



# Medical Services Officer

## JOB OPPORTUNITY ANNOUNCEMENT

Announcement #:	21-902-01EXOC		
Title, Series, Grade (Code)	Medical Services Officer, WM 9996-27 (902)		
Base Salary:	<p>\$79,766 Per annum <b>A \$15,953 recruitment incentive is authorized for eligible selectees. Actual amount is calculated as 10% of base pay. Incentive is paid as a lump sum at the beginning of employment with the Command, and requires a 2-year service agreement. CIVMAR (VEOA) candidates and Annuitants selected for employment as Medical Services Officer are not eligible for recruitment incentives.</b></p>		
Type of Appointment:	Excepted Service Career-Conditional		
Opening Date:	October 1, 2020	Closing Date	Open continuously with periodic cut-offs.
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	<p>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.</p>		
Duties:	<p>The Medical Services Officer is a Civil Service Mariner (CIVMAR) 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, in contested or uncontested environments.</p> <p>The Medical Services Officer (MSO) performs a variety of administrative, patient care, and department head duties and functions pertaining to the complete operation of a shipboard Medical Department: General Administration, Medical Administration, healthcare, fiscal and supply, training, pest control and sanitation, Occupational Health, Preventive Medicine, Sexual Assault</p>		

Prevention Response-Victim Advocate (SAPR-VA) shipboard operational commitments, and maintaining all MSO certifications of eligibility. The MSO is directly responsible to the Master while assigned onboard MSC ships. Ensures continuing application of and compliance with EEO laws, regulations and policies.

**1. GENERAL ADMINISTRATION AND FUNCTIONS**

On a daily basis the MSO is required to maintain all Medical Department records, including medical ledgers, logs, inventories, individual health records and Department of Labor forms such as Federal Workers Compensation Forms, etc.

**2. HEALTH CARE**

The MSO onboard MSC ships shall provide, at a minimum, the equivalent level of care as that provided by a Navy Independent Duty Hospital Corpsman. Documentation of all care provided will be complete, accurate and legible in conformance with current clinical standards. The incumbent will actively support required medical quality assurance and quality improvement programs.

**3. FISCAL AND SUPPLY**

The MSO is responsible for all of the supply functions unique to the Medical Department. The incumbent carries out all policies and procedures concerning afloat medical equipment and supplies, including medical consumables and maintain inventory at prescribed levels.

**4. TRAINING**

The MSO shall conduct on a routine basis a schedule of medical training lectures for all embarked personnel or subsets of the crew as appropriate for the topics to include Cardio Pulmonary Resuscitation/Automated External Defibrillator (CPR/AED) training and preventive health education training. Additionally, the MSO shall provide to reporting personnel a general orientation that includes review of current medications the individual may be taking, medical services available, personal hygiene and location and use of emergency medical equipment.

**5. PEST CONTROL AND SANITATION**

The MSO is responsible to the Master for inspecting and reporting on the sanitation of the ship.

The MSO shall: (a) ensure currency of his/her pest control managers certificate, (b) conduct on at least a monthly basis, inspections of all food services spaces, storerooms, ship stores, and any other spaces that may be of concern to preclude the presence of a stored product pest, roaches, or rodents, in accordance with the guidance provided by area preventive medicine units, (c) monitor pest control spraying, trapping, and baiting by Navy approved pest control personnel and log results of surveys, (d) maintain the Pest Control Log in SAMS and ensure that surveys, spraying, and pest control supplies are conducted by Navy approved pest control personnel and are entered in the appropriate logs, (e) ensure that adequate supplies are maintained onboard and that they are stored in accordance with existing instructions, (f) provide for the establishment of a pest control spill kit and maintain accordingly, and (g) inspect all fresh produce and refrigerated items coming aboard to ensure quality and that it is pest free.

**6. OCCUPATIONAL HEALTH AND PREVENTIVE MEDICINE**

The MSO will ensure that all physicals, medical surveillance, and chronic disease tracking and immunizations remain current and are scheduled appropriately.

**7. COLLATERAL DUTY**

Serve as primary Collection Site Coordinator (CSC) for the Drug Free Workplace Program (DFWP) and as alternate Breath Alcohol Technician (BAT) onboard MSC Civil Service Mariner (CIVMAR) manned Ships.

**8. MARITIME PREPOSITIONING SHIP SQUADRON (MPSRON)**

The MSO may be assigned to a Maritime Prepositioning Ship Squadron (MPSRON).

The MSO assigned to a MPSRON, under routine conditions, has responsibilities that have a significant impact on the day-to-day operations of the MPSRON. When a MPSRON is called into action those MSO responsibilities will multiply in scope and importance depending on specific

	<p>assigned mission and location.</p> <p><b>9. SEXUAL ASSAULT PREVENTION AND RESPONSE - VICTIM ADVOCATE (SAPR-VA) DUTIES AND REQUIREMENTS IN ACCORDANCE WITH OPNAVINST 1752.1C and DoDI 6495.02</b></p> <p>The MSO serves as a shipboard Sexual Assault Prevention and Response-Victim Advocate (SAPR-VA) onboard MSC vessels.</p> <p>All MSOs comply with all Defense Sexual Assault Victim Advocacy Credentialing Program (D-SAACO) requirements as a condition of employment.</p> <p>Shipboard SAPR-VAs' are the first responder for all sexual assault incidents involving adults.</p> <p>Everything in this Position Description is considered to be an essential function of this position. Performs 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:</p> <ol style="list-style-type: none"> <li>1. U.S. Passport with a minimum of seven (7) months remaining of expiration date.</li> <li>2. Transportation Workers Identification Card and/or Department of defense (DOD) Common Access Card (CAC) with a minimum of ten (10) months remaining from expiration date.</li> <li>3. United States Coast Guard (USCG) Merchant Mariner's Credential (MMC) endorsed Steward Department (FH), Ordinary Seaman, Wiper with a minimum of ten (10) months remaining of expiration date <b>and</b></li> </ol> <p>Certificate of Registry (COR) as one of the following:</p> <ol style="list-style-type: none"> <li>a. Professional Nurse - If using experience as a Registered Nurse must possess documented certification as an Advanced Practice Licensed Registered Nurse by a state, territory or commonwealth of the United States or District of Columbia.</li> <li>b. Physician Assistant - Must possess certification as a Licensed Physician's Assistant issued by a state, territory or Commonwealth of the United States or District of Columbia or National Commission on Certification of Physician's Assistant.</li> </ol>

	<p>c. Hospital Corpsman - If using previous military medical experience, must possess experience equivalent to an Independent Duty Hospital Corpsman/Independent Duty Health Services Technician (E-6 or above) and possess NEC 8425/8402/8403/8494, Army MOS 18D or USAF MOS 4NOX1.</p> <p>4. USCG Medical Certificate.</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> <ol style="list-style-type: none"> <li>1. Ability to provide appropriate shipboard occupational and non-occupational medical treatment independent of a Physician.</li> <li>2. Knowledge of and ability to provide shipboard emergency medical care, including CPR and use of Automated External Defibrillator (AED), independent of a Physician.</li> <li>3. Knowledge of and ability to manage Occupational Health and Safety and Preventive Medicine Programs.</li> <li>4. Ability to administer the non-clinical aspects of a medical office.</li> <li>5. Ability to provide preventive health education and training.</li> <li>6. Ability to teach Cardio Pulmonary Resuscitation/Automated External Defibrillator (CPR/AED).</li> </ol> <p>Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>
<p>Conditions of Employment</p>	<ol style="list-style-type: none"> <li>1. CIVMAR positions are subject to drug urinalysis testing.</li> <li>2. Able to obtain and maintain security clearance eligibility and assignment to a sensitive position.</li> </ol>

3. Able to successfully pass the physical examinations (arranged by MSC) and maintain MSC medical, dental, and mental 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.
4. 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.
5. Be ready, willing, and able to physically perform the duties of this position worldwide at all times.
6. Be ready, willing, and able to work in a shipboard environment and wear protective equipment worldwide at all times.
7. Entry-level positions require candidates to pass an English language competency test.
8. Participate in direct deposit/electronic funds transfer as the standard method of payroll payments.
9. Capable of speaking, understanding, reading and writing the English language.

**NOTE:**

- 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.
- 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.

How to Apply:

All applications for employment with Military Sealift Command must be submitted through [www.sealiftcommand.com/start-the-process](http://www.sealiftcommand.com/start-the-process).

To begin the process you must submit an Information Request Form (IRF).

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.

In addition to meeting the minimum conditions of employment, you will be required to **scan and upload .jpg or .pdf** files of the following documents:

1. Front and back of United States Coast Guard Merchant Mariner's Credential (MMC), Transportation Worker Identification Credential (TWIC), United States Coast Guard license, and/or STCW certificate, and U.S. Passport.
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 Plus, etc.
3. If you are a current or former federal government employee, a copy of your most recent Notice of Personnel Action (SF-50).
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) [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf). Additional information on veteran's preference is available at <http://www.fedshirevets.gov/>. You will also be required to provide a copy of the VA Rating Decisions upon accepting the tentative offer of employment.
5. Last five (5) years of performance evaluations (if available) and training certificates applicable to the position you are applying for.
6. Job related honors, awards, and special

	<p>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 THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</b></p> <p>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.</p> <p><u>Employment of Federal Civilian Annuitants:</u> 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.</p> <p><u>Benefits Information:</u> 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</p>



	<p>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 <a href="http://www.dtic.mil/whs/directives">http://www.dtic.mil/whs/directives</a>.)</p> <p>Annuitants are not eligible for recruitment and retention incentives.</p> <p><b>YOU MAY NOT BE HIRED IF YOU FAIL TO REPORT:</b></p> <ol style="list-style-type: none"> <li>1. Previous security clearance issues (intents to deny or the revocation of security clearances).</li> <li>2. Debts.</li> <li>3. Previous felony convictions where actual time was served in jail for more than one (1) year.</li> </ol> <p>Any questions relative to this issue should be directed to the CIVMAR Support Center at 866-562-7672.</p>
<p>MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</p>	<p>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 <a href="http://www.msc.navy.mil/civmar/eo.htm">www.msc.navy.mil/civmar/eo.htm</a> 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.</p>

