

1 June 2004

**MEMORANDUM**

From: Director, Afloat Personnel Management Center

To: All MSC Civil Service Mariners

Subj: FAILURE TO MAINTAIN A REGULAR WORK SCHEDULE

1. As you know proper manning and readiness of our vessels is of paramount importance especially in light of the vital role that MSC plays supporting the battlegroups and the current fight against terrorism. Availability of CIVMARs 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.
2. With that being said, you should be able to recognize the need for us as a conscientious employer, to monitor a mariner's ability to maintain a regular work schedule when he/she is not available for sea duty over a prolonged period of time.
3. Accordingly, upon issuance of this notice, mariners who fail to maintain a regular work schedule can be subject to disciplinary action up to and including removal. Employee's individual situations will be examined on a case to case basis and may be classified as unable to maintain a regular work schedule if they fall into either of the below categories:
  - a. Unable to clear medical for over six months from last availability for sea duty.
  - b. Prematurely detached for medical reasons prior to completing a normal four month tour more than once in 12 month period due to a medical condition.
4. In some cases, you may have a medical condition that may qualify you for a disability retirement. Should this be the case, feel free to contact my Employee and Labor Relations staff directly at (757) 417-4277/4283 or 4293
5. If you feel you have a personal problem which may be affecting your job performance, conduct, or work schedule, you may obtain confidential counseling through the Civilian Employee Assistance Program (CEAP). If you would like information concerning CEAP, contact Cynthia Simmons at (757) 417-4276 or via email at [Cynthia.Simmons@navy.mil](mailto:Cynthia.Simmons@navy.mil)

  
PHYLLIS B. SPANO