



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

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Human Resources Advisory 2011-04

From: Director, Human Resources and Manpower Department  
To: Distribution

Subj: CIVIL SERVICE MARINER EVALUATION BOARD RESULTS

Ref: (a)MSFSCINST 12335.2B, Merit Promotion Program For  
Civil Service Mariner

1. MSC prides itself in employing a highly skilled competent workforce. The command has a responsibility to ensure all Civil Service Mariners (CIVMARs) possess the required skills, abilities, and training necessary to succeed in the respective position to which they are promoted. Therefore, the board members/subject matter experts will now also identify the "Not Qualified" (NQ) list of candidates in addition to identifying the "Best Qualified" (BQ) and "Qualified" (Q) candidates. Being placed on the NQ list does not mean that basic eligibility was not met, but rather that the application package contained insufficient documented experience or training in the necessary skills and abilities to provide confidence to the board members that the candidate would succeed in that position. Reference (a) has been revised accordingly.

2. The evaluation board results will continue to be published the same as they are today with the identification of the BQ and Q candidates. All candidates will be notified in writing of their results. Promotions, whether permanent or temporary, are dependent upon the needs of the command in accordance with the following criteria.

a. Only those candidates identified as "BQ" candidates will be placed on a Promotion Certificate, rendering them eligible for permanent promotion.

b. Candidates identified as "Q" may be eligible for consideration for a temporary promotion.

c. "NQ" candidates are ineligible for temporary promotion. They are encouraged to contact MSFSC Marine Employment Division

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via e-mail, phone call, or visit to discuss the board results and for guidance on how to improve their package.

3. Questions may be directed to the MSFSC Marine Employment Division at MSFSC\_POAInbox@navy.mil. Responses will be provided within 2 business days.

NOTE: Master or designee of each ship, CSU Offices, and Training Centers, please post and disseminate the above information accordingly.

  
PHYLLIS B. SPANO  
By direction

Distribution:  
List I and II