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| COMSCINST 5520.2 | COG CODE N1 | DATE 5 June 1989 |
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 5520.2
N1
5 June 1989

COMSC INSTRUCTION 5520.2

Subj: MILITARY SEALIFT COMMAND (MSC) MANPOWER REPORTING

Ref: (a) OPNAVINST 12298.1

- Encl: (1) Part I and Part II Reporting Guidelines
(2) MSC Monthly Manpower Report, Sample Message Format 1
(3) MSC Monthly Manpower Report, Sample Message Format 2
(4) MSC Monthly Manpower Report, Sample Message Format 3

1. Purpose. To establish procedures for reporting MSC civilian manpower levels. MSC Headquarters will compile data for military ashore and for Military Departments (MILDETS) on MSC ships and will prepare military manpower reports based on data obtained from the Readiness Information System (RIS).

2. Background

a. CNO requires, by reference (a), all Department of Navy civilian personnel offices to submit a Monthly Report of Personnel Data, OPNAV 12298-3, to the Navy Military Personnel Command (NMPC) by the fourth working day of each month. The report reflects onboard civilian strength for the prior month for all serviced activities. The report is used to validate the civilian personnel data transmitted by separate means (e.g., through the Navy Civilian Personnel Data System).

b. COMSC requires additional manpower data to assist in the formulation and execution phases of budgets throughout the fiscal year.

c. MSC Monthly Manpower Report has been developed to establish one report which encompasses both NMPC and MSC data requirements. Guidelines and sample formats are provided as enclosures (1) through (4). Reports must be submitted by the fourth working day of each month.

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d. Part I of the report addresses requirements reflected on OPNAV 12298/2 for NMPC. Part II addresses MSC requirements. Data requested is for civilians only.

3. Action. Area Commands and subordinate activities are responsible for meeting monthly reporting requirements, effective 1 July 1989 for reporting June requirements as follows:

a. Part I

(1) COMSCLANT and COMSCPAC will complete Part I to include data for Area Command Headquarters and for each subordinate activity for which they provide personnel services. Message will be addressed to both COMSC (N1) and NMPC. See enclosures (1) and (2).

(2) COMSCEUR and COMSCFE will complete Part I to include data for Area Command Headquarters and for each subordinate activity receiving civilian personnel services from the same civilian personnel office which serves Area Command Headquarters. Message will be addressed to COMSC (N1) and servicing personnel office. The latter will submit data to NMPC. See enclosures (1) and (3).

(3) All subordinate activities which are not included in (1) or (2) above (e.g. MSCO Norfolk) will complete Part I to include data for their activity. Message will be addressed to COMSC (N1) and servicing personnel office with an information copy to cognizant Area Command. Servicing civilian personnel office will, in turn, submit data to NMPC. See enclosures (1) and (4).

b. Part II

(1) Only COMSCLANT, COMSCPAC, COMSCEUR, and COMSCFE will complete Part II. This part reflects civilian onboard totals for Area Command Headquarters and all subordinate shore activities. See enclosures (1) and (2) for COMSCLANT and COMSCPAC or enclosures (1) and (3) for COMSCEUR and COMSCFE.

(2) COMSCLANT and COMSCPAC will also report civilian manned ship onboard totals. Personnel data will be provided in totals by position type rather than individually by ship. See enclosures (1) and (2).

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4. Report. Required report is assigned RCS OPNAV 12298-3 and is effective for three years form date of this instruction.

Distribution:

SNDL 41B (MSC Area Commands)
41C (MSC Subarea Commands)
41D3 (MSC Offices)
41G (COMFSRON)
41K (MSC Units)
41M (TAGOS Support Units)

PART 1 GUIDELINES

1.A Number of Civilian Employees Onboard Subject to Ceiling

NOTE: All categories below deal exclusively with Intermittent Employment which is defined as: The employment of an individual on an irregular basis, whose hours or days worked are not determined by a prearranged schedule. Employee is compensated only for the time actually worked or for services actually rendered. Intermittent employees are only reported if they have worked some time during the month and have not been separated from the rolls prior to the last day to the month.

1.B.1 Number of Graded Intermittent Employees
1.B.2 Number of Ungraded Intermittent Employees
1.C.1 Number of Excepted Intermittent Permanent Employees
1.C.2 Number of Excepted LTD or Cond. Intermittent Employees
1.C.3 Number of Competitive Career Intermittent Employees
1.C.4 Number of Competitive Conditional Intermittent Employees
1.C.5 Number of Competitive Limited Intermittent Employees
1.D.1* Number of U. S. Citizen Intermittent Employees
1.D.2* Number of Foreign Citizen Intermittent Employees

* These categories pertain to overseas activities intermittent employees only.

FNIH Number of Foreign National Indirect Hires
COMPENSATION Dollars used to pay Foreign National Indirect Hires

NOTE: Verification of figures:

1. Employees counted in blocks 1.B.1 and 1.B.2 must be included in block 1.A total.
2. Sum of blocks 1.B.1 and 1.B.2 must equal the sum of blocks 1.C.1, 1.C.2, 1.C.3, 1.C.4 and 1.C.5
3. If blocks 1.D.1 and 1.D.2 are used, their sum must equal the sum of blocks 1.B.1 and 1.B.2.

NOTE: Negative or Not Applicable sections should be so noted. (See Sample Formats 2 and 3.)

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PART II GUIDELINES

Section 1 - Civilian Ashore

- a. (1) - U. S. Graded - Authorized/Onboard
- (2) - U. S. Ungraded - Authorized/Onboard

- b. (1) - Foreign National Direct Hire Graded - Authorized/Onboard
- (2) - Foreign National Direct Hire Ungraded - Authorized/Onboard

- c. (1) - Foreign National Indirect Hire Graded - Authorized/Onboard
- (2) - Foreign National Indirect Hire Ungraded - Authorized/Onboard

- d. - Activity Total - Authorized/Onboard

- e. - Area Command Total - Authorized/Onboard

Section 2 - Civilian Afloat (Applicable to COMSCLANT and COMSCPAC only)

- a. - Number Onboard Ships - Authorized/Onboard

- b. - Number in Receiving Branch - Authorized/Onboard

- c. - Number of Relief Officers - Authorized/Onboard

- d. - Number of Damage Control Officers - Authorized/Onboard

- e. - Number for MPS One Support - Authorized/Onboard

- f. - Number for MPS Two Support - Authorized/Onboard

- g. - Number for MPS Three Support - Authorized/Onboard

- h. - Area Command Total - Authorized/Onboard

Section 3 - Consolidated Total (Applicable to COMSCLANT and COMSCPAC only)

- Consolidated total of Sections 1 and 2 - Authorized/Onboard

NOTE: Negative or Not Applicable sections should be so noted. (See Sample Formats 2 and 3.)

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MESSAGE FORMAT 1

| JOINT MESSAGE FORM | | | | | | SECURITY CLASSIFICATION UNCLASSIFIED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BOOK | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>FROM: COMSCPAC OAKLAND CA</p> <p>TO: COMSC WASHINGTON DC</p> <p>COMNAVMI LPERSCOM WASHINGTON DC</p> <p>UNCLAS //N05520//</p> <p>SUBJ: MSC MONTHLY MANPOWER REPORT</p> <p>PART I (OPNAV 12298/2)</p> <table border="0"> <tr> <td>(ACTIVITY NAME)</td> <td>COMSCPAC</td> <td>MSCO SEATTLE</td> <td>MSCO HONOLULU</td> </tr> <tr> <td>(UIC)</td> <td>62383</td> <td>62384</td> <td>62402</td> </tr> <tr> <td>(MAJOR CLAIMANT CODE)</td> <td>33</td> <td>33</td> <td>33</td> </tr> <tr> <td>(MONTH, YEAR)</td> <td>MARCH 1989</td> <td>MARCH 1989</td> <td>MARCH 1989</td> </tr> <tr> <td>1. A.</td> <td>353</td> <td>3</td> <td>4</td> </tr> <tr> <td>1. B. 1</td> <td>14</td> <td>0</td> <td>2</td> </tr> <tr> <td>1. B. 2</td> <td>2</td> <td>0</td> <td>0</td> </tr> <tr> <td>1. C. 1</td> <td>4</td> <td>0</td> <td>1</td> </tr> <tr> <td>1. C. 2</td> <td>2</td> <td>0</td> <td>0</td> </tr> <tr> <td>1. C. 3</td> <td>5</td> <td>0</td> <td>0</td> </tr> <tr> <td>1. C. 4</td> <td>3</td> <td>0</td> <td>1</td> </tr> <tr> <td>1. C. 5</td> <td>2</td> <td>0</td> <td>0</td> </tr> <tr> <td>1. D. 1</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>1. D. 2</td> <td>0</td> <td>0</td> <td>1</td> </tr> </table> | | | | | | | | | | | (ACTIVITY NAME) | COMSCPAC | MSCO SEATTLE | MSCO HONOLULU | (UIC) | 62383 | 62384 | 62402 | (MAJOR CLAIMANT CODE) | 33 | 33 | 33 | (MONTH, YEAR) | MARCH 1989 | MARCH 1989 | MARCH 1989 | 1. A. | 353 | 3 | 4 | 1. B. 1 | 14 | 0 | 2 | 1. B. 2 | 2 | 0 | 0 | 1. C. 1 | 4 | 0 | 1 | 1. C. 2 | 2 | 0 | 0 | 1. C. 3 | 5 | 0 | 0 | 1. C. 4 | 3 | 0 | 1 | 1. C. 5 | 2 | 0 | 0 | 1. D. 1 | 0 | 0 | 1 | 1. D. 2 | 0 | 0 | 1 |
| (ACTIVITY NAME) | COMSCPAC | MSCO SEATTLE | MSCO HONOLULU | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. A. | 353 | 3 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. B. 2 | 2 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. C. 1 | 4 | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. C. 2 | 2 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. C. 3 | 5 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. C. 4 | 3 | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. C. 5 | 2 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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5 June 1989

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| COMPENSATION | | | | 0 | | \$698 | | | 0 | | |
| (ACTIVITY NAME) | | | | | MSCO ALASKA | MSCO L. BEACH | | | TSUPAC | | |
| (UIC) | | | | 62459 | | 62527 | | | 46078 | | |
| (MAJOR CLAIMANT CODE) | | | | 33 | | 33 | | | 33 | | |
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| PART II (MSC 5520) | | | | | | | | | | | |
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| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE | | | | | | SPECIAL INSTRUCTIONS | | | | | |
| RELEASER | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | | | | | | | |
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| BOOK | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | | |
| (UIC) | | | | 62383 | | 62384 | | | | 62402 |
| <u>SECTION 1</u> | | | | | | | | | | |
| A. | (1) | | | 383/361 | | 4/2 | | | | 6/4 |
| | (2) | | | 11/9 | | 0/0 | | | | 1/1 |
| B. | (1) | | | 0/0 | | 0/0 | | | | 0/0 |
| | (2) | | | 0/0 | | 0/0 | | | | 0/0 |
| C. | (1) | | | 0/0 | | 0/0 | | | | 0/0 |
| | (2) | | | 0/0 | | 0/0 | | | | 0/0 |
| D. | | | | 394/370 | | 4/2 | | | | 7/5 |
| E. | | | | 405/377 | | | | | | |
| (ACTIVITY NAME) | | | | MSCO ALASKA | | MSCO L BEACH | | | | TAGOS SUPPU PAC |
| (UIC) | | | | 62459 | | 62527 | | | | 46078 |
| A. | (1) | | | 3/2 | | 4/2 | | | | 6/4 |
| | (2) | | | 0/0 | | 0/0 | | | | 1/1 |
| B. | (1) | | | 0/0 | | 0/0 | | | | 0/0 |
| | (2) | | | 0/0 | | 0/0 | | | | 0/0 |
| C. | (1) | | | 0/0 | | 0/0 | | | | 0/0 |
| | (2) | | | 0/0 | | 0/0 | | | | 0/0 |
| D. | | | | 3/2 | | 4/2 | | | | 7/5 |
| DISTR: | | | | | | | | | | |
| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE | | | | | | SPECIAL INSTRUCTIONS | | | | |
| DRAFTER | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | | SECURITY CLASSIFICATION | | DATE TIME GROUP | | |
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| BOOK | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | | |
| <u>SECTION 2</u> | | | | | | | | | | |
| A. | 1520/1489 | | | | | | | | | |
| B. | 380/387 | | | | | | | | | |
| C. | 15/10 | | | | | | | | | |
| D. | 6/4 | | | | | | | | | |
| E. | 0/0 | | | | | | | | | |
| F. | 5/4 | | | | | | | | | |
| G. | 1/1 | | | | | | | | | |
| H. | 1927/1895 | | | | | | | | | |
| <u>SECTION 3</u> | | | | | | | | | | |
| 2448/2385 | | | | | | | | | | |
| DISTR: | | | | | | | | | | |
| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE | | | | | | SPECIAL INSTRUCTIONS | | | | |
| RELEASER | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | | SECURITY CLASSIFICATION | | DATE TIME GROUP | | |
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5 June 1989

MESSAGE FORMAT 2

| JOINT MESSAGE FORM | | | | | | SECURITY CLASSIFICATION UNCLASSIFIED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 01 OF 04 | DATE-TIME | MONTH | YR | ACT | INFO | UUUU | | | | 3381541 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | ADMIN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>FROM: COMSCFE YOKOHAMA JA</p> <p>TO: COMSC WASHINGTON DC</p> <p>CCPO YOKOHAMA JA</p> <p>UNCLAS //N05520//</p> <p>SUBJ: MSC MONTHLY MANPOWER REPORT</p> <p>PART I (OPNAV 12298/2)</p> <table border="0"> <tr> <td>(ACTIVITY NAME)</td> <td>COMSCFE</td> <td>MSCO KOREA</td> </tr> <tr> <td>(UIC)</td> <td>62383</td> <td>62384</td> </tr> <tr> <td>(MAJOR CLAIMANT CODE)</td> <td>33</td> <td>33</td> </tr> <tr> <td>(MONTH, YEAR)</td> <td>MARCH 1989</td> <td>MARCH 1989</td> </tr> <tr> <td>1. A.</td> <td>55</td> <td>3</td> </tr> <tr> <td>1. B. 1</td> <td>3</td> <td>0</td> </tr> <tr> <td>1. B. 2 THROUGH 1. C. 5:</td> <td colspan="2">NEGATIVE (OR NOT APPLICABLE)*</td> </tr> <tr> <td>1. D. 1</td> <td>1</td> <td>0</td> </tr> <tr> <td>1. D. 2</td> <td>2</td> <td>0</td> </tr> <tr> <td>FNIH</td> <td>27</td> <td>2</td> </tr> <tr> <td>COMPENSATION</td> <td>75, 290</td> <td>\$698</td> </tr> </table> <p>*SEE GUIDANCE NOTE IN ENCLOSURE (1)</p> | | | | | | | | | | | (ACTIVITY NAME) | COMSCFE | MSCO KOREA | (UIC) | 62383 | 62384 | (MAJOR CLAIMANT CODE) | 33 | 33 | (MONTH, YEAR) | MARCH 1989 | MARCH 1989 | 1. A. | 55 | 3 | 1. B. 1 | 3 | 0 | 1. B. 2 THROUGH 1. C. 5: | NEGATIVE (OR NOT APPLICABLE)* | | 1. D. 1 | 1 | 0 | 1. D. 2 | 2 | 0 | FNIH | 27 | 2 | COMPENSATION | 75, 290 | \$698 |
| (ACTIVITY NAME) | COMSCFE | MSCO KOREA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (UIC) | 62383 | 62384 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (MAJOR CLAIMANT CODE) | 33 | 33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (MONTH, YEAR) | MARCH 1989 | MARCH 1989 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. A. | 55 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. B. 1 | 3 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. B. 2 THROUGH 1. C. 5: | NEGATIVE (OR NOT APPLICABLE)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. D. 1 | 1 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. D. 2 | 2 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FNIH | 27 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMPENSATION | 75, 290 | \$698 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE | | | | | | SPECIAL INSTRUCTIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RELEASER | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | | SECURITY CLASSIFICATION | | DATE TIME GROUP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SIGNATURE | | | | | UNCLASSIFIED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

5 June 1989

| JOINT MESSAGE FORM | | | | | | SECURITY CLASSIFICATION UNCLASSIFIED | | | | |
|---|--|-------|-------|------------|-------|---|--------|---------|-----------------|----------------|
| PAGE | DTG/RELEASER TIME | | | PRECEDENCE | | CLASS | SPECAT | LMF | CIC | ORIG/MSG IDENT |
| 02 OF 02 | DATE-TIME | MONTH | YR | ACT | INFO | UUUU | | | | 3381541 |
| | | | | RR | | | | | | |
| BOOK | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | | |
| PART II (MSC 5520) | | | | | | | | | | |
| | USCS | USCS | FNI H | FNI H | FNDH | FNDH | | | | |
| | GRAD | UNGR | GRAD | UNGR | GRAD | UNGR | TOTAL | | | |
| COMMAND | AL OB | AL OB | AL OB | AL OB | AL OB | AL OB | AL OB | AL OB | | |
| COMSCFE | 58 55 | | 24 22 | 8 5 | | | | 90 82 | | |
| COMSCSEA | 19 17 | | | | 17 16 | 1 1 | | 37 34 | | |
| MSCO GUAM | 1 1 | | | | | | | 1 1 | | |
| MSCO KOREA | 1 1 | | | | 4 4 | 2 2 | | 7 7 | | |
| MSCO OKINAWA | | | 1 1 | 2 2 | | | | 3 3 | | |
| MSCU D GAR | | | | | | | | 0 0 | | |
| MPS- 2 | | | | | | | | 0 0 | | |
| MPS- 3 | | | | | | | | 0 0 | | |
| TOTALS | 79 74 | | 25 23 | 10 7 | 21 20 | 3 3 | | 138 125 | | |
| DISTR: | | | | | | | | | | |
| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE | | | | | | SPECIAL INSTRUCTIONS | | | | |
| RELEASER | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | | SECURITY CLASSIFICATION | | | DATE TIME GROUP | |
| | SIGNATURE | | | | | UNCLASSIFIED | | | | |

5 June 1989

MESSAGE FORMAT 3

| JOINT MESSAGE FORM | | | | | | SECURITY CLASSIFICATION UNCLASSIFIED | | | | |
|--|--|-------|----|------------|------|---|--------|-----------------|-----|----------------|
| PAGE | DTG/RELEASER TIME | | | PRECEDENCE | | CLASS | SPECAT | LMF | CIC | ORIG/MSG IDENT |
| 01 OF 04 | DATE-TIME | MONTH | YR | ACT | INFO | UUUU | | | | 3381541 |
| BOOK | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | | |
| | ADMIN | | | | | | | | | |
| <p>FROM: MSCO NORFOLK VA</p> <p>TO: COMSC WASHINGTON DC</p> <p>CCPO NORFOLK VA</p> <p>UNCLAS //N05520//</p> <p>SUBJ: MSC MONTHLY MANPOWER REPORT</p> <p>PART I (OPNAV 12298/2)</p> <p>(ACTIVITY NAME) MSCO NORFOLK</p> <p>(UIC) 62383</p> <p>(MAJOR CLAIMANT CODE) 33</p> <p>(MONTH, YEAR) MARCH 1989</p> <p>1. A. 30</p> <p>1. B. 1 THROUGH 1. D. 2: NEGATIVE (OR NOT APPLICABLE) *</p> <p>FNIH 0</p> <p>COMPENSATION</p> <p>*SEE GUIDANCE NOTE IN ENCLOSURE (1).</p> | | | | | | | | | | |
| DISTR: | | | | | | | | | | |
| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE | | | | | | SPECIAL INSTRUCTIONS | | | | |
| DRAFTER | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | | SECURITY CLASSIFICATION UNCLASSIFIED | | DATE TIME GROUP | | |
| | SIGNATURE | | | | | | | | | |