

COMSCINST 3061.2C
N51
28 May 1999

COMSC INSTRUCTION 3061.2C

Subj: PORT SUPPORT CAPABILITIES ASSESSMENT PROGRAM

Ref: (a) MOU on Port Readiness dtd 7 Jan 1985, Revision No. 5
(b) COMSCINST 3500.8A
(c) OPNAVINST 4000.84B
(d) COMDTINST 16601.6
(e) OPNAVINST 5510.1H

Encl: (1) Port Support Capabilities Assessment Team Report Format Guide
(2) Port Support Capabilities Assessment Team Instruction Letter Guidance

1. Purpose. To identify and evaluate support services available to Military Sealift Command (MSC) reservists operating at U. S. (MSCLANT and MSCPAC) contingency employment sites. The term "Support Determination and Evaluation Team (SDET)" is replaced with "Port Support Capabilities Assessment Team (PSCAT)." This instruction is a complete revision and should be read in its entirety.
2. Cancellation. COMSCINST 3061.2B.
3. Applicability. The Port Support Assessment Program is designed to support CONUS ports. MSC related "Port Surveys" at OCONUS ports are conducted by COMSCEUR/FE/CENT. Area Commanders must be aware of host country sensitivity and follow all CINC/CINCNAV/DOD support agencies instructions, host nation support procedures and laws. MSC Area Commanders may use this instruction as guidance.
4. Background
 - a. During mobilization, MSC reserve units report to their respective reserve centers. Military Sealift Command Office (MSCO) sites (central facilities) scheduled to be activated and manned by MSC reservists during contingencies are identified and included in a Unified Commander in Chief's Operation Plan based on an analysis of the sealift transportation requirements. MSCOs service MSC vessels in ports under their respective cognizance.

28 May 1999

b. To ensure operational effectiveness of MSCOs in a contingency, a pre-determination of support services (supply, transportation, berthing, messing, medical and dental care) is essential. Employment sites for MSCOs are normally in areas where a large-scale U. S. military presence is envisioned during contingencies, and many support services should be readily available from U. S. military sources. Nevertheless, the availability of all necessary support services needs to be identified and documented.

c. Information, procedures and emphasis provided by this instruction are as follows:

(1) Expanded guidance for PSCAT Reports (enclosure (1)).

(2) An annual report on follow-up actions and problem resolution from Area Commanders to COMSC.

(3) Documentation of Area Commanders' requirements to ensure annual updates.

5. Action

a. COMSC (N511B) will monitor and coordinate the Port Support Capabilities Assessment Program (PSCAP).

b. COMSCLANT/COMSCPAC (N00R) will:

(1) Review and keep on file submitted reports.

(2) Provide COMSC (N511B) by 15 April of each year employment sites on which PSCAT Reports are required for the ensuing fiscal year.

(3) Notify the Commanding Officers of those MSCOs in port areas where assessments are scheduled or required.

(4) Notify the command or agencies to be visited (not less than 30 days in advance of the PSCAT assessment) of the purpose and scope of the PSCAT assessment and the names and security clearances of the PSCAT members. Agencies to be notified of the visit will include the following:

(a) Active MSCOs, if applicable;

(b) U. S. Coast Guard Forces Commander and/or Captain of the Port;

(c) Active and Reserve MTMC commands;

- (d) Active and Reserve Navy commands;
 - (e) Civilian Port Authority;
 - (f) U. S. Army Corps of Engineers;
 - (g) U. S. Maritime Defense Zone (MDZLANT/MDZPAC);
 - (h) Local military installation commander(s); and
 - (i) Other government agencies, as required.
- (5) Via the cognizant Naval Reserve Readiness Commander, task the identified members of the PSCAT to perform the assessment. At a minimum, include the information indicated in enclosure (2).
- (6) Review and approve submitted PSCAT Report for thoroughness and accuracy.
- (7) Provide COMSC (N511B) with a copy of the PSCAT Report not later than 60 days after the completion of the assessment. Include COMSCLANT/COMSCPAC recommendations and comments.
- (8) Provide COMSC (N511B) with PSCAP status report on:
- (a) Resolution of problem areas.
 - (b) Progress of agreements.
 - (c) Follow-up actions on COMSC recommendations.
- This status report shall be submitted semiannually and should cover all ports' assessments to date. It is due not later than 15 January and 15 July of each year.
- (9) Support MSCO local port committee participation per reference (a).
- (10) Ensure that information of common interest documented via the PSCAP is disseminated to other units.
- (11) Direct an annual update to existing PSCAT Reports.

28 May 1999

(12) Confirm points of contact established by the PSCAT visits and agreements. Any significant changes in port operations, area military presence, support services, etc., should be identified.

(13) Ensure PSCAT Report is incorporated into the Reserve Unit Port Mobilization and Operation Plan (PMOP) (reference (b)).

c. Commanding Officers of the MSC reserve units providing PSCAT personnel will:

(1) Designate personnel to perform PSCAT duties not later than 90 days prior to start date and assure that Annual Training (AT), Annual Duty Training (ADT) and Independent Duty Training Travel (IDTT) requests have been processed. Notify Area Commanders not later than 90 days prior to PSCAT start date, of the dates of assessment and security clearance information of the PSCAT.

(2) Provide Area Commanders, not later than 60 days prior to PSCAT start date, of the port agencies to be visited.

(3) Ensure that the findings of the PSCAT are incorporated into the unit PMOP along with comments/information received as a result of the area command review.

d. The PSCAT will:

(1) Visit the employment site, identify and evaluate sources of post C-day support services. Support to be investigated is listed in enclosure (1).

(2) Provide MSCO post C-day operations briefs to the local activities visited. Briefing materials can be obtained from COMSC (N00P).

(3) Identify commercial facilities that would be suitable to support MSC offices, if insufficient support services exist from military sources or the civilian port authority. For example, port terminal buildings could be used as the MSCO and additionally to satisfy berthing requirements. Motel/hotel or other commercial facility owners should not be contacted regarding this program.

(4) Prepare a PSCAT Report in accordance with the requirements outlined in this instruction and in enclosure (1). The report should be a consensus of MSC opinion at the unit level. Thoroughness of research, clarity of presentation, and direct expression of problems and recommendations are required for higher headquarters action/comment. Classify PSCAT Report in accordance with reference (e). Completed reports shall be submitted to COMSCLANT or COMSCPAC, as appropriate, not later than 30 days after completion of PSCAT visit/assessment.

6. Administration and Logistics

a. Funding for travel in conjunction with AT orders will be provided by COMNAVSURFRESFOR in accordance with standard AT funding procedures.

b. Travel arrangements will be coordinated by the reserve unit with the appropriate Readiness Commander and COMNAVSURFRESFOR. Accommodations while visiting the employment site will be arranged by the reservists.

c. COMSC (N00R/N3R) will coordinate AT with COMNAVSURFRESFOR.

7. Agreements. During visits, only verbal understandings should be obtained. PSCATs may only contact military activities, government agencies, and civilian port authorities during visits. No commitments may be made for the use of any service or facility. All understandings are tentative and subject to review, modification, and approval of Area Commanders. Only Area Commanders may make agreements per reference (c), Defense Regional Interservice Support (DRIS) regulation. The limited authority of the PSCAT should be fully explained to those visited, at the beginning and end of each visit.

8. Report. The reporting requirements prescribed by this instruction are exempt from reports control by SECNAVINST 5214.2B.

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

SNDL A3 (CNO (OP-06N))
FR9 (NAVRESREDCOMs)
21A1 (CINCLANTFLT)
21A2 (CINCPACFLT)
22A2 (COMTHIRDFLT only)
26B3 (COMNAVSURFRESFOR)
41B (MSC Area Commanders)
41C (NFAF East/West)
41D (MSC Offices)
41E (APMC)
41L (COMPSRONs)

COMAPSRON

PORT SUPPORT CAPABILITIES ASSESSMENT TEAM

REPORT FOR THE PORT OF (port name)

(DATE)

Prepared by (Team members, titles, units)

**PORT SUPPORT CAPABILITIES ASSESSMENT TEAM
REPORT FORMAT GUIDE**

1. Reports from PSCATs investigating sources of support services for post C-day operations of MSC offices should comply with the guidelines illustrated in the following sample pages. This format provides the essential elements for an PSCAT Report. PSCAT Reports may include additional sections as appropriate.
2. The standardized format will facilitate compilation and publication of the PSCAT Reports at a future date. A need exists for information sharing between MSC units based upon the possibility of changes in unit employment sites in contingencies and the Port Readiness Committees' members/agencies of the reserve in accordance with reference (d).
3. Thoroughness, clarity and direct expression of recommendations are more important than overall length. The PSCAT members should keep in mind that the aim of the program is to identify sources of support and to head-off support problems which would impact MSC mission accomplishment.
4. Classify PSCAT Reports in accordance with reference (e).
5. For further guidance, contact COMSC (N511B), telephone (202) 685-5368, DSN 325-5368, FAX 325-6291.

COMSCINST 3061.2C

28 May 1999

PART ONE: PORT SUPPORT CAPABILITIES ASSESSMENT SUMMARY

(This section will include a completed MSC 1001/10, Port Support Capabilities Assessment Summary, a three-page form available from COMSC, COMSCLANT or COMSCPAC. It functions as an executive summary of the report.)

PART TWO: CHRONOLOGICAL NARRATIVE OF PSCAT ACTIVITY

(This section should be a narrative of the PSCAT's AT/ADT activities beginning with the appointment of the team, and should include relevant comments and recommendations on the program, COMSCLANT/COMSCPAC points of contact, administrative problems encountered, contacts made/not made and the general receptivity of the agencies visited. All points of contact must include name, title, organization, mailing address, telephone numbers and e-mail addresses.)

28 May 1999

PART THREE: PORT INFORMATION

(As the most important section of the report, it should provide all information obtained from the commands, activities and agencies visited. A physical description of the port, appropriate data on port capabilities, normal and emergency operations, port security, governing authorities, the availability and quality of communications, disbursing, billeting, berthing, transportation, medical/dental, security and contracting support services are all required. Add attachments as necessary.) Use Extra sets of appendices from reference (b) to document the port sealift/capability.

**PORT SUPPORT CAPABILITIES ASSESSMENT TEAM
INSTRUCTION LETTER GUIDANCE**

At a minimum, Area Commanders' letters to PSCAT members should include the following information:

- a. Dates and times of AT/ADT/IDTT.
- b. Transportation requirements for the PSCAT to, at and from the port.
- c. Name, address, point of contact and phone number of any agency which should be visited by the PSCAT.
- d. Previously gathered information/assessments.
- e. A list and description of current agreements for the port on file.
- f. Information on the PSCAT's responsibilities and limits on its authority to develop agreements and hold discussions with civilians or civilian agencies as outlined in paragraph 5 of the basic instruction.
- g. Points of contact at COMSCLANT/COMSCPAC, including name, address, phone number and e-mail address.
- h. Reference to the MOU concerning Port Readiness as a basis for definition of agency responsibilities and other agreements.
- i. Any special instructions to the team.