



Medical Services Officer

JOB OPPORTUNITY ANNOUNCEMENT

Announcement #:	26-902-01EXOC **Amended Base Salary**		
Title, Series, Grade (Code)	Medical Services Officer, WM 9996-27 (902)		
Base Salary:	\$93,996 Per annum. A recruitment incentive is authorized for eligible selectees and requires a service agreement. Please visit: https://sealiftcommand.com/recruitment-bonus for details. Incentive is paid as a lump sum at the beginning of employment with the Command. Mixed Work Schedule, VEOA candidates and Annuitants selected for employment are not eligible for recruitment incentives.		
Type of Appointment:	Excepted Service Career-Conditional		
Opening Date:	October 1, 2025	Closing Date	Open continuously with periodic cut-offs.
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:	The Medical Services Officer is a Civil Service Mariner (CIVMAR) employed by the Navy to serve the Military Sealift Command (MSC) on board 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. MAJOR DUTIES AND RESPONSIBILITIES 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. Duties include general and medical administration, direct patient care, supply management, occupational health and preventive medicine		

surveillance, medical training, sexual assault prevention and response (SAPR), and support of shipboard operations as assigned. The MSO independently manages the Medical Department and is directly responsible to the Master while assigned onboard MSC ships. The MSO is competency aligned to the MSC Force Surgeon for medical certification, professional oversight, and continuing education, including sustainment training and expected to deliver medical service at a level that meets or exceeds the standard defined by the MSC Force Surgeon. The incumbent 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. in conformance with all applicable laws, rules and regulations. The Theater Medical Information Program (TMIP) and Ship Configuration Logistics Information Program (ShipCLIP) are the electronic systems to manage the various medical programs. The MSO also has department head duties that require the incumbent be available to the ship's Master for a variety of health administration, oversight and advisory functions and to perform other duties as assigned.

2. HEALTH CARE

The MSO shall deliver a standard of care that is prescribed by the MSC Force Surgeon. The MSO's scope of care is closely aligned with that of a Navy Surface Force Independent Duty Corpsman. The MSO will diagnose, perform diagnostic exams, make clinical decisions for acute and urgent patients, prescribe treatments, and document all care completely and accurately in the electronic medical record, in accordance with standards established by the Force Surgeon. 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 maintains inventory at prescribed levels. The ShipCLIP program is the electronic system to manage this function.

4. TRAINING

The MSO provides medical training for the crew as directed by the MSC Force Surgeon and the MSC Director of Afloat 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 Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and preventive health education. Additionally, for newly reporting personnel, the MSO shall review medical history and current medications the individual may be taking and provide general orientation to the medical services available, personal hygiene and location and use of emergency medical equipment.

5. PEST CONTROL AND ENVIRONMENTAL HEALTH

The MSO shall maintain a healthy working environment on the ship by: (a) ensuring currency of his/her pest control manager certificate, (b) conducting, 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 discover and remediate infestations of stored products by roaches, rodents, or other pests in accordance with the guidance provided by area preventive medicine units, (c) monitoring pest control spraying, trapping, and baiting by Navy approved pest control personnel and log results of surveys, (d) maintaining an electronic Pest Control Log and ensuring that surveys, spraying, and pest control supplies are conducted by Navy approved pest control personnel and are entered in the appropriate logs, (e) ensuring that adequate supplies are maintained onboard and that they are stored in accordance with existing instructions, (f) providing for the establishment of a pest control spill kit and maintain accordingly, and (g) inspecting all fresh produce and refrigerated items coming aboard to ensure quality and that it is pest free.

The MSO is responsible to the Master for inspecting and reporting on the sanitation of the ship. The incumbent will conduct at least monthly sanitation inspections of all food service spaces including, but not limited to, reefer decks and storerooms, and report in writing to

the ships Master the results of all inspections using reporting procedures as outlined in the P-5010, Manual of Naval Preventive Medicine, and Tri-Service Food Code. The incumbent will provide the Master, Supply Officer and Chief Steward with guidance on corrective actions and provide the Chief Steward with training for his/her department in all aspects of food service sanitation and preparation. At the discretion of the Master, the incumbent will conduct sanitation/habitability inspections of any designated space/stateroom and report his/her findings/recommendations in writing to the Master.

6. OCCUPATIONAL HEALTH AND PREVENTIVE MEDICINE

The MSO manages, administers, and provides training for the ship's occupational health and preventive medicine programs. The MSO ensures that medical surveillance physicals (MSP) and immunizations for all crew remain current and reported to Force Medical as required. In addition the incumbent tracks hearing conservation, heat stress and potable water programs. The MSO reports all findings directly to the Master in accordance with current MSC directives and SMS Guides.

7. DRUG FREE WORKPLACE DUTIES

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. SEXUAL ASSAULT PREVENTION AND RESPONSE - VICTIM ADVOCATE (SAPR-VA) DUTIES AND REQUIREMENTS. IN ACCORDANCE WITH OPNAVINST 1752.1C and DoDI 6495.02

The MSO serves as a shipboard Sexual Assault Prevention and Response-Victim Advocate (SAPR-VA) onboard MSC vessels.

All MSOs comply with all Defense Sexual Assault Victim Advocacy Credentialing Program (D-SAACO) requirements as a condition of employment.

Shipboard SAPR-VAs' are the first responder for all sexual assault incidents involving adults.

MSO SAPR-VAs' must:

a. Be available and immediately respond upon receipt of a report of sexual assault.

	b. Determine immediate needs of victim; inform the victim of reporting options and services available outlined on the DD Form 2910 (military victims only) to include availability of a victims' legal counsel; encourage victim to seek medical attention and/or forensic exam - accompany the victim as appropriate. c. Understand and explain available reporting options and resources for civilians. d. Provide non-clinical crisis intervention and ongoing support, in addition to referrals for adult sexual assault victims regardless of service affiliation. e. Assist the victim in navigating processes required to obtain care and services needed. SAPR-VAs' and unit SAPR-VAs' will not serve as the victim's mental health provider or act as an investigator. f. Notify the MSC SAPR Program Manager or the nearest installation Sexual Assault Response Coordinator (SARC) of the incident. Everything in this Position Description is considered to be an essential function of this position. Performs other duties as assigned.
Minimum Eligibility Requirements:	Must possess and maintain: 1. U.S. Regular Passport (also referred to as a tourist or maroon passport) with minimum of ten (10) months remaining from expiration date. 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. 3. USCG Merchant Mariner's Credential (MMC) endorsed Steward Department (FH), Ordinary Seaman, Wiper with a minimum of ten(10) months remaining from expiration date And Certificate of Registry (COR) as one of the following: a. Medical Doctor - Valid License as physician or

	surgeon issued under the authority of a state or territory of the United states, the Commonwealth of Puerto Rico, or the District of Columbia. b. Marine Physician Assistant - Successful completion of instruction for a physician's assistant or nurse practitioner program. c. Medical Technician - Must have previous military medical experience and documentation via a DD-214 equivalent to an Independent Duty Corpsman (e-6 or above) and possess a Navy NEC 8425/8402/8403/8494 (L01A, L02A, L10A, L28A), US Coast Guard ((USCG) Independent Duty Health Services Technician, Army MOS 18D, USAF MOS 4NOX1. Must have practiced patient care in a qualifying position within the last 10 years. This requirement ensures that all applicants possess up-to-date clinical knowledge and are familiar with the current standards of care, which is essential for providing safe and effective medical services. 4. USCG Medical Certificate PHYSICAL/DENTAL REQUIREMENTS: MSC plays a critical role in the support of joint forces worldwide in executing the National Defense Strategy, and incumbents must maintain a state of physical readiness and fitness as required by the COMSC Medical Manual 6000 series or as per the Force Surgeon (or their designee), to include maintenance of medical, dental, and mental health, in order to be available at any time for worldwide deployment. Failure to maintain standards can represent a risk to self, and risk to others due to subtle or sudden incapacitation and could present an unduly high probability of medical repatriation, medical evacuation, or impede shipboard operations since deployed CVIMARS do not have access to their regular treating physician(s), medication refills, and other medical, dental, or mental health services that they may require. Failure to maintain physical readiness and fitness for any reason could result in disciplinary action up to and including termination of employment. This position is also designated as TDP IAW CMPI 792.
Evaluation Criteria:	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. 1. Ability to provide appropriate shipboard occupational and non-occupational medical treatment independent of a Physician. 2. Knowledge of and ability to provide shipboard emergency medical care, including CPR and use of Automated External Defibrillator (AED), independent of a Physician. 3. Knowledge of and ability to manage Occupational Health and Safety and Preventive Medicine Programs. 4. Ability to administer the non-clinical aspects of a medical office. 5. Ability to provide preventive health education and training. 6. Ability to teach Cardio Pulmonary Resuscitation/Automated External Defibrillator (CPR/AED). Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.
Conditions of Employment:	1. 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. 2. Able to obtain and maintain security clearance eligibility and assignment to a sensitive position. 3. You will be required as a condition of employment to obtain and maintain a U.S. Special Issuance Passport (also referred to as an official or maroon passport). 4. 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. 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. 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. To begin the process you must submit an <u>Information Request Form (IRF)</u>.

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. 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 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. You will not be able to submit an application unless you have uploaded the required documentation as indicated here. Applicants may be interviewed prior to being selected for employment.
How To Contact Us:	If you require technical support, please use the support tab located in the top right corner of the Start the Process page www.sealiftcommand.com/start-the-process. 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. If you have any questions regarding the position or to follow up on an application submitted, please email us at civmar@sealiftcommand.com 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.
NOTE:	FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR 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. <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. <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 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.
MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.	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, ethnicity, or other personal condition unrelated to the applicant's basic ability to perform satisfactorily. Please visit https://civmar.sealiftcommand.com/eeo 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.

