



**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 12308.1  
N1  
28 April 2003

COMSC INSTRUCTION 12308.1

Subj: MERCHANT MARINE STUDENT EMPLOYMENT PROGRAM

Ref: (a) 5 CFR 213.3202(a)  
(b) Office of Civilian Human Resources Guidance and Advice Memorandum  
(GAM 82) dated 03 July 2002

Encl: (1) Merchant Marine Student Employment Program Flowchart

1. Purpose. To provide Commander, Military Sealift Command (COMSC) policy and procedures for the implementation and administration of the MSC Merchant Marine Student Employment Program (MMSEP).

2. Background. Designed to promote and support the future of trained, qualified shipboard personnel throughout the American maritime industry, the MSC MMSEP serves to provide opportunities for students to receive quality professional training and gain learning experiences at sea, as well as to produce a pool of applicants for possible recruitment at MSC. The process overview for the MSC MMSEP is provided in enclosure (1). Established under the MSC MMSEP, the Merchant Marine Apprentice Program was initiated as a pilot program in June 2002 between MSC Pacific and the Sweetwater Union High School District in San Diego, CA.

3. Scope and Eligibility. The MSC MMSEP applies to degree seeking students in an accredited high school maritime vocational training program offering U.S. Coast Guard approved training in preparation for a career in the U.S. Merchant Marine. To be eligible, students must:

a. Meet the requirements of all Federal, state or local laws for employment of minors.

b. Meet the requirements of MSC and U.S. Coast Guard regarding employment procedures, safety issues, medical processing and other program requirements.

c. Be physically qualified for employment in a mariner position per COMSCINST 6000.1C (MSC Medical Manual).

28 April 2003

d. Be a citizen of the U.S. or be lawfully admitted to the U.S. as a permanent resident or otherwise authorized to be employed.

e. Be capable of speaking, understanding, reading and writing the English language, as necessary, to perform the duties of the assigned position and respond to emergencies aboard ship.

#### 4. Program Elements

##### a. Nature and Schedule of Work and Class Assignments

(1) Prior to embarkation in civil service manned ships, students will receive U.S. Coast Guard approved training for Standards of Training, Certification and Watchkeeping for Seafarers (STCW) and training specific to MSC ships (i.e., standards of conduct, underway replenishment, material handling, etc.).

(2) Upon completion of training, students will be placed aboard civil service manned ships to gain on-the-job training and at-sea experience. The MSC MMSEP is based on a not-to-interfere with school attendance basis; therefore, students will work during limited times (i.e., summer breaks, scheduled program dates or other significant school breaks as coordinated by the school and MSC).

(3) While at sea, students will learn and apply the basic skills of the civil service merchant mariner, such as the upkeep and maintenance of the ship's equipment and underway replenishment operations. A school onboard instructor may also be provided to conduct classroom training and supervise students (when necessary) depending upon requirements of the participating school. Supervised work assignments will also be provided by Masters and Chief Engineers, and will be consistent with the students' training to qualify as an Able-bodied Seaman (AB) or Qualified Member of the Engine Department (QMED), respectively.

b. Employment, Pay and Benefits. Students will receive a limited term (not to exceed 1 year) appointment in the Excepted Service of the U.S. Civil Service under the Student Temporary Employment Program (STEP). Employment, pay and benefits of students will be in accordance with references (a) and (b). Under the STEP, students will also be covered under the Federal Employees Compensation Act.

#### 5. Responsibilities

a. Program Manager, Maritime Forces, Manpower and Management Directorate will oversee the administration of the MSC MMSEP.

b. Director, Afloat Personnel Management Center

- (1) Issue implementation guidance, administer policy and coordinate program requirements.
- (2) Serve as principal liaison with schools participating in the MSC MMSEP.
- (3) Advise and counsel students on employment procedures, training and development, administrative functions, legal matters and medical processing.
- (4) Coordinate the induction of selected students into the Federal Service.
- (5) In accordance with existing laws and regulations, and consistent with safety and the MSC mission, consider waivers of the requirements for appointment on a case-by-case basis.
- (6) Work in close coordination with Area Commanders to facilitate ship assignments.

c. Masters and Chief Engineers

- (1) Provide closely supervised assignments to students commensurate with the students' knowledge, skills and abilities.
- (2) Prepare written evaluations on the performance of students.
- (3) Certify Time and Attendance (as required).

//S//

J. M. STEWART  
Vice Commander

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)  
41C (NFAF East/West)  
41D (MSC Offices)  
41E (APMC)  
T-100 (Masters/Chief Engineers, civil service manned ships)  
T-107 (Masters/Chief Engineers, civil service manned Fast Combat Support Ships)

# MERCHANT MARINE STUDENT EMPLOYMENT PROGRAM FLOWCHART

