



# First Officer

## JOB OPPORTUNITY ANNOUNCEMENT

Announcement #:	<b>24-104-01EXMWS (MIXED WORK SCHEDULE) Candidates selected for Mixed Work Schedule and Annuitants, regardless of work schedule, are not eligible for recruitment and retention incentives.</b>		
Title, Series, Grade (Code)	First Officer (W) WM 9905-28 (104)		
Base Salary:	\$88,376 Per annum		
Type of Appointment:	Excepted Service		
Opening Date:	October 2, 2023	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> <p><b>Applicants for this position apply with the understanding that they may be required to train at MSC expense, qualify for, and serve aboard T-EPF and/or T-ATS class ships, and maintain respective credentials as long as such ships remain in the MSC Fleet.</b></p>		
Duties:	<p>The First 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>As the Deck Department Head, the First Officer is responsible for the safe, effective and efficient management and supervision of deck department employees. Ensures sound fiscal management and adherence to budget guidelines by deck department employees. Has a thorough knowledge of the CMPI and DHAMS. Serves as the ships' safety officer, training officer, damage control officer, vessel security officer, oil spill coordinator and (may be) gas free engineer. On ships without a Master, the OIC/Chief Mate is the Officer in Charge (OIC) of the</p>		

entire CIVMAR contingent onboard regardless the disparity between formal pay rate designators.

As second in command of the ship, is directly accountable to the Master for all matters pertaining to management, operation, care, safety, and physical condition of deck department operations and keeps the Master informed in those areas. Keeps abreast of all ship's business matters and acts on behalf of the Master when he/she is not available. Maintains a functional understanding of ship's mission, operations, command relationships, and operational reports. Acts as a Command Duty officer (CDO) in charge of the Shipboard Reaction Force (SRF) and fire parties on ships so organized. Performs emergency duties as assigned by the Master and reflected on the Station Bill.

Responsible for the proper planning, loading, stowage and discharge of cargo and maintenance of the ship in a safe and stable condition. Prior to sailing, inspects the ship to ascertain there are no structural defects and that hatches, side ports, cargo gear, cargo and equipment are secured properly. Using Ship Automated Maintenance Management (SAMM) prepares and submits deck department repair list. Submits a list of Voyage Repair Requests (VRR's) to the Chief Engineer for maintenance and repair of deck related items that are beyond the capabilities of ship's force and require outside industrial assistance. Monitors the progress of VRR's; inspects repairs made by shore side personnel and makes reports of inspections to the Master and Chief Engineer.

Ensures equitable distribution of overtime; ensures subordinates maintain proper hygiene, grooming and uniform standards; exercises disciplinary control over subordinates and initiates disciplinary actions IAW CMPI 750; recognizes and rewards subordinates' work-accomplishments and achievements using the awards program; conducts career counseling, arranges training, monitors personnel career progressions, and encourages upgrading of licenses and documents; and prepares MAP/Promotion Evaluation Reports as required. Must be able to effectively use applicable shipboard software applications.

As AT/FP Officer, issues orders to and ensures training of crewmembers to provide force protection, physical security of government property, and security awareness for classified documents and materials. Ensures

	<p>maintenance of a continuous gangway watch to control personnel and material coming aboard or leaving the ship. Acts as Qual-Cert Board member on board ships with the program. Presides at deck department safety meetings, presents progress reports of outstanding and new safety items and recommendations. Maintains a safety library and keeps personnel and department heads informed on current safety procedures and developments. Oversees Ships Safety Management System (SMS) administration and compliance as Safety Officer. Makes SMS reports as required.</p> <p>Towing and salvage First Officers shall be TOAR endorsed or tow qualified and have experience in towing and salvage. First Officers should be competent ship handlers capable of docking, undocking and mooring without tug assistance. They should have superior leadership skills working with Mobile Diving and Salvage Units (MDSU), foreign Navy, and VIP personnel. Towing and Salvage Mates must be proficient at shipboard medical care and have knowledge of the US Navy Tow Manual.</p> <p>Ensures continuing application of and compliance with EEO laws, regulations, and policies. Masters and Department Heads may add to these duties to clarify specific shipboard tasks. Everything in this Position Description is considered to be an essential function of this position. Performs all 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 of expiration date.</li> <li>3. United States Coast Guard (USCG) Merchant Mariner's Credential (MMC), with a minimum of ten (10) months remaining of expiration date, with the following endorsement(s): <ul style="list-style-type: none"> <li><input type="checkbox"/> Any Unlicensed Rating in the Deck Department, or Able Seaman - Unlimited.</li> <li><input type="checkbox"/> USCG License endorsed as: Chief Mate of Steam or Motor Vessels of Any Gross Tons upon Oceans (or higher), and Radar Observer - Unlimited.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> STCW Certificate endorsed CAPACITY as: Chief Mate, or Master; STCW may not include limitations of validity on vessels operating in the GMDSS system, or aboard ARPA or radar-equipped vessels.</li> <li><input type="checkbox"/> A Federal Communications Commission GMDSS Radio Operator's License/certificate.</li> </ul> <p><b>Desired Experience:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nautical Institute Unlimited Dynamic Positioning Officer (DPO) and/or Offshore Service Vessel Dynamic Positioning Authority (OSVDPA) Class A DPO certification with a minimum 3 years remaining before expiration or sufficient Unlimited Dynamic Positioning sea time for renewal.</li> <li><input type="checkbox"/> Recent Dynamic Positioning and towing experience within 3 years.</li> <li><input type="checkbox"/> Experience with the following operations: AHTS/OSV operations; towing operations; subsea construction; DP diving operations; government special missions, or cable ship operations.</li> <li><input type="checkbox"/> Recent High Speed Craft experience within 3 years.</li> </ul>
<p>Evaluation Criteria:</p>	<p><b>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 applicants are being considered.</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of navigation and bridge watch keeping equipment, methods and techniques and ship handling practices.</li> <li>2. Ability to communicate orally and in writing to include using shipboard computer systems and programs.</li> <li>3. Ability to interpret and analyze shipboard information, make decisions, plan, organize, supervise, manage, and evaluate the work of others.</li> <li>4. Knowledge of shipboard safety and security programs including lifesaving and firefighting equipment, methods and techniques.</li> </ol>

	<p>5. Knowledge of cargo operations including those involving dry stores, munitions, petroleum products and HELLO operations (VERTREP), OIS-R ammunition management and Qual/Cert program.</p> <p>6. Knowledge of Dynamic Positioning, towing, salvage, subsea construction, diving, government special mission, cable ship and high speed craft operations.</p> <p>Although not required for consideration, candidates that hold Tankerman PIC (person in charge)/DL (dangerous liquids), or the appropriate Towing credentials as specified in 46 CFR 15.805(a)(5), Towing Officers Assessment Record (TOAR), possess credentials or certificates demonstrating proficiency with unusual and technical shipboard operations systems and programs such as command ship operations, or foreign naval auxiliary operations shall provide that information on the Promotion Application form.</p> <p>To earn the highest rating possible, you are encouraged to submit detailed information of the knowledge, skills, and abilities listed above. <b>Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</b></p>
<p>Conditions of Employment</p>	<p>This is a Mixed Work Schedule which allows the best utilization of resources based on the work requirements of the command. You will be required to sign a Mixed Work Schedule Agreement.</p> <ol style="list-style-type: none"> <li>1. To comply with the recent preliminary nationwide injunction on Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, the Department of the Navy is not taking any action to implement or enforce the COVID-19 vaccination requirement. New hires will need to provide their vaccination status as well as comply with workplace safety protocols related to masking, physical distancing, testing, travel, and quarantine.</li> <li>2. CIVMAR positions are subject to drug urinalysis testing. As the laws for marijuana usage become legal for some states, it is still illegal at the Federal level and will have the same impact on suitability and security as it did before.</li> <li>3. Able to obtain and maintain security clearance eligibility and assignment to a sensitive position.</li> <li>4. Able to successfully pass the physical examinations (arranged by MSC) and maintain MSC medical, dental, and</li> </ol>

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.

5. 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.
6. Be ready, willing, and able to physically perform the duties of this position worldwide at all times.
7. Be ready, willing, and able to work in a shipboard environment and wear protective equipment worldwide at all times.
8. Entry-level positions require candidates to pass an English language competency test.
9. Participate in direct deposit/electronic funds transfer as the standard method of payroll payments.
10. Capable of speaking, understanding, reading and writing the English language.
11. Must be eligible to have access to, handle and be qualified in small arms in accordance with OPNAVINST 3591.1 series.

**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 accomplishments; for example, military, government or recognized professional organizations related to the maritime field and performance awards.

**You will be able to upload and store versions of these**

	<p>documents in your secure online profile. <b>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 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/eeo.htm">www.msc.navy.mil/civmar/eeo.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>

