

COMSTSPAC

DATE

TO

1. Following a thorough review of your proposed demotion, together with a careful consideration of any answer you may have submitted regarding your position in the matter, it is concluded that the following action is appropriate and necessary to meet operational requirements. Accordingly, you will be returned to your permanent billet as described below:

PERMANENT BILLET	SALARY	EFFECTIVE DATE
	\$ PER ANNUM	

2. You have the right to appeal the merits and/or the procedure of this demotion to either of the following:

a. The Secretary of the Navy, via Commander Military Sea Transportation Service, Pacific Area, and Commander Military Sea Transportation Service, OR

b. Director, San Francisco Region, U. S. Civil Service Commission, 630 Sansome Street, San Francisco, California.

3. If you choose to appeal to the U. S. Civil Service Commission, any appeal addressed to the Secretary of the Navy will not be considered. Instructions on submitting an appeal to the Secretary of the Navy are contained in CMPI 770, GRIEVANCES AND COMPLAINTS, which is available in the Purser's Department and the Industrial Relations Office. Instructions on submitting an appeal to the Civil Service Commission are as follows:

a. The appeal must be in writing and directed to the address shown above.

b. The appeal may be made at any time after you receive this notice, but must be submitted within ten days after the effective date of your demotion.

c. The appeal must set forth your reasons for disputing the demotion. It must contain your offer to prove any facts which are in dispute and must include any pertinent documents which you are able to submit.

SIGNATURE (IRO REPRESENTATIVE OR MASTER)	TITLE
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EMPLOYEE'S CERTIFICATION OF RECEIPT

EMPLOYEE'S SIGNATURE	DATE
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