

Deck Officer Augmentation Procedures

REMINDER: MO Crew does not have the resources to locate augmenting Corps Officers. It is the ship's responsibility.

1. It is recommended that Ship Deck Officers (Corps Officers and Mates) submit leave requests 45 days in advance.
2. Ship XO completes the [Deck Officer Augmentation Request Form](#) for all Deck Officer augmentation including safe manning through experience opportunities as soon as need/opportunity/augmenter is identified.
3. Corps Officers and MO Crew Mates keep [Deck Officer Availability form](#) up to date with current availability.
4. XO's review the [Deck Officer Availability](#) spreadsheet and contact available Deck Officers to fill their need. Reminder, there are two Chief Mates available for augmentation.
5. Corps Officers and Mates review the [Deck Officer Augmentation Request](#) spreadsheet to determine if there is a ship request they can fill and reach out to the XO. Officers should **NOT** reach out to MO Crew for assignments or travel.
6. Once the augmenter is identified by the ship, notify MO Crew Supervisor to update the spreadsheet accordingly.
7. MO Crew only pays for Officer's travel when filling a valid need such as safe or operational manning or if additional OODs are required (i.e. inside passage). If they are going to gain experience or for passdown, etc., then the perspective Marine Center should pay.
 - a. Officer Travel
 - i. MO Crew Supervisor will determine if MO Crew funds may be used for the request and if valid, will send account

codes to the augmenting Officer and their normal arranger will set up the travel.

- ii. If for experience opportunity or passdown, etc., then the perspective Marine Center should pay

b. Mates

- i. MO Crew Supervisor will ensure travel is set up.

- 8. In order to close out the augmentation request for Officers, the E-ticket must be sent to MO Crew Supervisor and the ship's XO.
- 9. All updates/changes to the spreadsheets should be communicated to MO Crew Supervisor.