



DEPARTMENT OF THE NAVY
DIRECTOR
MILITARY SEALIFT FLEET SUPPORT COMMAND
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Human Resources Advisory 2010-08

From: Director, Human Resources and Manpower Department

Subj: SUBSISTENCE AND QUARTERS ALLOWANCE WHILE PENDING
DISCIPLINARY ACTION

Encl: (1) Notice to CIVMARS Regarding Subsistence and Quarters
Allowance, dtd 21 April 2009

1. Effective 30 January 2011 our policy regarding the eligibility for subsistence and quarters (S&Q) allowance while pending disciplinary action (PDA) for unlicensed Civil Service Mariners (CIVMARS) will change. In the past, only unlicensed CIVMARS in the Seafarers International Union (SIU) collective bargaining unit were afforded S&Q while PDA. In order to create a consistent policy for all unlicensed CIVMARS within the SIU/National Maritime Union collective bargaining unit, and those unlicensed CIVMARS who are not included in any other collective bargaining unit, S&Q will be afforded while PDA as described below.

2. When implemented, all unlicensed CIVMARS who are PDA will be afforded the S&Q allowance when they elect to report to the Customer Service Unit (CSU), if otherwise eligible. The eligibility continues through the issuance of their notice of proposed disciplinary action, and will end on the day following the oral or written reply, whichever occurs last. However in such cases, eligibility will not extend beyond twenty-one calendar days after receipt of the notice of proposed disciplinary action. Military Sealift Fleet Support Command (MSFSC) may grant extensions on a case-by-case basis for good cause, and will not arbitrarily deny these requests. Should a CIVMAR elect not to respond to a proposal, the eligibility will end one calendar day following the conclusion of the reply period.

3. If for some reason a disciplinary decision has not been issued within twenty calendar days after S&Q eligibility has

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ended, as indicated in paragraph 2 above, the eligibility for S&Q will resume until such time as a decision is issued.

4. Prior to receiving a decision regarding the notice of disciplinary action, CIVMARS may elect to remain in a duty status. At the discretion of MSFSC, CIVMARS awaiting a decision in a duty status may be considered for shipboard assignment, training, available for medical examinations, or other duty-related assignments or tasks.

5. This allowance does not apply to CIVMARS who report for duty and are not assignable in accordance with the Notice to CIVMARS Regarding S&Q Allowance of 22 April 2009, enclosure (1). It also does not apply to CIVMARS who are in a trial period, temporary or intermittent appointment status, or those CIVMARS who maintain a residence within the local commuting area of the CSU.

6. If you have any questions concerning this change, please contact Ms. Atlee Ladao, Labor and Employee Relations Specialist, at (757) 443-2836.



PHYLLIS B. SPANO

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List I and II