



**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

Canc frp: Mar 03

REFER TO:

COMSCNOTE 12300  
N1  
10 October 2002

COMSC NOTICE 12300

Subj: GOVERNMENT HIRING CONTROLS

Encl: (1) Request for Hiring Approval

1. Purpose. To delineate the procedures for filling ashore positions within Military Sealift Command.
2. Discussion. The President of the United States has stated his desire to flatten the Federal bureaucracy, reduce the number of high-level managerial positions and redistribute resources to front-line service delivery jobs. The Secretary of Defense has delegated authority to the Service Secretaries to appoint, promote or reassign individuals to positions after determining that such fills are consistent with the spirit and intent of the President's initiative. The Secretary of the Navy has redelegated this authority to the Commander, Military Sealift Command, who has determined that the authority will not be further redelegated.
3. Exempted Positions. The following positions are exempt from hiring controls: positions filled through the DOD Priority Placement Program, firefighters, police officers and other law enforcement positions, health care professionals and civil service mariners. No other command-wide positions are exempt from these controls.
4. Managerial Positions. These positions are defined as those which direct the work of an organization, are held accountable for the success of specific line and staff functions, monitor and evaluate progress of an organization toward meeting goals, and make adjustments to work plans, objectives, schedules and commitment of resources.

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5. Review Process. Effective immediately, except for specific exemptions provided in paragraph 3, all actions to appoint, promote or reassign individuals must be forwarded through the chain of command to the Commander, Military Sealift Command, via MSCHQ N1 for review and approval. Enclosure (1) should be used to document the information for each position to be reviewed. To expedite review and approval, requests may be sent via electronic mail to MSC HQ N11 ([carolyn.berry@msc.navy.mil](mailto:carolyn.berry@msc.navy.mil)).

6. Cancellation Contingency. This notice will remain in effect until superseded by updated guidance.

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D. L. BREWER III

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NAF East/West)

41D (MSC Offices)

41E (APMC)

41M (TAGOS Project Office)

**REQUEST FOR HIRING APPROVAL**

**Activity:** (Name/UIC)

**Position:** (Title, Series, Grade)

**Type of Action:** (Appointment, Promotion, Reassignment)

**Non-managerial:** (Yes/No)

**Managerial:** (Yes/No)

- For managerial positions only, a concise statement as to how filling the position meets the spirit and intent of the President's initiative. It is recommended that should the position include aspects other than strictly managerial, these other requirements of the position which make it essential for fill be highlighted here. Examples include, but are not limited to: technical expertise required or one-of-a-kind types of positions.

**Point of Contact:**

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**Commander, Military Sealift Command Action**

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **More Info Needed** \_\_\_\_\_  
(Initials/Date) (Initials/Date) (Initials/Date)