



**DEPARTMENT OF THE NAVY**  
MILITARY SEALIFT COMMAND  
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IN REPLY REFER TO:

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Human Resources Advisory 2013-4

From: Deputy Director, CIVMAR Manpower & Personnel  
To: All Civil Service Mariners

Subj: COASTAL TRANSFER PROGRAM

1. As you know, in January 2012, Military Sealift Command (MSC) stopped accepting new coastal transfer requests because of the existing processing backlog. This effectively suspended the program. As of today, all eligible Civil Service Mariners (CIVMARS) request for coastal transfer have been approved and administratively transferred.
2. We made necessary changes to program for two primary reasons:
  - a. To improve its policy and procedures for effecting voluntary permanent coastal transfers of CIVMARS.
  - b. To effectively balance manpower between coasts and to address the desires of our existing workforce in a timely manner.
3. MSC is committed to fulfilling manpower requirements through practices that meet all the requisites for merit promotion and selection in accordance with applicable federal regulations and Command policies.
4. MSC has synchronized the coastal transfers and merit promotions practices to prevent past issues from reoccurring. This notification is to ensure that our CIVMAR fleet is aware of the updates made to the coastal transfer and merit promotion policies and procedures. Full details are outlined below.
5. Coastal Transfer. Opportunities for coastal transfer will typically be offered at least 45 days prior to release of a corresponding Promotion Opportunity Announcement (POA). Interested CIVMARS will submit a request to change coastal designation during this specified window of time. The coastal transfer opportunity will be limited to employees who are already permanent in the rating which corresponds to the upcoming POA. The window of opportunity will be clearly published in advance so that all

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eligible employees will have ample time to apply. The application is a simple written request that will be submitted to: Marine Employment Division, [MSCPOAInbox@navy.mil](mailto:MSCPOAInbox@navy.mil).

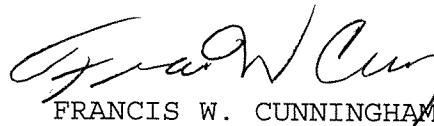
6. Once the window has closed, the total number of requests received will be compared to existing manpower requirements. If the requirements support it, all requests will be honored, provided that the respective CIVMARS meet the administrative review.

7. If there are more requests than requirements allow, the employees will be sorted by length of service since last hired. In the cases of employees who left MSC and then later returned to MSC, the calculation will not include any service earned before the most recent rehire date. The employee(s) with the longest service will be transferred first. Once this process is completed, it will be closed. CIVMARS that are not offered a transfer will have to reapply at the next opportunity, likely the following year. All employees will be notified whether they were selected for coastal transfer or not.

8. Merit Promotions. Publication of POAs will normally follow solicitations for coastal transfers and will also provide CIVMARS an opportunity to change coasts. Merit promotion applicants will select their coastal preference when they apply to the POA (e.g. east coast, west coast, or both coasts). Based on manpower requirements, the selection criteria and procedures outlined in CMPI 330 and Merit Promotion Program, the Command, in its sole discretion, will select applicants for coastal positions based on Best Qualified for permanent promotion.

9. Once an employee accepts the promotion and coastal assignment, the employee will not typically be offered the opposite coast if a new opportunity arises later; unless MSC determines that such an offer is in the best interest of the Command. An employee who accepts a promotion but would prefer to switch coasts may apply for coastal transfer by applying to a future solicitation for coastal transfer that applies to the employee's new position.

10. Please direct any questions to Director, Marine Employment Division Flodoir V. Pe, [flodoir.v.pe@navy.mil](mailto:flodoir.v.pe@navy.mil) or (757) 443-2857.

  
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