



# ANY ENTRY LEVEL POSITIONS

## JOB OPPORTUNITY ANNOUNCEMENT

Announcement #:	20-000-01EXOC		
Title, Series, Grade (Code)	Supply Utilityman (848), WM-9985-09; Wiper Advancement Program (WAP) (363), WM-9965-09; Ordinary Seaman Advancement Program (OSAP) (163), WM-9928-07.		
Base Salary:	\$26,703 Supply Utilityman; \$31,960 Wiper; \$27,593 Ordinary Seaman		
Type of Appointment:	Excepted Service Career-Conditional		
Opening Date:	October 1, 2019	Closing Date	Open Continuously With Periodic Cutoffs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	All United States citizens and current Military Sealift Command Civil Service Mariner (CIVMAR) eligible to apply under the Veterans Employment Opportunities Act (VEOA). Active Duty Service Members (ADSMs) must submit a certification (i.e., statement of service) at the time of application which certifies that the service member is expected to be discharged or released from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. Relocation expenses are not authorized for this position.		
Duties:	<p><b>The Supply Utilityman, Wiper and Ordinary Seaman are civil service mariners (CIVMARs) employed by the Navy to serve the Military Sealift Command (MSC) onboard naval auxiliaries and hybrid-manned warships worldwide, in peace and war. MSC exists to support the joint warfighter across the full spectrum of military operations. MSC provides on-time logistics, strategic sealift, as well as specialized missions anywhere in the world, contested or uncontested environment.</b></p> <p>The <b>Supply Utilityman (SU)</b> is an unlicensed entry level member of the Supply Department crew. Performs general hotel service work such as food handling and preparation, serving meals, busing tables and laundry. Responsible for the cleaning and maintenance of the staterooms, bathrooms, passageways and common areas of the ship, and assisting the Chief Steward with daily provisions and manning underway replenishment rigs on all classes of MSC civil service crewed ships. Performs other duties as assigned.</p>		

The **Wiper** is an unlicensed entry level member of the Engine department crew. Responsible for cleaning and preservation of engine department spaces, systems, equipment and equipment components. Receive and carry out instructions of supervisors to clean and/or preserve engine department spaces, system equipment and equipment components. Use chemicals for cleaning, such as detergents, solvents and preservatives such as paint. Use tools such as chipping hammers, scrapers, needle guns, paint brushes, wire brushes, brooms and mops, and is familiar in the use of hand and power tools (i.e. drills, saws, wrenches, hammers, chisels, etc.).

Selected candidates will be placed in the **Wiper Advancement Program (WAP)** for on-the-job training and work experience. After completing 180 days service in the engine room, participants are eligible to apply for a USCG issued Standards of Training, Certification and Watchkeeping (STCW) Form as Rating Forming Part of an Engine Watch (RFPEW).

Candidate must sign an 18-month service agreement and are required to obtain the QMED FOWT endorsements and a STCW Certificate endorsed with RFPEW. Upon completion of program requirements participants will become eligible for consideration for permanent promotion from Wiper to Engine Utilityman (EU). Selection will be contingent on the successful completion of an administrative review (medical, security, discipline, etc.), and a review of supervisory evaluations and input regarding performance and readiness for permanent promotion to EU. An authorized EU position must be available in order for the promotion to be effected.

Candidate who fails to complete the requirements of the program within their not-to-exceed date may be terminated from MSC employment or be reassigned to the position of Supply Utilityman based on the needs of the Command.

The **Ordinary Seaman (OS)** is an unlicensed entry level member of the Deck Department crew. Performs work pertaining to general maintenance, repair, sanitation, and upkeep of material, equipment, and areas that are the responsibility of the Deck Department. General maintenance consists of, but is not limited to: chipping, scaling, scraping, priming, painting, sounding and or cleaning of the ship's hull, decks, superstructure, cargo gear, smokestack, rescue boats, lifeboats and or life rafts, emergency and damage control gear, and working aloft. Performs traditional shipboard marlinespike seamanship duties that include the splicing of wire rope,

	<p>as well as synthetic and natural fiber lines, reaving and unreaving blocks and falls, overhauling and maintaining both standing and running rigging, cargo loading, discharging, shoring, lashing, and rigging cargo nets, slings, ladders, boat fenders, tricing pendants and gangways. This includes sweeping, scrubbing, sougeeing and conducting wash downs in general, and the sorting and proper disposal of trash and garbage.</p> <p>Selected candidates will be placed in <b>Ordinary Seaman Advancement Program (OSAP)</b> for on-the-job training and work experience. Candidates will receive training including Rating Forming Part of Navigational Watch (RFPNW), Able Seaman in Lieu Course, and Lifeboat in Lieu Course and up to 120 Navigational Watches.</p> <p>Candidate must sign a 36-month service agreement and required to obtain the Merchant Marine Credential (MMC) endorsed as Able Seaman Unlimited, Able Seafarer Deck, and RFPNW within three years from the date of the signed OSAP agreement. Upon completion of program requirements participant will become eligible for consideration for permanent promotion from Ordinary Seaman to Able Seaman (AB). Selection will be contingent on the successful completion of an administrative review (medical, security, discipline, etc.), and a review of supervisory evaluations and input regarding performance and readiness for permanent promotion to AB. An authorized AB position must be available in order for the promotion to be effected.</p> <p>Failure to comply with the program requirements within the allotted time may result in termination from employment.</p> <p>Must be eligible to have access to, handle, and be qualified in small arms in accordance with OPNAVINST 3591.1.</p> <p>Everything in each Position Description is considered to be essential functions of the position. Perform other duties as assigned.</p>
<p>Minimum Eligibility Requirements:</p>	<p>Must be a United States citizen of at least 18 years of age and possess and maintain a valid and current:</p> <ol style="list-style-type: none"> <li>1. U.S. Passport with a minimum of seven (7) months of expiration date.</li> <li>2. Transportation Worker Identification Credential (TWIC) and/or Department of Defense (DOD) Common Access Card (CAC) with a minimum of ten (10) months</li> </ol>

	<p>remaining of expiration.</p> <p>3. USCG Merchant Mariner Credential (MMC) endorsed as Ordinary Seaman, Wiper, and Stewards Department (FH) with a minimum of ten (10) months remaining from expiration date.</p> <p>4. USCG Medical Certificate without any Limitations/Restrictions.</p>
<p>Evaluation Criteria:</p>	<p>Applicants who meet the minimum eligibility requirements described above will be further evaluated. Documented knowledge, skills, and abilities, education, training, and awards contained in the application package and resume will be reviewed and rated to determine the degree to which applicants possess the required knowledge, skills, and abilities listed below that are essential to perform the duties and responsibilities of the position for which applications are being considered.</p> <p style="text-align: center;"><b>SUPPLY UTILITYMAN:</b></p> <p>1. Knowledge of general housekeeping, janitorial, cleaning services and sanitation.</p> <p>2. Knowledge of dining room service; formal and informal settings.</p> <p>3. Knowledge of basic receipt, stow, issue/breakout and inventory processing for subsistence items and stock material.</p> <p style="text-align: center;"><b>WIPER:</b></p> <p>1. Knowledge of cleaning and preservation of equipment and materials.</p> <p>2. Knowledge of safety procedures.</p> <p>3. Skill in operating manual and electrical hand tools.</p> <p>4. Ability to understand and follow directions.</p> <p style="text-align: center;"><b>ORDINARY SEAMAN:</b></p> <p>1. Ability to perform general maintenance and repair on deck equipment.</p> <p>2. Knowledge of shipboard safety, including lifesaving and firefighting equipment, methods, and techniques.</p> <p>3. Knowledge of cargo operations, including such items as</p>

	<p>dry stores, munitions, petroleum products and helicopter operations (VERTREP).</p> <p>4. Ability to operate UNREP gear and equipment (winches, cranes, booms, Material Handling Equipment (MHE), etc.).</p> <p><b>Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</b></p>
<p>Conditions of Employment</p>	<ul style="list-style-type: none"> <li>• CIVMAR positions are subject to drug urinalysis testing.</li> <li>• Able to obtain and maintain security clearance eligibility and assignment to a sensitive position.</li> <li>• <b>The Ordinary Seaman sailing on MSC Government Owned, Government Operated (GOGO) vessels is required to use Fall Protection Arrest System (FPAS) safety equipment in order to carry out essential functions of their rating or position. Therefore, the incumbent is required to maintain a mass body weight of no more than 295 Pounds.</b></li> <li>• Able to successfully pass the physical examinations (arranged by MSC) and maintain MSC medical requirements. Participate in vaccine immunization; including a tuberculosis (TB) screening test is also required. TB screening is not provided at the MSC-arranged medical examination, but can usually be obtained from your personal medical provider or free at any local public health clinic. If you have previously had a positive TB skin test (i.e. a CONVERTER or REACTOR), another skin test is not required. You must instead provide the medical department written proof that you have completed treatment with medicine (i.e. INH), or that you have started treatment with medicine, or that such treatment is not warranted as determined by competent medical authority.</li> <li>• Attend and successfully complete all mandatory training courses, including personal survival, which requires the ability to float in the water for a minimum of sixty (60) seconds.</li> <li>• Be ready, willing, and able to physically perform the duties of this position worldwide at all times.</li> <li>• Be ready, willing, and able to work in a shipboard environment and wear protective equipment worldwide at all times.</li> <li>• Participate in direct deposit/electronic funds transfer as the standard method of payroll payments.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to pass the English language competency test.</li> <li>• Capable of speaking, understanding, reading and writing the English language.</li> <li>• Must be eligible to have access to, handle, and be qualified in small arms in accordance with OPNAVINST 3591.1.</li> </ul> <p><b><u>NOTE:</u></b></p> <p>a. The tentative offer of employment will be rescinded if the selectee fails to report to any of the scheduled appointments, fails the physical examination, fails the language competency test, fails the drug test, fails to disclose employment information, fails to report to new employee orientation, or is unable to obtain a security clearance.</p> <p>b. <b>On a case-by-case basis, an applicant who accepts a tentative offer of employment will be required to provide a VA Rating Decisions and/or Office of Worker's Compensation Program (OWCP) Scheduled Awards.</b></p>
How to Apply:	<p>All applications for employment with Military Sealift Command must be submitted through <a href="http://www.sealiftcommand.com/start-the-process">www.sealiftcommand.com/start-the-process</a>.</p> <p>To begin the process, you must submit an <u>Information Request Form (IRF)</u>.</p> <p>Your IRF submission will create a secure online profile after which you will receive an email to verify your account. Once verified, you will be able to complete the application process. Applications for this position can only be submitted during the announcement open period (Eastern Standard Time). Please note the email address you create will be used by the Command to correspond with you.</p> <p>In addition to meeting the minimum conditions of employment, you will be required to <b>scan and upload .jpg or .pdf</b> files of the following documents:</p> <ol style="list-style-type: none"> <li>1. Complete copy of a signed United States Coast Guard Merchant Mariner's Credential (MMC), Transportation Worker Identification Credential (TWIC), United States Coast Guard license, and/or STCW certificate, and signed copy of U.S. Passport.</li> <li>2. Relevant professional certificates as applicable for this position i.e. American Culinary Federation (ACF), Environmental Protection Agency (EPA) Universal, Global Maritime Distress and Safety System (GMDSS), Security</li> </ol>

	<p>Plus, etc.</p> <p>3. If you are a current or former federal government employee, a copy of your most recent Notice of Personnel Action (SF-50).</p> <p>4. If you served in the U.S. military service, you must provide a copy of your Certificate of Discharge (DD-214) that shows the type of discharge you received. This information is located under the "Character of Service" block of your DD-214. If you are claiming 10 points or higher veteran's preference you must provide supporting documentation such as a completed Application for Preference (SF-15) <a href="http://www.opm.gov/forms/pdf_fill/SF15.pdf">www.opm.gov/forms/pdf fill/SF15.pdf</a>. Additional information on veteran's preference is available at <a href="http://www.fedshirevets.gov/">http://www.fedshirevets.gov/</a>. You will also be required to provide a copy of the VA Rating Decisions upon accepting the tentative offer of employment.</p> <p>5. Last five (5) years of performance evaluations (if available) and training certificates applicable to the position you are applying for.</p> <p>6. Job related honors, awards, and special accomplishments; for example, military, government or recognized professional organizations related to the maritime field and performance awards.</p> <p><b>You will be able to upload and store versions of these documents in your secure online profile. NOTE: It is the applicant's responsibility to ensure that the documents scanned and uploaded are legible. You have the ability to crop and view each document that is uploaded.</b></p> <p><b>You will not be able to submit an application unless you have uploaded the required documentation as indicated here.</b></p> <p><b>Applicants may be interviewed prior to being selected for employment.</b></p>
<p>How To Contact Us:</p>	<p>If you require technical support, please use the support tab located in the top right corner of the Start the Process page <a href="http://www.sealiftcommand.com/start-the-process">www.sealiftcommand.com/start-the-process</a>. This will generate an email a message for you to submit your issue. Emails will be responded to during business hours M-F 0800 - 1700 CST.</p> <p>If you have any questions regarding the position or to follow up on an application submitted, please email us at <a href="mailto:civmar@sealiftcommand.com">civmar@sealiftcommand.com</a> or call us at (757) 341-4610 or (757) 341-4611, or our toll-free recruitment hotline at 1-877-562-7672 during the hours of 0700 to 2000 EST.</p>
<p>NOTE:</p>	<p><b>FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR</b></p>

**THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.**

Federal job applicants who make a false statement in any part of the application could be turned down for the job, fired after beginning work, or subject to fine, imprisonment (U.S. Code, Title 18, Section 1001), or other disciplinary action.

Employment of Federal Civilian Annuitants: Selection of CIVMAR annuitants for MSC positions must be approved by the Director for Civilian Human Resources. Annuitants serve at the will of the appointing officer.

Benefits Information: In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or re-determined annuity for the reemployed period. Discontinued service retirement annuitants (i.e., retired under section 8336(d) (1) or 8414(b) (1) (A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at [http://www.dtic.mil/whs/directives.](http://www.dtic.mil/whs/directives))

Annuitants are not eligible for recruitment and retention incentives.

**YOU MAY NOT BE HIRED IF YOU FAIL TO REPORT:**

1. Previous security clearance issues (intents to deny or the revocation of security clearances).
2. Debts.
3. Previous felony convictions where actual time was served in jail for more than one (1) year.

Any questions relative to this issue should be directed to the CIVMAR Support Center at 866-562-7672.

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IS AN EQUAL  
OPPORTUNITY  
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All applicants meeting minimum qualifications will receive consideration without regard to age, sex, race, color, religion, national origin, lawful political affiliation, non-disqualifying disability, marital status, sexual orientation, ethnicity, or other personal condition unrelated to the applicant's basic ability to perform satisfactorily. Please visit [www.msc.navy.mil/civmar/eo.htm](http://www.msc.navy.mil/civmar/eo.htm) for more information. Determinations of whether an accommodation is appropriate shall be made by the agency as soon practicable, after the initial application process and shall be made with regard to all applicable statutes and regulations. If



assistance is required to complete the application process, interested applicants should call our CIVMAR Support Center at the above number and refer to the "How to Apply" section of this announcement.

