

7 May 1968

TO ALL HANDS - MSISPA CIVILIAN-MANNED SHIPS

Recently, I have been advised that the COMSTSPAC civilian marine personnel ceiling has been reduced by 657 positions due to the transfer of two transport-type ships to COMSISLANT for tie-up and the placing of five additional transport-type ships in local ready reserve status. In view of this development, it has been necessary, during the past two months, to terminate more than 300 temporary employees with less than one year's service. However, in view of the further ceiling reduction, which must be met by 30 June 1968, it will be necessary to terminate additional temporary appointees and to conduct a minor reduction in force.

The reduction in force will be primarily in steward department positions, i.e., cooks, bakers, butchers; in some selected positions in the deck and engine departments, i.e., boatswains, carpenters and electricians; and, finally, it will involve all of the entrance ratings of wiper, ordinary seaman, and lower steward department positions.

CMPI 351 sets forth specific rules and regulations governing a reduction in force. In order that all civilian marine employees will have factual knowledge of the rules and regulations governing a reduction in force, I have outlined below some of the pertinent information:

a. Civilian marine employees will be affected by the reduction in force according to whether they do or do not have veterans preference, their seniority and the type of appointments held. Employees in each competitive level (positions which are similar and interchangeable with the same pay rate and similar qualification requirements) will be placed in ranking order according to their retention standings. The standings are determined by the types of appointment, years of service and veterans preference.

b. Tenure groups are as follows:

(1) Veterans with permanent-type appointments and more than three years service are in tenure group I-A or the highest retention grouping.

(2) The next grouping includes non-veterans with permanent-type appointments with more than three years service who are in tenure group I-B.

(3) The third group are veterans with permanent appointments with less than three years service who are in tenure group II-A.

(4) The fourth group includes non-veterans with permanent appointments with less than three years service who are in tenure group II-B.

(5) The fifth group includes veterans with temporary appointments, but with more than one year's service who are in tenure group III-A.

(6) The sixth group includes non-veterans with temporary appointments, but more than one year's service who are in tenure group III-B.

(7) The seventh grouping includes all temporary employees with less than one year's service.

c. The reduction in force will be conducted within specific competitive levels and any temporary employees with less than one year's service in the specific level must be terminated before any reduction in force action is taken. After this is accomplished, the reduction in force will be conducted by issuing reduction in force notices commencing with non-veterans in tenure group III-B; veterans in tenure group III-A, non-veterans in tenure group II-B, etc.

d. Another requirement exclusive in a civilian marine reduction in force involves non officer personnel who do or do not hold lifeboat tickets. In each retention group employees with lifeboat tickets will not be affected before employees who do not hold lifeboat tickets. As an example, group III-B employees without lifeboat tickets will be affected before group III-B employees with lifeboat tickets.

e. As the reduction in force is conducted, numerous decisions and determinations must be made to ascertain whether employees who are surplus in a given competitive level can "bump" or replace employees with less retention standing in lower positions. For instance, a chief cook will be able to "bump" or displace a second or third cook with a lower retention standing. Because of the numerous uncertainties whether employees who are affected by the reduction in force will accept lower positions, it is not possible to positively determine how many reduction in force actions will be required and how many employees will be affected. I do know, at this time, that there is a surplus of cooks, bakers, butchers, electricians, boatswains,

carpenters and employees in entrance ratings. It is estimated that in order to reach the new civilian marine ceiling of 3810 by 30 June 1968, a reduction of approximately 350 employees is necessary. However, at this time, there is every assurance that no permanent-type employee in retention groups I-A, I-B, II-A or II-B will be separated by reduction in force. However, some of these employees have to be offered and accept lower positions to avoid separation by reduction in force.

I have issued this Bulletin to all employees in order that you will be aware that a reduction in force is necessary due to the current reduced civilian marine manpower requirements and to provide some of the basic information pertinent to the reduction in force. It is my desire that department heads and pursers in MSTSPAG ships and members of my Employment Division who are responsible for conducting this reduction in force provide full and complete information to any and all employees who are affected and to assure that all actions are taken in accordance with CMPI 351.


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