (GFM) assignments may require them to occasionally depart their assigned theater of operations to maintain both ship and sponsor equipment. In these cases, a service deployment order from the Naval Component Commander holding OPCON authority is normally issued to support the out of area movement, but there may be instances when the command and control structure is not well defined by the out of area operational commanders. In those cases, MSC Area Commanders will exercise ADCON functions for MSC to support these ships. As noted in section 1-7-2, ACs exercising ADCON for MSC have wide ranging authority to direct the ship to support in areas outside of direct operational tasking.

c. Once approved, schedules are maintained in the online scheduling tool WEBSKED and updated as necessary by fleet staffs or CTF X3s for ships in their region.

3-5 Sealift – General

3-5-1 Ships and Sponsors

This section applies to ships managed by PM5. These include:

a. COCO tankers, managed by PM51 (section 3-6), sponsored by Defense Logistics Agency-Energy (DLA-E).

b. GOCO and COCO Dry Cargo ships, managed by PM5 Dry Cargo and Surge, (PMs 52 and 53) (section 3-7), sponsored by cargo owners and OPNAV N42 (Surge only).

c. GOGO and GOCO Joint High Speed Vessels (JHSVs) and GOCO High Speed Transports (HSTs), managed by PM54 (section 3-8), sponsored by OPNAV N42.

d. GOGO and GOCO ships of the RRF, administered by MARAD (section 3-9), sponsored by OPNAV N42 using National Defense Sealift Funds.

e. Prepo ships (section 3-3) that are temporarily not assigned a prepositioning mission may be released to the common user sealift pool for tasking. In such cases, these ships are operated and assigned missions (usually managed by PM5) per this section's guidance.

3-6 Sealift – Tankers

3-6-1 References

a. DoD 4140.25 (series), DoD Management of Bulk Petroleum

b. COMSCINST 3180.2 (series), MSC Refueling-at-Sea Instructions

3-6-2 Scheduling

a. Tankers operate under the COCOM of USTRANSCOM, with OPCON delegated to MSC. In exercising this OPCON authority for MSC, PM51 works with the Defense Logistics Agency - Energy (DLA-E) to create mission tasking for assigned ships. PM51 develops the ship's schedule and tasks ACs to execute the schedule via formatted cargo orders. The schedule will be communicated to the ship in the form of a SAILORD transmitted by the cognizant AC (with the exception of ships operating under voyage charters). If necessary, ACs may issue verbal orders to modify a ship's schedule, followed by written confirmation.

b. The overriding goal for tankers is for the ships to load and discharge cargo fuel expeditiously.

c. Ships shall submit position reports in accordance with section 2-4-2.

d. Because PM5 ships are under MSC's OPCON throughout their voyage, they do not change operational commanders — or CHOP — when crossing boundaries between ACs. Instead, TACON shifts from one AC to the next. Ships will submit Crossing AC Boundary reports to inform all concerned.

e. Voyage chartered ships are contracted by MSC to load and deliver cargo to specified ports during a window of time spelled out in the charter party. The ship owner company is responsible for scheduling the ship to arrive within the parameters of the charter. For voyage chartered ships, MSC does not actively direct the ship but rather monitors progress.

3-6-3 Tanker At-Sea Cargo Operations

a. MSC tankers are occasionally tasked to transfer fuel at sea to fleet oilers in a consolidated cargo operation (CONSOL) to avoid the time and expense of a port call for the oiler. Guidance for these evolutions is contained in DoD 4140.25, DoD Management of Bulk Petroleum, reference (a) of this section, Vol II, Chapter 6; and COMSCINST 3180.2 , MSC Refueling-at-Sea Instructions, reference (b) of this section.

b. CONSOLs must be coordinated through DLA-Energy HQ via MSC PM51. Fuel transferred at sea from a tanker to an oiler is reported via MSC report 4020-4.

3-6-4 Tanker Notice of Readiness

a. MSC tankers provide point-to-point ocean transportation for Petroleum, Oils and Lubricants (POL) to satisfy DoD requirements. Those requirements are determined, prioritized and scheduled by DLA-E, who works with PM5 to create lift schedules that will ensure adequate POL reserves around the world.

b. When an MSC tanker arrives in port and is ready to load or discharge, a Notice of Readiness (NOR) shall be tendered by the Master or ship's HSP to the MSC Representative and the loading/receiving terminal facility. For the purposes of this Notice and unless otherwise specified in the charter contract, the tanker shall be deemed ready whether it arrives during or outside normal business hours, whether it is in or out of berth and its cargo tanks are ready and acceptable for loading or discharge. If on inspection the ship meets all acceptance requirements including tank inspection, the time of the initial NOR will be accepted as the time on hire. If a ship fails inspection and is subsequently passed after correcting the source of the failure, the NOR will indicate the date and time the tanker is ready, not the date and time when it presented.

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c. Lay-time commences either:

(1) At the expiration of 6 running hours after tendering notice of readiness on arrival in the first load port (not at berth) provided that the tanker passes on-hire and tank coating inspections, or

(2) At the expiration of six running hours after acceptance (based on failing prior inspections), or

(3) On arrival at subsequent ports after initial on hire port.

d. A written Notice of Readiness (NOR) is normally presented by the Master in the following situations:

(1) On arrival at the first load port. This is the time that the ship will be noted as on hire (unless the ship fails on-hire inspection).

(2) Immediately after arrival at an anchorage from which the tanker is ready to proceed to the terminal, in those cases when the tanker is prevented from proceeding directly to the terminal because the berth is not ready. The Notice of Readiness may be tendered by the ship's HSP or the MSC Representative.

(3) When the tanker is not ready for cargo operations on arrival because of required repairs or other reasons, Notice is tendered when the ship is ready for loading or discharge.

3-6-5 Petroleum and Tanker Inspection

a. Quality and quantity inspections of petroleum products lifted in MSC tankers and the suitability of cargo tanks to receive cargo are the responsibility of DLA-E's Quality Assurance Representative (QAR). MSC provides no technical supervision over petroleum product inspections and issues no instructions regarding quality or quantity inspection procedures.

b. QAR responsibilities are governed by other instructions issued by DLA-E. This general list of duties is provided for the information of MSC personnel associated with tanker operations.

(1) Sampling, testing and approving shore tank contents

(2) Checking cargo load plans

(3) Inspecting and approving cargo tanks for loading

(4) Checking and analyzing line samples to verify product quality

(5) Taking temperatures, ullages, innages and water cuts

(6) Calculating cargo quantities received for comparison

c. MSC Reps will maintain close liaison with QARs to ensure loading and discharge orders are in agreement, and schedules are understood. When multiple port loadings are scheduled, the MSC Rep will ensure the QAR is aware of product quantities and types for each port, to assist in determining suitability of cargo tanks to load intended products.

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d. Prior to loading, the QAR, the supplier's representative and the ship's loading officer will jointly inspect the ship's cargo tanks and piping system. Loading plans will be reviewed to ensure the cargo can be loaded safely, properly segregated in the case of multiple products, and at the required quantities.

e. Once satisfied with the inspection, the QAR will sign the Clean Tank Certification on the Tanker/Barge Material Inspection and Receiving Report (DD-250-1). If the QAR is dissatisfied with the condition of the tanks, the ship shall perform additional cleaning as necessary. The MSC Representative or the ship's Master will promptly notify the cognizant AC of all particulars concerning the rejection. The AC will, in turn, promptly notify PM51 for any additional guidance. PM51 will also notify the appropriate MSC Contracting Officer.

3-6-6 Cleaning and Gas-free Requirements

a. DLA-E and PM51 determine the need to clean cargo tanks. PM51 passes tank cleaning requirements to ACs in the cargo orders for inclusion in tanker SAILORDs. Cargo tank cleaning and gas-freeing is not normally required when loading like-cargoes back to back. Typical tank cleaning requirements are listed in Figure 3-1.

b. When a tanker cleans tanks, an internal tank inspection by the QAR is normally required and the ship shall engage a Certified Marine Chemist to test and certify the tank atmosphere for safe entry. For personnel safety, all tanks adjacent to tanks being inspected must also be clean and gas free, including cargo and slop tanks. The ship shall ensure tanks are ready to load in all respects upon tendering notice of readiness (NOR). Requests to waive tank cleaning requirements are routed via PM51 which will pass them to DLA-E for review and approval or denial.

3-6-7 Tanker Loading and Discharge Reports

a. Tankers will be loaded in accordance with cargo orders. Masters will ensure that a full cargo is loaded unless a maximum quantity is specified in the cargo orders due to draft limitations, product availability, ullage, etc. If the ship is not being loaded according to orders received, the Master will immediately notify the cognizant AC, which will notify PM51.

b. On completion of loading, cargo tanks will be gauged, checked for water, sampled and temperatures taken by, or under the supervision of the QAR. Tank gauging will be witnessed by a ship's officer.

c. The Tanker/Barge/Loading/Discharge report (DD 250-1) is prepared and furnished by QAR. This document is the official record of cargo quantity loaded / discharged and record of timed activities in port, including NOR, cargo start, stop and delay times. If there is a discrepancy between ship and QAR figures as to actual cargo loaded or discharged, the DD-250-1 figures will apply. The MSC Rep will make all efforts to ensure any discrepancy between the ship and the QAR on cargo quantities or times is adjudicated prior to the ship departing the port. While it is desirable to await receipt of cargo documentation, occasionally circumstances may require the ship to sail immediately on completion of loading. In this case, the QAR shall provide clearly marked estimated figures. Final copies of the DD 250-1 shall be forwarded to PM51 within 48 hours of completion.

Tank Cleaning Requirements Summary					
	Next Load				
Previous Load	JP5	P8	A1	MOGAS	F76
JP5	No	No	No	No	No
JP8	Yes	No	No	No	No
JA1	Yes	No	No	No	No
MOGAS	Yes	Yes	Yes	No	No
F76	Yes	Yes	Yes	Yes	No
Initial Load of Charter	Yes	Yes	Yes	Yes	Yes
After Tank Repairs	Yes	Yes	Yes	Yes	Yes
Tank in Ballast	Yes	Yes	Yes	Yes	Yes

Figure 3-1 Tank Cleaning Requirements Summary

d. On tanker arrival in the discharge port, the ship and shoreside tanks are gauged before and after discharge. The ship tank ullages obtained prior to discharge are compared with those obtained on completion of loading to determine any cargo loss in transit.

e. On discharge, the Tanker/Barge/Loading/Discharge report (DD 250-1) will be prepared by the QAR or the receiving activity. The Master's signature on this report confirms the accuracy of the time statement and quantity discharged, which should agree with the ship's log.

f. The quantity loaded and discharged will be calculated from shore-tank gauges and temperature corrected to 60°F. This quantity will be compared with the quantity computed from ship ullages, with discrepancies exceeding one half of one percent (0.5%) must be brought to the attention of the Master and resolved prior to the ship departing the port. Final agreed cargo figures will be noted on the DD-250-1 and forwarded to PM51. If there is no agreement on discrepancies, both ship and shore figures will be noted and forwarded to PM51via email as soon as possible.

3-7 Sealift – Dry Cargo and Surge

3-7-1 Scheduling

a. Dry Cargo ships operate under MSC's OPCON and are sponsored by the organization requesting cargo shipment. In exercising MSC's OPCON authority, PM52 works with USTRANSCOM and SDDC to determine suitable ships to execute cargo shipments, then charters commercial ships or requests USTRANSCOM authorization to activate RRF or Surge ships (see section 3-9) if suitable commercial ships are not available. Once the ship is identified and mission tasking is determined, PM52 develops the ship's schedule and tasks ACs to execute the schedule via formatted cargo orders. The schedule is then communicated to the ship in the

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form of a SAILORD transmitted by the cognizant AC (with the exception of ships operating under voyage charters). If necessary, ACs may issue verbal orders to modify a ship's schedule, followed by written confirmation.

b. The overriding goal for Dry Cargo voyages is for the ship to arrive in its discharge port during the window defined by the Earliest Arrival Date (EAD) and the Latest Arrival Date (LAD).

c. Ships shall submit position reports in accordance with section 2-4-2.

d. Because PM5 ships are under MSC's OPCON throughout their voyage, they do not change operational commanders—or CHOP—when crossing boundaries between Area Commanders. Instead, TACON shifts from one AC to the next. Ships will submit Crossing AC Boundary reports (discussed in section 2-1-6) to inform all concerned.

e. Voyage chartered ships are contracted by MSC to deliver cargo between specified load and discharge ports during a window of time spelled out in the charter party. MSC does not actively direct voyage chartered ships but rather monitors progress; the operating company is responsible for scheduling the ship to arrive on time.

3-7-2 Surge

a. PM53 maintains nine Surge GOCO Large, Medium-Speed, Roll-On/Roll-Off Ships (LMSRs) in various U.S. ports in ROS status for short-notice tasking. Surge ships are sponsored by OPNAV N42 for their ROS per diem; additional per diem for FOS operations is paid by the organization requesting cargo shipment. When directed by USTRANSCOM, PM53 activates Surge ships and transfers them to PM52 to execute Dry Cargo tasking.

b. Typical LMSR capabilities:

(1) Over 300,000 square feet of cargo on multiple decks

(2) Speed up to 24 knots.

(3) Capable of carrying heavy armored vehicles and equipment

(4) A slewing stern ramp and a movable ramp that services two side ports

(5) Shipboard cranes for loading cargo

3-7-3 Guidelines for Dry Cargo and Surge Operations

a. All PM5 Dry Cargo and Surge ships are operated under contract by civilian operating companies. The contract is the binding document concerning performance requirements and takes precedence over guidance provided herein.

b. Unlike purely military cargo operations, Dry Cargo and Surge ships load and discharge cargo in accordance with established merchant marine industry practice. Cargo operations shall be conducted in accordance with applicable regulations, such as U.S. Coast Guard Regulations, the Occupational Safety and Health Administration's Regulations for Longshoring and supplemental guidance provided by SDDC.

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c. Chief Mates, under ships' Masters, are responsible for the receipt, stowage and discharge of cargo. They shall coordinate with the loading activity to develop safe and efficient load plans. They may suspend cargo operations at any time when unsafe practices are observed. Masters are ultimately responsible for cargo stowed onboard and shall exercise due diligence in the care and custody thereof.

3-8 Sealift – High Speed Vessels and Transports

3-8-1 Joint High Speed Vessels

a. Scheduling. Long-term JHSV allocation is driven by fleet requirements, identified via GFM wherein CCDRs submit request for forces messages (RFFs) to the CJCS, information copy to the services and supporting combatant commands, requesting forces for the purposes of executing a plan (OPLAN, CONPLAN, TPFDD, etc.).

b. Capabilities. JHSVs can operate in shallow-draft ports and waterways. They have berthing for up to 146 personnel (including ship's crew, command and control, EST, and over 100 long-term personnel) and airline-style seating for over 300 short-term personnel. Up to four GOGO and up to six GOCO will be built for and operated by MSC. Missions include but are not limited to:

(1) Cargo transport missions

(2) Passenger transport missions

(3) Helicopter operations

(4) Theater Security Cooperation Program (TSCP) functions

(5) Humanitarian Assistance/Disaster Relief (HA/DR) support

(6) Counter-narcotics missions

(7) Special operations and joint sea-basing mission, and military exercises

c. JHSVs are managed by PM 54. JHSV GOGO ships' crewing and lifecycle management is provided by PO1. OPNAV N42 sponsors JHSVs; CCDRs have OPCON; MSC has ADCON; and ACs have TACON.

3-8-2 High Speed Transports

a. Scheduling. USNS GUAM is allocated by III Marine Expeditionary Force requirements. USNS PUERTO RICO will be kept in layup until military ops modifications are complete.

b. Capabilities. MSC's two HSTs, USNS GUAM and USNS PUERTO RICO, are large commercial ferries purchased by the U.S. government and converted for military use. When complete, USNS GUAM's additional modifications will enhance military operations by increasing the platforms' endurance: berthing for up to 21 crew members, sewage treatment plants, water-making equipment, and a centerline ramp. HSTs are capable of operating in shallow ports and waterways and have airline-style seating for up to 850 personnel. Missions include but are not limited to:

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(1) Troop transport

(2) Exercises

(3) Humanitarian Assistance/Disaster Relief (HA/DR) and other peacetime mission support

c. HSTs are managed by PM 54. CCDRs have OPCON of HSTs; MSC has ADCON; and ACs have TACON. OPNAV N42 currently sponsors HSTs but III Marine Expeditionary Force is expected to sponsor USNS Guam starting late FY-13.

3-9 Activation Procedures

3-9-1 Reference

a. COMSCINST 4626.2 (series), Activation of RRF Ships

3-9-2 Ready Reserve Force (RRF) and Surge Ships

a. The RRF is comprised of ships maintained by MARAD in various stages of readiness for use when required. MSC's Surge ships are similarly managed by PM53 and maintained in ROS by commercial operating companies for use when required. Both Surge and RRF ships can be activated (returned to FOS) to support validated requirements when missions cannot be satisfied by other available resources.

b. Activated RRF ships may be managed by any PM (most commonly, PM5). OPCON is assigned as required by the mission; administrative and attendant responsibilities remain with MARAD.

c. When MSC Surge ships are activated for sealift missions, OPCON and ADCON remain with MSC, with tasking managed by PM5.

3-9-3 FOS and ROS

a. When activated for operations, ships are in FOS, capable of performing all assigned missions, fully stored and provisioned with the normal full crew complement onboard.

b. Ships in ROS are manned by reduced crews commensurate with the number of days designated for activation, and at minimum expense consistent with potential employment.

c. The time required to return the ship to FOS is designated in days. Thus a given ship could be placed in ROS-5 or ROS-10, where the number indicates in days the amount of effort required to make the ship ready for tasking. MARAD is responsible to ensure ships of the RRF can be returned to FOS in the time specified. Individual operating companies are responsible under contract to MSC to ensure readiness of Surge shipping.

3-9-4 RRF Activation Procedures

a. COMSCINST 4626.2, Activation of RRF Ships, reference (a) of this section, describes the activation process for the RRF in detail. RRF ships may be activated for several reasons:

(1) To meet lift requirements for contingencies or exercises

(2) To test the ship's ability to meet required activation timelines. This test process is known as TURBO Activation.

(3) For routine maintenance or scheduled upkeep

b. When a ship is selected for activation, MARAD will be notified to initiate the process of crewing and certifying the ship "Ready For Sea". Under some circumstances, a sea trial may be required to demonstrate readiness.

c. For ships activated for mission tasking, on completion of preparations, MARAD will report the ship "Ready For Sea" at which time MSC assumes OPCON. MSC does not assume OPCON for TURBO Activations or routine maintenance.

3-9-5 Surge Activation Procedures

Surge ships are activated by their operating company when directed by MSC. The operating company is responsible to self-certify the ship's readiness for tasking.

3-10 Joint Task Force Port Opening (JTF-PO)

3-10-1 References

a. COMSCINST 3501.3, MSC Support of JTF-PO

b. USTC Interim Supplement to JTF-PO Seaport of Debarkation (SPOD) Concept of Operations.

3-10-2 JTF-PO

a. Joint Task Force Port Opening (JTF-PO) for Seaport of Debarkation (SPOD) is a USTRANSCOM-developed joint capability to rapidly establish, initially operate and clear a seaport for debarkation, cargo handling and movement operations to a forward distribution node. The JTF-PO SPOD is comprised of both Army and Navy elements. SDDC provides a rapid port opening element (RPOE) capability; MSC provides EPU members from reserve resources. The JTF-PO concept of operations includes immediate deployment of a small Joint Assessment Team (JAT) to survey the port's condition and required JTF-PO resources. MSC JAT support is coordinated by MSC N3 and includes at least one experienced Marine Transportation Specialist (MTS) from the MSC AC staff as well as support from Navy Expeditionary Combatant Command (NECC) to provide subject matter experts for maritime security, construction and cargo handling.

b. Concept of Operations. USTC will typically issue a warning order or execute order if the deployment of a JTF-PO is being contemplated. MSC GCIC will be the focal point of the initial MSC actions, notifying impacted Area Commander staffs, the reserve organization,

Navy Expeditionary Command for unique Navy expertise and initiating communication and planning with the RPOE that will support SDDC's contribution. The JAT is expected to be ready to deploy within 36 hours of execute with the JTF-PO main body following within 96 hours of an execute order. While the SDDC component of the main body comes from the RPOE, the JTF-PO leadership element will in most cases, be sourced from one of the SDDC Battalion Commands (O5) in the theater of action. MSC ACs should be ready to reach out to these commanders as soon as they are identified to start the coordination process.

c. Command and Control. When deployed, the JTF-PO's OPCON authority is CDRUSTRANSCOM, unless otherwise directed. Thus, the JTF-PO commander reports directly to the USTC Deployment and Distribution Operations Center (DDOC) Chief at Scott AFB, but also coordinates with SDDC and MSC AC staffs.

d. Additional JTF-PO information can be found in COMSCINST 3501.3, MSC Support of JTF-PO and USTC Interim Supplement to JTF-PO Seaport of Debarkation (SPOD) Concept of Operations, references (a) and (b) of this section.

3-11 Definitions: None

3-12 Process Management

3-12-1 Office of Primary Responsibility (OPR): N3

3-12-2 Interfaces: All MSC

3-12-3 Performance Indicators: None

3-13 Revisions

Original 6 September 2012

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STANDARD OPERATIONS MANUAL
4. Casualty and Readiness Reporting

4-1 Defense Readiness Reporting System-Navy

4-1-1 Requirements for Reporting

a. The Department of Defense has identified and established an enduring requirement for commanders to maintain accurate information on the readiness and general status of assigned forces. DRRS-N is the principal system used by Navy and Military Sealift Command units to meet this requirement.

b. DRRS-N is a web-based reporting system that has replaced Status of Resources and Training System Joint Report-Navy (SORTSREPNV). Whereas SORTS was resource oriented, DRRS-N focuses on specific tasks units are able to perform. These tasks, and their supporting criteria, are documented in the class-specific Navy Mission Essential Task List (NMETL).

c. The NMETL is structured such that each task is subordinate to a Capability. Capabilities within DRRS-N are akin to Required Operating Capability (ROC)/Projected Operating Environment (POE) mission areas; for example, LOG (Logistics) and MOB (Mobility). At a minimum, the NMETL reflects the primary ROC/POE mission areas. ROC/POEs are OPNAV instructions, 3501.XX series, with separate ROC/POE instructions for each ship class. They can be found on the Department of the Navy Issuances website at http://doni.daps.dla.mil/default.aspx. A listing of ROC/POE instructions for MSC ship classes can be found in QMS form N30300-3121-05-F on the IS portal.

4-1-2 Reporting

a. The Master reports on the ship's ability to perform NMETL tasks via the DRRS-N assessment spreadsheet, an Excel representation of the NMETL. Once completed and when required, the ship submits the spreadsheet via SIPRNET e-mail to COMSC N3 (msc.drrsn@navy.smil.mil) which enters the data into DRRS-N. Report using this method until otherwise directed by COMSC. Minimum DRRS-N reporting frequency:

(1) Within 24 hrs of a change in readiness

(2) Within 30 days of last report if no change

b. Navy reporting guidance can be found in NTRP 1-03.5, DRRS-N Reporting Manual, reference (a). It is augmented by MSC-specific instructions.

4-2 Material Readiness

4-2-1 Maintenance Philosophy

a. COMSC is responsible for the maintenance of government-owned ships. Maintenance is proactive, flexible and directed toward informed, prudent and cost effective maintenance decisions. It is a continuous maintenance approach based on a commercial concept using a system of third party inspections and certifications. All available opportunities to perform normal and corrective maintenance are used while limiting scheduled repair availabilities and resulting time out of service. Repair work is scheduled whenever feasible to avoid altering the ship's schedule or its availability to the sponsor.

b. COMSCINST 4700.2, Procedures for Alteration, Maintenance and Repair of MSC Ships, reference (b) governs COMSC maintenance and repair policy for government-owned ships. COMSC does not prescribe maintenance and repair standards for chartered ships, although performance standards are included in each charter party.

4-2-2 Safety Management System (SMS)

a. The International Safety Management (ISM) Code provides a standard for safe management and operation of ships and pollution prevention. MSC's Government Operated Vessels' SMS is aligned to its safety and environmental goals. These may be abbreviated as follows:

(1) Ensure personnel safety

(2) Protect the environment

(3) Protect property

b. The commercial shipping industry is required to comply with the ISM Code, including developing an SMS and receiving a Safety Management Certificate (SMC) for all ships. Compliance with the ISM Code is voluntary for government operated ships used for non-commercial purposes, including naval vessels and fleet auxiliaries. Since MSC's vessels are crewed and operated by civilian merchant mariners, MSC chooses to operate its vessels in accordance with the practices and procedures of the commercial merchant marine shipping industry.

c. MSC's SMS is implemented on GOGO vessels per COMSCINST 5042.1, Implementing Safety Management Systems, reference (c). On GOCO ships, each ship Operating Company (OPCO) is required to develop a government-approved SMS for its ships. Some major elements of an SMS are:

(1) A safety and environmental protection policy

(2) Instructions and procedures for ensuring safe operation of ships and protection of the environment in compliance with relevant international and flag state legislation

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(3) Defined levels of authority and lines of communication between, and amongst, shore and shipboard personnel

(4) Procedures for reporting accidents and non-conformities

(5) Procedures for preparing for and responding to emergencies

(6) Procedures for internal audits and management reviews

d. Each ISM compliant ship is audited and issued an SMC every 5 years with an interim verification audit between the second and third year to check effectiveness of the SMS.

e. Government Operated Vessel's SMS procedures are replicated to the ships quarterly and reside on their Local Area Network (LAN). These procedures are also located on the MSC Information System (IS) Portal and can be found at: https://is-prtl-01.mysealift.msc.navy.mil/sites/n00/qms/Safety%20Management%20System/_SMS%20Procedures_/SMS_ALL.htm.

4-2-3 USCG 835

a. As detailed in the COMSC-USCG MOA, reference (d), MSC's government-owned ships built to commercial standards are inspected and certificated by USCG. USCG only certificates ships that meet applicable regulations.

b. To comply with USCG standards, MSC's government-owned ships report certain events and material deficiencies to the USCG via form CG-2692 (see section 2-10-2 for a summary of requirements).

c. For USCG-certificated ships, inspectors will document deficiencies in the form of a Notice of Merchant Marine Inspection Requirement (CG-835). Some CG-835s may restrict a ship from sailing until the deficiency is corrected. Examples of the logic behind issuance of a CG-835 are illustrated in Figure 4-1. A self-reported CG-2692 may provide USCG impetus for issuing a CG-835 for that ship.

d. Not all CG-835s restrict a ship from sailing. Limitations of the ship and impacts on its schedule will be dictated by the severity of the deficiency. Once a CG-835 has been issued, MSC may take any of the following actions:

(1) Clear the deficiency by appropriate corrective action

(2) Request extension from the issuing office

(3) Appeal the CG-835

(4) If operationally necessary, seek a National Defense Waiver

e. If a CG-835 "No Sail" is issued, the deficiency causing the CG-835 will be reported as a CAT-4 CASREP.

If deficiency:	Then issue CG-835:
Does NOT immediately impact crew safety, hull seaworthiness, or the environment, e.g.: • Missing placards • Non-metallic expansion joints more than 10 years in service	That provides a specific time for correcting the deficiency, e.g.: • "X" number of days • At next drydock
Allows ship operations to be MODIFIED to meet less stringent requirements, e.g.: • Expired international certificates • Automation defect	That restricts operation of ship to meet current ship conditions, e.g.: • Reduced route • Increased crew
DOES immediately impact crew safety, hull seaworthiness, or the environment, and cannot be modified to meet less stringent requirements, e.g.: • Missing or defective firefighting equipment • Structural defect or damage	That requires the deficiency to be corrected prior to operating ship ("No Sail" item), e.g.: • Prior to carrying cargo

Figure 4-1 CG-835 Decision Matrix

4-2-4 Disabled Machinery and Ready for Sea Messages

a. When a ship is not C5 status in a scheduled maintenance availability but needs to conduct maintenance on machinery that will prevent it getting underway for 96 hours or more, the operational chain of command must grant permission before maintenance begins. Fleet Commanders may decrease the time to get underway below the 96-hours requirement; a ship should consult its AC to confirm if there are additional limitations or requirements. In all Fleets except THIRD and SEVENTH, the ship or AC submits a Disabled Machinery Request (DMR) per applicable fleet instructions.

b. The DMR must be sufficiently clear to inform the chain of command without further clarification. It should include the reason for the request, how the maintenance will affect the ship's ability to get underway, the expected timeline for completion and reference to any prior coordination. If it becomes apparent that extension of an approved request may be necessary, the procedure for approval should match the original request. Figure 4-2 provides a sample DMR.

c. Alternate procedures to DMRs:

(1) In THIRD Fleet, the ship submits a Ready for Sea (RFS) Extension request.

(2) SEVENTH Fleet requires an Accelerated Ready For Sea (XRFS) request for all planned maintenance, including when a ship will be C-5 for major availabilities.

```
FM AREA COMMAND
TO APPLICABLE OPERATIONAL COMMANDER
INFO COMSC WASHINGTON DC
OPERATIONAL CHAIN OF COMMAND
MSFSC NORFOLK VA
(SHIP NAME)
BT
C L A S S I F I C A T I O N
MSGID/GENADMIN/AREA COMMAND//
SUBJ/DISABLED MACHINERY REQUEST FOR (SHIP NAME)//
POC/JOHN DOE/CIV/SEALOG/xxx-xxx-xxxx/DOEJ(AT)NAVY.MIL//
RMKS/1.  IAW REF A AND AS DISCUSSED REF B, REQUEST TO
DISABLE USNS (SHIP NAME) DDMMMYY TO DDMMMYY TO EFFECT
REPAIRS TO PORT MAIN ENGINE AND NR 2 START AIR
COMPRESSOR.
2.  IMPACT:  LOSS OF ONE OF TWO MAIN ENGINES WILL
RENDER SHIP UNABLE TO GET UNDERWAY UNTIL MAINTENANCE IS
COMPLETE.//
DECL/DDMMMYY//
```

Figure 4-2 Sample DMR

d. In all cases, the local AC facilitates staffing the request, keeping COMSC informed.

e. The ship should also submit a current DRRS-N spreadsheet per section 4-1 whenever equipment status changes due to major maintenance.

f. DMR/RFS/XRFS message requirements are detailed in Annex C (Operations) of operational Fleet OPORDs (COMUSFLTFORCOM OPORD 2000-11; COMTHIRDFLT OPORD 201; COMUSNAVSO/CTF FOUR ZERO OPORD 4000-07; COMUSNAVCENT/COMFIFTHFLT OPORD 1000; COMSIXTHFLT OPORD 4000-05; COMSEVENTHFLT OPORD 201), references (e) through (j). These OPORDs are classified documents.

4-3 Casualty Reports

4-3-1 Policy

a. Casualty reports (CASREPs) are formatted messages designed to provide information to COMSC and other shore support commands that will coordinate their efforts to provide prompt, relevant support to ships at sea. CASREPs serve two fundamental purposes:

(1) To inform the operational chain of command of a degradation to a primary or secondary mission.

(2) To energize the maintenance and supply systems to expedite repairs.

b. To be most useful, it is important for a CASREP to paint a clear, accurate picture of the casualty, accompanied by an honest assessment of the casualty's impact on the ship's ability to conduct its mission. The CASREP should state required assistance and a reasonable estimate of when the casualty will be repaired.

c. Per NWP 1-03.1, Operational Reports, reference (k), a casualty is defined as an equipment malfunction or deficiency which cannot be corrected in 48 hours and which reduces the ship's ability to perform a primary or secondary mission.

d. CASREPs shall be submitted for all MSC ships including time and voyage chartered ships. Masters are responsible for submitting CASREPs, although message processing assistance may be provided by AC or MPSRON staffs if required.

e. Timeliness of reports is important. Ships shall submit a CASREP as soon as possible, but not later than 24 hours after it is determined a casualty cannot be corrected within 48 hours. Since a CASREP reports degradation of a ship's ability to conduct its mission, a DRRS-N message must be submitted within 24 hours after a CAT 3 or CAT 4 CASREP message has been released.

f. COCOMs, Fleets, and/or ACs may have specific guidance for required fields (especially "Remarks" and "ETR" fields). Guidance in this section is subordinate to Operational Commander guidance.

g. CASREP reporting (this section) and USCG reporting (sections 2-10-2 and 4-2-3), while often documenting similar issues, are separate requirements with separate purposes. The need to submit each type of report must be independently evaluated.

h. Sometimes CASREP C-rating determination (section 4-3-8) may indicate that a CASREP is not required but the Master still desires to submit a CASREP in order to expedite/document repairs. If so, it is acceptable to submit a CASREP, usually as a CAT 2.

4-3-2 Types of CASREPs

a. There are four types of CASREPs:

(1) Initial CASREP: accurately identifies affected equipment (by APL in Shipboard Configuration and Logistics Information Program (ShipCLIP)), casualty, specific parts and assistance required, impact on mission and Estimated Time of Repair (ETR).

(2) CASREP Update: reports changes in status, such as receipt of parts, results of troubleshooting, change in ETR, need for additional assistance or changes in the ship's schedule.

(3) Casualty Correction (CASCOR): reports repair of the casualty.

(4) CASREP Cancellation (CASCAN): cancels an existing CASREP when the ship enters a scheduled repair period and the casualty is scheduled for repair.

b. Reference (k) contains detailed instructions on CASREPs, including format, field descriptions, serialization and samples of each type of CASREP. Guidance contained here is not intended to replace that instruction.

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4-3-3 Categories of CASREPs

a. Casualties are categorized in accordance with reference (k) according to the severity of the casualty and impact on the ship's mission. The severity of a casualty can be mitigated if there is equipment redundancy to offset the loss of capability. Each CASREP must be assigned one of the following category or C-ratings:

(1) CAT 2: A deficiency in mission essential equipment which causes a minor degradation in any primary mission, or a major degradation or total loss of a secondary mission.

(2) CAT 3: A deficiency in mission essential equipment which causes a major degradation but not the loss of a primary mission.

(3) CAT 4: A deficiency in mission essential equipment which causes loss of at least one primary mission or for which a CG-835 "NO-SAIL" has been issued.

b. Determination of which category best describes a given casualty is not always clear cut. Section 4-3-8 provides additional guidance.

c. System redundancy is an important factor in determining the appropriate C-rating. If the casualty results in loss of redundancy, then C4 is usually not appropriate. For example, loss of one of two radars or steering gear systems should initially be reported as C2 or C3. If USCG subsequently issues a CG-835 "no-sail," then the CASREP should be updated to C4 to document the change in status.

d. Ships' missions can be found in their Required Operational Capabilities (ROC) and Projected Operational Environment (POE) instructions. A list of ROC/POE instructions relating to MSC ships can be found in QMS Form N30300-3121-05-F on the IS portal.

4-3-4 Estimated Time of Repair

a. The ETR must be realistic, taking into account troubleshooting plans, operational schedules, tech rep travel, anticipated receipt of parts and repair timeline. MSC ships shall change the default ETR to reflect the Master's best estimate of when the casualty will be repaired vice using the arbitrary 30 day ETR permitted by reference (k).

b. Upon any significant change of condition of the casualty such as parts received or delayed, the Master should provide this information in a CASREP Update. If the CASREP's ETR will not be met, the ship shall send an update with a revised ETR and further explanation for the delay. Accurate ETR dates should always be the goal.

4-3-5 Required Remarks

a. The RMKS section of the formatted CASREP message provides a free text section. The following sections shall be used to organize remarks, as amplified below.

```
RMKS/1. SUMMARY:
2. TECHNICAL DESCRIPTION:
3. ACTION REQUIRED:
4. TECH ASSIST/POC:
5. OPERATIONAL IMPACT: HOW DOES THE CASUALTY AFFECT
THE SHIP'S PERFORMANCE?
EX 1 - 2 OF 3 RADARS OOC. SHIP UNABLE TO GET U/W
UNTIL AT LEAST ONE RADAR IS REPAIRED.
EX 2 - STARBOARD PROPULSION MOTOR (1 OF 2
PROPULSION MOTORS) OOC. BOTH MOTORS REQUIRED FOR
CURRENT TASKING.
EX 3 - AFT CRANE OOC. FORWARD CRANE FULLY
OPERATIONAL.
6. MISSION IMPACT: HOW DOES THE CASUALTY AFFECT THE
SHIP'S ASSIGNED TASKING?
EX 1 - IF 2 OF 3 RADARS NOT REPAIRED BY DD MMM,
LOGSVCS WITH CSG WILL NEED TO BE RESKED OR ASSIGNED
TO ANOTHER UNIT.
EX 2 - PER TACTICAL COMMANDER DIRECTION, SHIP
SUSPENDING ASSIGNED SURTASS MISSION (50% COMPLETE)
AND PROCEEDING TO PORT FOR REPAIRS.
EX 3 - DISCHARGE WILL TAKE ONE ADDITIONAL DAY DUE
TO LOSS OF AFT CRANE.
7. SCHEDULE:
8. SITREP IS/IS NOT REQUIRED (INITIAL CASREP ONLY):
```

Figure 4-3 Sample Remarks Organization

b. **SUMMARY/IMPACT.** The casualty's impact on ship's mission must be clear, keeping in mind the CASREP will be read by many who are unfamiliar with the ship and its capabilities. For example, UNABLE TO SUPPORT UNREP TASKING DUE TO 2 OF 3 CARGO ELEVATORS OOC. If redundant equipment is also out of commission and reported by earlier CASREP, provide related CASREP number for cross reference: NR2 FIREPUMP OOC. 3 OF 5 FIREPUMPS OPERATIONAL. NR5 FIREPUMP OOC, CASREP XXXXX REFERS.

c. **TECHNICAL DESCRIPTION.** Provide a summary of troubleshooting efforts and a clear explanation of what is wrong. For updates, a brief summary of progress to date should be provided so reference to the original message is not required.

d. **ACTION REQUIRED.** State what must be done to repair the casualty, e.g. receipt of parts or completion of tech assist.

e. TECH ASSIST/POC. When technical assistance has been requested, provide a point of contact, telephone numbers, email addresses and the preferred time the POC will be available to discuss the CASREP.

f. SCHEDULE/OPERATIONAL IMPACT. Provide 30-day employment schedule. This information helps establish appreciation for casualty's impact, as well as planning information for delivery of parts or tech reps. If casualty is likely to affect future employment, state impact: THRUST BEARING CASUALTY WILL PREVENT PARTICIPATION IN FLEET EXERCISE.

g. MISHAP INVESTIGATION REQUIRED. Initial CASREPs shall state whether a Mishap Investigation Report is or is not required. This header is not required for updates. See OPNAVINST 5102.1, Mishap and Safety Investigation Manual, reference (l) for amplifying guidance on mishap investigations.

h. Photographs that document a casualty are desired when feasible. Email photographs when available to assist with distance support and tech assist planning.

4-3-6 Sponsor-Controlled Equipment

a. For ships with sponsor-controlled equipment such as data collection systems, the sponsor typically retains responsibility for its maintenance and repair. CASREPs for the sponsor's equipment are reported by the ship except where CASREPs are reported by the embarked detachment under its unique PLAD.

b. If the ship is unable to conduct its assigned mission as a result of a CASREP to sponsor equipment, the degradation should be reported by DRRS-N with appropriate adjustments to the ship's readiness rating.

4-3-7 Casualty Reporting for Chartered Ships

Commercial ships chartered by MSC will often not have classified Navy messaging capability. When a ship under MSC charter suffers a casualty, it should submit an email to the cognizant MSC Area Commander, GCIC and applicable PM with a description of the casualty, operational and mission impact, repair plan and ETR. Additionally, it should categorize the casualty in accordance with the guidance provided in section 4-3-3. Updates on status and repair intentions and ultimate correction should be provided as applicable.

4-3-8 CASREP Category Rating Determination

a. MSC recommends ships use DRRS-N spreadsheets to determine CASREP C-ratings. This paradigm shift from traditional "flow-chart" C-rating determination has multiple advantages:

(1) Since they are class-specific, DRRS-N spreadsheets are very comprehensive and accurate and are vetted to coincide with C-ratings

(2) Using DRRS-N spreadsheets aligns CASREP and DRRS-N reporting

(3) DRRS-N spreadsheets are easily updated when needed

b. To determine a casualty's C-rating, open the ship's DRRS-N reporting spreadsheet to the affected equipment and determine the T-rating using the equipment status drop-down menu. Since DRRS-N spreadsheets are class-specific, for most casualties, the T-rating corresponds to the proper CASREP C-rating. An example of a CAT-3 CASREP determined

using a generic training DRRS-N spreadsheet is shown in figure 4-4. DRRS-N spreadsheets do not cover every piece of shipboard equipment – if the equipment is not covered or if this method produces an inaccurate result, determine C-rating using the guidance in paragraph 4-3-8-c below. Report any T/C-rating discrepancies with the ship's periodic DRRS reporting.

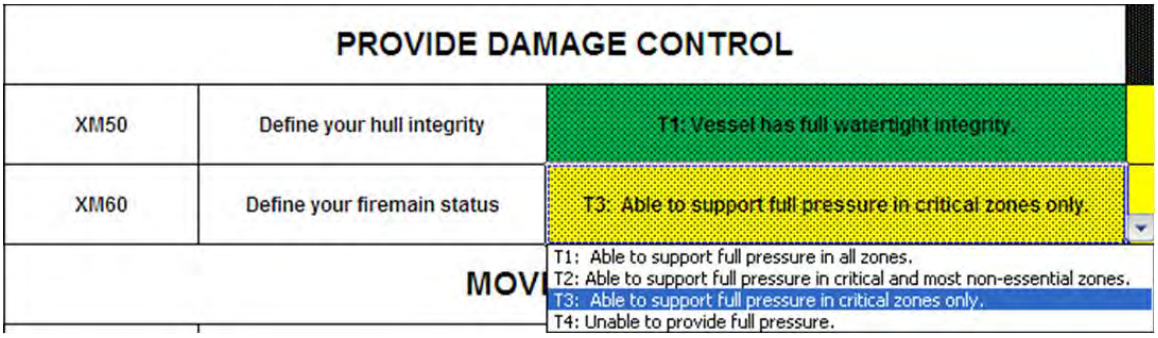

Figure 4-4 Using DRRS spreadsheet to determine C-rating

c. For ships or equipment not covered by a DRRS-N spreadsheet, use the generic flow chart shown in figure 4-5 to determine C-rating.

d. For situations in which the DRRS-N spreadsheet and generic flow chart are inadequate, ships should review the casualty rating definitions in section 4-3-3; and consult their ACs if needed.

e. C-rating determination should also consider the Master's assessment of onboard experience, other casualties, equipment redundancy, and expected weather and operations. The Master may modify the CASREP's C-rating from the result obtained by above methods if appropriate. In that case, the Master should make appropriate CASREP remarks.

f. The severity of a particular casualty should be determined similarly whether or not the ship is USCG certificated.

g. If a CG-835 "No Sail" is issued, the deficiency causing the CG-835 will be reported or updated as a CAT-4 CASREP.

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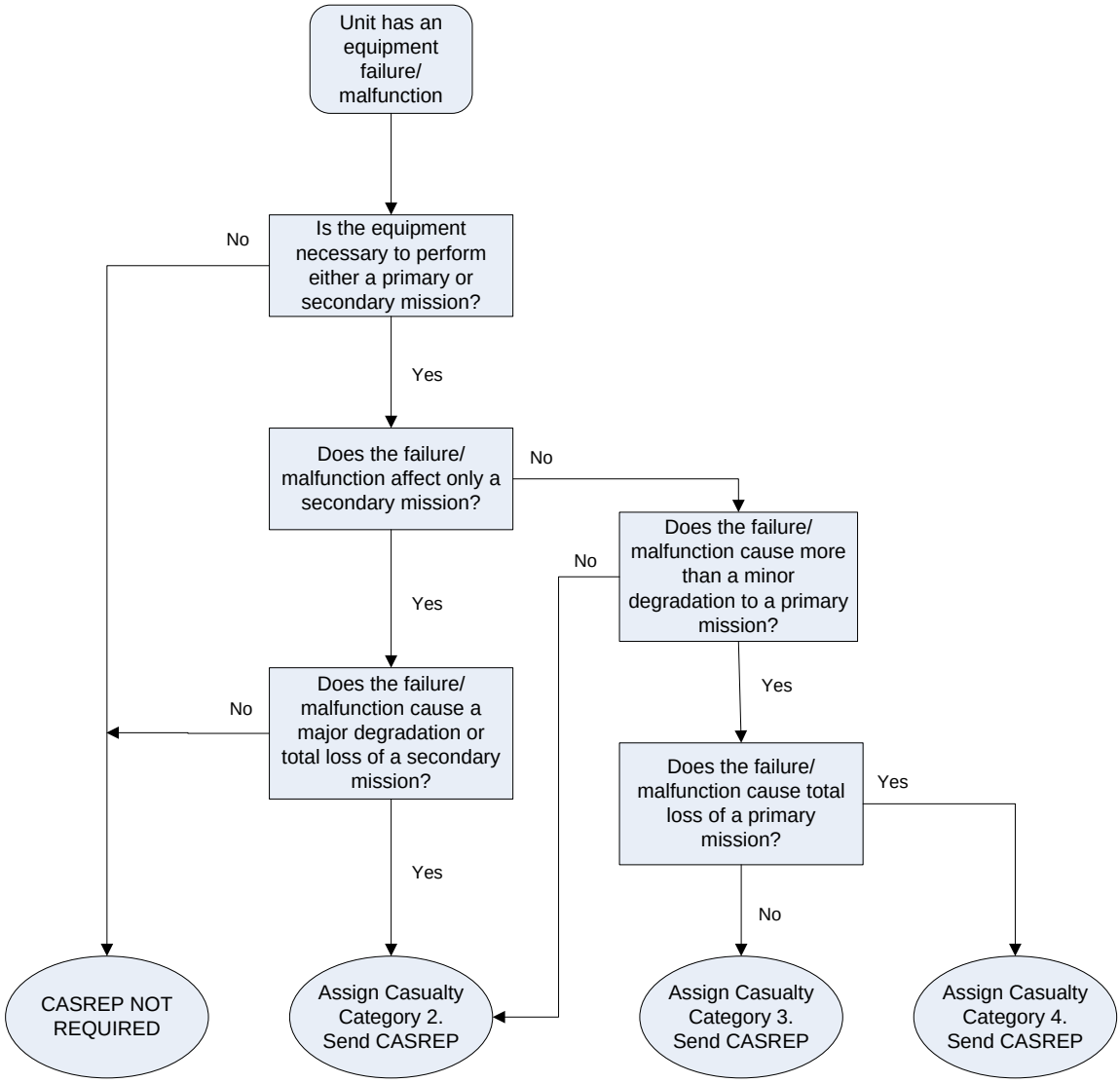

Figure 4-5 CASREP C-rating Determination Flow Chart

4-4 References

a. NRTP 1-03.5, DRRS-N Reporting Manual

b. COMSCINST 4700.2 (series), Procedures for Alteration, Maintenance and Repair of MSC Ships

c. COMSCINST 5042.1, Implementing Safety Management Systems

d. Memorandum of Agreement between COMSC and USCG

e. COMUSFLTFORCOM OPORD 2000-11

f. COMTHIRDFLT OPORD 201

g. COMUSNAVSO/CTF FOUR ZERO OPORD 4000-07

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h. COMUSNAVCENT/COMFIFTHFLT OPORD 1000

i. COMSIXTHFLT OPORD 4000-05

j. COMSEVENTHFLT OPORD 201

k. NWP 1-03.1, Operational Reports

l. OPNAVINST 5102.1 (series), Mishap and Safety Investigation Manual

4-5 Definitions: None

4-6 Process Management

4-6-1 Office of Primary Responsibility (OPR): N3

4-6-2 Interfaces: All MSC

4-6-3 Performance Indicators: None

4-7 Revisions

Original 6 September 2012

Messages and Reports

Although it is not practical to provide a single comprehensive list of all reports a ship may be required to make, the following list summarizes reports discussed in MSC's SOM for ease of reference:

Report	Reference	SOM Section
AT/FP Monthly	COMSCINST 5530.3 (series)	2-6-2
CASREP	NWP 1-03.1	4-3
Crossing Area Boundaries		2-1-6
DIPCLEAR	OPNAVINST C3128.3 (series)	2-3-2
DMR/RFS/XRFS	Fleet guidance	4-2-4
DRRS-N	COMUSFLTFORCOMINST 3501.4	4-1
Fail to Sail	Fleet guidance	2-1-3
Joint Survey	MSC Report 4355	3-3-4
LOGREQ	NWP 1-03.1; Fleet guidance	2-7-4
MOVREP	COMSCINST 3123.5 (series)	2-4-1
NAVY UNIT SITREP	OPNAVINST 3100.6 (series)	2-10-3
Oil Spill Report	OPNAVINST 5090.1 (series)	2-7-6
OPREP-3 Special Incident	OPNAVINST 3100.6 (series)	2-10
OPSUM	Fleet guidance	2-4-3
OTSR	NAVMETOCCOMINST 3140.1 (series)	2-8-2
POSREP	Fleet guidance	2-4-3
PREREP		2-7-3
SORTS	NTTP 1-03.3	4-1
Tanker NOR		3-5-4
Weekly OPSUM	MSFSCINST 3120.1	2-4-3
WHITE PINNACLE	OPNAVINST 3100.6 (series)	2-10-4

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Abbreviations & Acronyms

ABS	American Bureau of Shipping
AC	Area Command
ACK	Acknowledge to Originator
ADCON	Administrative Control
ADDEE	Addressee
ADDU	Additional Duty
AIS	Automated Identification System
AFB	Air Force Base
AFRICOM	Africa Command
AFTAC	Air Force Technical Applications Center
ALCON	All Concerned
AMCONSUL	American Consulate
AMEMB	American Embassy
AMVER	Automated Mutual-Assistance Vessel Rescue
AOR	Areas of Responsibility
APF	Afloat Prepositioning Force
ARR	Arrived/Arrive/Arrival
ASN (RD&A)	Assistant Secretary of the Navy, Research, Development and Acquisition
AT	Annual Training
ATA	Actual Time of Arrival
ATD	Actual Time of Departure
ATP	Allied Tactical Publication
AVGAS	Aviation Gasoline
BBC	Bareboat Charter
BBL	Barrel
BDN	Bunker Delivery Note
BIC	Blount Island Command
BPH	Barrels Per Hour
BSC	Brief Stop, Cargo
BSF	Brief Stop, Fuel
BSP	Brief Stop, Personnel
CARGO	Consolidated Afloat Requisitioning Guide Overseas
CART	Cargo Afloat Rig Team
CAS	Collision Avoidance System
CASREP	Casualty Report
CBRD	Chemical, Biological, Radiological Defense
CCDR	Combatant Commander
CDRUSTRANSCOM	Commander, U.S. Transportation Command
CENTCOM	Central Command
CFR	Code of Federal Regulations
CHB	Cargo Handling Battalion
CHG	Change
CHOP	Change of Operational Control

Abbreviations & Acronyms

CIV	Civilian
CIVMAR	Civil Service Mariner
CJCS	Chairman, Joint Chiefs of Staff
CLF	Combat Logistics Force
CMPIs	Civilian Marine Personnel Instructions
CNO	Chief of Naval Operations
CO	Commanding Officer; Contractor Operated
COCO	Commercially Owned, Contractor Operated
COCOM	Combatant Command (Command Authority)
COMPACFLT	Commander, U.S. Pacific Fleet
COMSC	Commander, Military Sealift Command
CONF	Confidential
CONMAR	Contract Mariner
CONPLAN	Contingency Plan
CONREP	Conversion Representative/Connected Replenishment
CONSOL	Consolidation (underway replenishment)
CONUS	Continental United States
COI	Certificate of Inspection
COR	Contracting Officer's Representative
COTP	Captain of the Port
CPA	Closest Point of Approach
CPPM	MSC Communications Policy and Procedures Manual
CSE	Course
CSG	Carrier Strike Group
CTF	Commander Task Force
CTG	Commander Task Group
CTU	Commander Task Unit
CUS	Commander Undersea Surveillance
CVC	Consecutive Voyage Charter
CWOP	Cold Weather Operations Plan
CY	Calendar Year
CZ	Canal Zone (Panama)
DEG	Degree
DEP	Departure
DEPORD	Deployment Order
DLA-E	Defense Logistics Agency - Energy
DET	Detachment
DFM	Diesel Fuel (Marine)
DIRLAUTH	Direct Liaison Authorized
DISCH	Discharge
DLA	Defense Logistics Agency
DMR	Disabled Machinery Report
DoD	Department of Defense
DON	Department of the Navy

Abbreviations & Acronyms

DRRS-N	Defense Readiness Reporting System, Navy
DTG	Date Time Group
DTS	Defense Transportation System
EAD	Earliest Arrival Date
EDA	Estimated Date of Arrival
EDD	Estimated Date of Departure
EMCON	Emission Control (Electronic)
ENR	Enroute
EOB	Estimated on Berth
EOD	Explosive Ordnance Disposal
EPU	Expeditionary Port Unit
ETA	Estimated Time of Arrival
ETC	Estimated Time of Completion
ETD	Estimated Time of Departure
ETR	Estimated Time of Repair
ESG	Expeditionary Strike Group
EUCOM	European Command
FAC	Facility
FAR	Federal Acquisition Regulation
FAS	Fueling-At-Sea
FCST	Forecast
FD	Functional Director
FF	Firefighting
FLO/FLO	Float On/Float Off
FLT	Fleet
FOL	Following
FORAC	For Action
FOS	Full Operational Status
FOUO	For Official Use Only
FP	Force Protection
FPO	Force Protection Officer
FSS	Fast Sealift Ship
FWD	Forward
FYI	For Your Information
GAA	General Agency Agreement
GB	Government Bunkers
GCIC	Global Command Information Center
GFM	Global Force Management
GFMIG	SECDEF Global Force Management Implementation Guidance
GMDSS	Global Maritime Distress and Safety System
GMT	Greenwich Mean Time (Zulu)
GOCO	Government owned, contractor operated
GOGO	Government owned, government operated
GOVT	Government

Abbreviations & Acronyms

GQ	General Quarters
GSA	General Services Administration
GTMO	Guantanamo Bay, Cuba
GTS	Gas Turbine Ship
HE	High Explosives
H/L	Heavy Lift
HQ	Headquarters
HSP	Husbanding Service Provider
HST	High Speed Transport
HSV	High Speed Vessel
IAW	In Accordance With
IT	Information Technology
IC3	Integrated Command, Control and Communications System
IMO	International Maritime Organization
INCSEA	Incidents at Sea
INST	Instruction
INSURV	Inspection and Survey
ISIC	Immediate Superior in Command
ISM	International Safety Management
ISSA	Inter-Service Support Agreement
IT	Information Technology
JCS	Joint Chiefs of Staff
JLOTS	Joint Logistics-Over-The-Shore
JOPES	Joint Operational Planning and Execution System
JP	Jet Aircraft Fuel
JRTC	Joint Readiness Training Center
JSCP	Joint Strategic Capabilities Plan
JHSV	Joint High Speed Vessel
JTF-PO	Joint Task Force – Port Opening
KT	Knot
LAD	Latest Arrival Date
LASH	Lighter Aboard Ship
LCM	Landing Craft Medium
LI	Liner in (operator loads)
LMSR	Large, Medium Speed Roll-on/Roll-off
LNO	Liaison Officer
LO	Liner out (operator discharges)
LOGREQ	Logistics Requirement
LO/LO	Lift-on/Lift-off
LT	Long Ton (2,240 lbs)
LTD	Limited/Lower'Tween Decks
LSR	Logistics Support Representatives
M&R	Maintenance and Repair
MARAD	Maritime Administration

Abbreviations & Acronyms

MARPOL	Marine Pollution (refers to the International Convention for the Prevention of Pollution From Ships)
MCDS	Modular Cargo Delivery System
MDA	Maritime Domain Awareness
MEB	Marine Expeditionary Brigade
MEDEVAC	Medical Evacuation
MEF	Marine Expeditionary Force
METL	Mission Essential Task List
MEU	Marine Expeditionary Unit
MFDS	Modular Fuel Delivery System
MGO	Marine Gas Oil
MILCREW	Military Crew
MILDEPT	Military Department
MILDET	Military Detachment
MOA	Memorandum of Agreement
MOGAS	Automotive Gasoline
MOTCO	Military Ocean Terminal concord (CA)
MOTSU	Military Ocean Terminal Sunny Point (NC)
MOU	Memorandum of Understanding
MOVREP	Movement Report
MPF	Maritime Prepositioning Force
MPS	Maritime Prepositioning Ship(s)
MPSRON	Maritime Prepositioning Ships Squadron
MRCC	Movement Report Control Center
MS	Motor Ship
MSC	Military Sealift Command
MSCO	Military Sealift Command Office
MSFSC	Military Sealift Fleet Support Command (discontinued term)
M/T or MT	Measurement Ton (40 cu ft)/Metric Ton (2204.6 lbs); Motor Tanker
MV	Motor Vessel
NAVAF	U.S. Naval Forces Africa
NAVCHAPGRU	Naval Cargo Handling and Port Group
NAVEUR	U.S. Naval Forces Europe
NAVMETOCCEN	Naval Meteorology and Oceanography Center
NAVSTA	Naval Station
NAVSUPPACT	Naval Support Activity
NBG	Naval Beach Group
NCAGS	Naval Co-operation and Guidance for Shipping
NCIS	Naval Criminal Investigative Service
NDAF	Navy, DLA and Air Force
NDRF	National Defense Reserve Fleet
NFAF	Naval Fleet Auxiliary Force (discontinued term, see CLF/SSS)
NLT	No Later Than
NMCC	National Military Command Center

Abbreviations & Acronyms

NOSC	Navy On Scene Commander
NOTAL	Not (addressed) To All
NOR	Notice of Readiness
NORTHCOM	Northern Command
NRC	National Response Center
NSA	National Shipping Authority
NTP	Naval Tactical Publication
NWCF	Navy Working Capital Fund
NWP	Naval Warfare Publication
O/B	On Berth
OIC	Officer in Charge
OOC	Out of commission
OPCO	Operating Company
OPCON	Operational Control
OPDS	Offshore Petroleum Discharge System
OPLAN	Operation Plan
OPNAV	Office of the Chief of Naval Operations
OPORD	Operation Order
OPP	Offload Preparation Party
OPREP	Operations Report
OPSEC	Operation Security
OPSUM	Operations Summary
OTC	Officer in Tactical Command
OTSR	Optimum Track Ship Routing
OVHL	Overhaul
PACFLT	U.S. Pacific Fleet
PACOM	Pacific Command
PASEP	Passed Separately
PAX	Passenger(s)
PCAN	Port Canaveral
PERGRA	Permission Granted
PHONCON	Telephone Conversation
PIM	Position and Intended Movement
PLAD	Plain Language Address
PM	Program Management/Manager
PO	Program Office
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oils and Lubricants
POSREP	Position Report
PREPO	Prepositioning
PREREP	Pre-arrival Report
PRIDU	Primary Duty

Abbreviations & Acronyms

QAR	Quality Assurance Representative
RAS	Restricted Availability Status/Replenishment-At-Sea
RAV	Repair Availability
RDD	Required Delivery Date
RDVU	Rendezvous
REP	Representative
RFS	Ready For Sea
ROB	Remaining Onboard
RO/RO	Roll On/Roll Off
ROS	Reduced Operating Status
RPM	Revolutions per minute
RQD	Required
RRF	Ready Reserve Force
SAILORD	Sailing Order
SAR	Search and Rescue
SATCOM	Satellite Communications
SCA	Suez Canal Authority
SCC	Shipping Control Coordinator
SDDC	Surface Deployment and Distribution Command
SEALOG	Sealift Logistics Command (discontinued term)
SECNAV	Secretary of the Navy
ShipCLIP	Shipboard Configuration and Logistics Information Program
SITREP	Situation Report
SMC	Safety Management Certificate
SME	Subject Matter Expert
SMS	Safety Management System; Special Mission Ship(s); Single Mobility System (USTC)
SOA	Speed of Advance
SOC	Special Operations Center
SOCOM	Special Operations Command
SOLAS	Safety of Life at Sea
SOM	Standard Operating Manual
SOP	Standard Operating Procedure
SOPA	Senior Officer Present Afloat
SORTS	Status of Resources and Training System
SOUTHCOM	Southern Command
SPD	Speed
SS	Steam Ship
SSS	Service Support Ship(s)
SSU	Ship Support Unit; Strategic Sealift Unit (USNR)
ST	Short Ton (2000 lbs)
STA	Station
STS	Space Transportation System
SUPP	Supplement

Abbreviations & Acronyms

SVC	Service(s)
TACON	Tactical Control
TBD	To Be Determined
TBN	To Be Nominated/Named
TC	Time Charter
TCN	Transportation Control Number
TDY	Temporary Duty
TF	Task Force
TG	Task Group
TELCON	Telephone Conversation
TRANSCOM	U.S. Transportation Command
TRDM	U.S. TRANSCOM Reference Data Management
TYCOM	Type Commander
UFN	Until Further Notice
UIC	Unit Identification Code
ULN	Unit Line Number
UNK	Unknown
UNCLAS	Unclassified
UNODIR	Unless Otherwise Directed
UNREP	Underway Replenishment
U.S.	United States
USCG	U.S. Coast Guard
USDAO	U.S. Defense Attaché Office
USFF	U.S. Fleet Forces Command
USNS	United States Naval Ship
USS	United States Ship
USTRANSCOM	U.S. Transportation Command
VC	Voyage Charter
VEH	Vehicle
VERTREP	Vertical Replenishment (by helo)
VISA	Voluntary Intermodal Sealift Agreement
VOY	Voyage
VSP	Vessel Security Plan
VTA	Voluntary Tanker Agreements
VTS	Vessel Traffic Service
WEAX	Enroute Weather Forecast
WEBSKED	Web Scheduling tool
WTCA	Water Terminal Clearance Authority
WX	Weather

Other References

The following subjects are covered thoroughly by other existing instructions.

Topic	Reference
Alcohol breath testing	CMPI 790
Allowance lists	COMSCINST 4790.3 (series)
Communications and ADP	COMSCINST 2000.2 (series)
Control of government property	COMSCINST 4340.3 (series)
Damage Control and CBRD	COMSCINST 3541.5 (series)
Drug-Free Workplace Program	CMPI 792
Electronics maintenance	COMSCINST 9670.10 (series)
Energy conservation	COMSCINST 4101.1 (series)
Environmental services and reports	COMSCINST 5090.1 (series)
Handling classified information	COMSCINST 5510.8 (series)
Helicopter operating facilities	COMSCINST 3120.15 (series)
HM&E maintenance and repair	COMSCINST 3540.6
INCSEA	OPNAVINST 5711.96 (series)
Inspection of ships	COMSCINST 3540.6
Labor disputes	COMSCINST 4360.1 (series)
Maintenance and repair	COMSCINST 3540.6
Man overboard	COMSCINST 3541.5 (series)
Materials, Supplies and Services	COMSCINST 4000.2 (series)
Medical	COMSCINST 6000.1 (series)
Naval Control of Shipping	NTTP 3-07.12
Post-Accident Drug and Alcohol Testing	SMS 8.20-001-ALL
Salvage of MSC ships	COMSCINST 5420.2 (series)
SAR procedures (incl AMVER and GMDSS)	NTTP 3-50.1 and IMO
Security clearance administration	COMSCINST 5510.8 (series)
Ship movements in Navy drydocks	COMSCINST 9997.1 (series)
Ship movements on outbreak of war	NTTP 3-01.12
Small arms and ammo management	OPNAVINST 8015.2 (series)
Tankers – Safe ops & transport of petroleum	ISGOTT (International Safety Guide for Oil Tankers and Terminals

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Useful Links

Command (Purpose)	Link
Dept of Defense Documents	http://www.defense.gov/pubs/about.html
Dept of the Navy Documents	http://doni.daps.dla.mil/default.aspx
Dept of the Navy Forms	http://navalforms.daps.dla.mil/web/public/home/ • Includes links to many useful sites
MSC Document Library	https://is-prtl-01.mysealift.msc.navy.mil/sites/n00/qms/Safety%20Management%20System/_SMS%20Procedures_/EX_DOCS/EXDOCLIB.htm (use your non-email certificate)
MSC Home Page (public)	http://www.msc.navy.mil/
MSC Home Page (NFO)	https://www.portal.navy.mil/hq/msc/default.aspx/
MSC SMS Procedures	https://is-prtl-01.mysealift.msc.navy.mil/sites/n00/qms/Safety%20Management%20System/_SMS%20Procedures_/SMS_ALL.htm (use your non-email certificate)
MSCCENT Home Page	http://www.msc.navy.mil/msccent/
MSCEURAF Home Page	http://www.msc.navy.mil/msceuraf/
MSCFE Home Page	http://www.msc.navy.mil/mscfe/
MSCLANT Home Page	http://www.msc.navy.mil/msclant/
MSC Norfolk Home Page	http://www.msc.navy.mil/msfsc/
MSCPAC Home Page	http://www.msc.navy.mil/mscpac/
SEACARD bunkers ordering	https://www.seacardsys.com/
USFF Documents	https://www.portal.navy.mil/hq/n00/stfadmin/default.aspx

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(assembled 12 OCT 2012)

ROC/POE References

Required Operational Capabilities (ROC) and Projected Operational Environment (POE) instructions pertaining to MSC ship classes are listed in this appendix.

Unclassified ROC-POE instructions can be found at (NIPR):
http://doni.daps.dla.mil/OPNAV.aspx

FOUO and classified ROC-POE instructions can be found at (SIPR):
http://hqweb.cno.navy.smil.mil/donci

DOCUMENT	PLATFORM
OPNAVINST 3501.130	Kilauea class Ammunition Ships (T-AE-26)
OPNAVINST 3501.136	Safeguard class Salvage Ships (T-ARS-50)
OPNAVINST 3501.155	Henry J Kaiser class Fleet Oilers (T-AO-187)
OPNAVINST C3501.156	Ocean Surveillance Ships (T-AGOS-1)
OPNAVINST 3501.161	Mercy class Hospital Ships (T-AH-19)
OPNAVINST 3501.197	Ocean Transport Tankers (T-AOT)
OPNAVINST 3501.198	Maritime Prepositioning Force (T-AK, T-AKR, T-AKE, T-AOT and Mobile Landing Platform)
OPNAVINST 3501.199	Fast Sealift Ships (FSS)(T-AKR), Large Medium Speed RO/RO (LMSR) (T-AKR), Aviation Support Ships (T-AVB)
OPNAVINST C3501.204	Integrated Undersea Surveillance System (IUSS) (enclosures include T-AGOS, T-ARC)
OPNAVINST 3501.243	Supply class Fast Combat Support Ships (T-AOE-6)
OPNAVINST C3501.256	Submarine Tenders (T-AS)
OPNAVINST C3501.277	Mission Range Instrumentation and FBM Navigation Support Ships (AGDS and T-AGM)
OPNAVINST F3501.33	Command Ship (LCC-19)
OPNAVINST F3501.334	Command Ship (LCC-20)
OPNAVINST 3501.369	Lewis and Clark class Dry Cargo Ammunition Ship (T-AKE-1)
OPNAVINST 3501.388	Joint High Speed Vessel Logistics Ships
OPNAVINST F3501.390	Afloat Forward Staging Base (Interim)

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