



DEPARTMENT OF THE NAVY
DIRECTOR
MILITARY SEALIFT FLEET SUPPORT COMMAND
SP64 471 EAST C STREET
NORFOLK, VA 23511-2419

12630
Ser N1/2299
13 Jul 11

Human Resources Advisory 2011-19

From: Director, Afloat Mariner Management Department

Subj: FAILURE TO MAINTAIN A REGULAR WORK SCHEDULE

Ref: (a) MSFSC HR Advisory 12630 N1/881 of 23 Mar 2010

1. Maintaining proper manning and readiness of our vessels is of paramount importance, especially in light of the vital role that Military Sealift Command (MSC) plays supporting the battle-groups and the current fight against terrorism. Availability of Civil Service Mariners (CIVMAR) for assignment on a regular basis enables MSC to successfully accomplish our primary mission. Without it, we put the agency and the nation at risk. Working together, our goal is to increase CIVMAR availability for shipboard assignment and relieve CIVMARs on time.

2. This memorandum replaces reference (a), and its purpose is to educate and raise awareness of actions that may result in disciplinary action.

3. Accordingly, upon issuance of this notice, CIVMARs who fail to maintain a regular work schedule may be subject to disciplinary action up to and including removal. Employees' individual situations will be examined on a case-by-case basis and may be classified as unable to maintain a regular work schedule if they fall into one of the below non-exclusive categories:

a. Unable to receive medical clearance for shipboard assignment for over six months from last availability for sea duty,

b. Prematurely detached for medical reasons prior to completing a regular four month tour more than once in a 12 month period due to a medical condition,

c. Repeated instances of becoming unavailable for assignment after receiving notification of shipboard assignment,

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d. Repeated instances of reporting to a CIVMAR Support Unit (CSU) Not-Fit-For-Duty (NFFD) or with expired or missing professional credentials or credentials due to expire within 120 days, such as a USCG License, Merchant Mariner Credential, TWIC card, and/or a valid passport, resulting in enforced leave procedures being initiated,

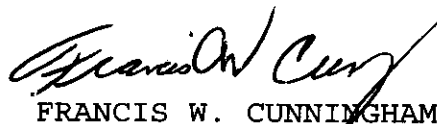
e. Repeated instances of reporting to a ship with less than a six month supply of medication,

f. Repeated instances of medical non-compliance, i.e., failing to provide requested and/or required medical documentation to support a fitness for duty determination,

g. Excessive absenteeism where a CIVMAR is unavailable for sea duty for a prolonged period over and above one year as a result of a work injury. Any action by MSFSC under this policy and/or advisory, including removal, is not related to and will not affect an employee's entitlements under the Federal Employees Compensation Act (FECA), as administered by the Department of Labor, Office of Workers Compensation Programs (OWCP).

4. In some cases a CIVMAR may have a medical condition that may qualify for disability retirement. Should this be the case, CIVMARS should feel free to contact "The Benefits Line" at 1-888-320-2917 to speak with a Customer Service Representative (CSR) who is available from 7:30 a.m. - 7:30 p.m. Eastern time, Monday through Friday, (except Federal holidays) to assist; or e-mail the CSR at: info@navybenefits.org.

5. Any CIVMAR who feels he/she may have a personal problem which may be affecting job performance, conduct, or work schedule, may obtain confidential counseling through the Civilian Employee Assistance Program (CEAP). For information concerning CEAP, please contact the Benefits & Services Branch by calling (757) 443-2849, 2847, 2844 or faxing (757) 443-5098.


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List I and II