

Military Sealift Command Civil Service Mariner Hiring Timeline

Below, find an outline of the Military Sealift Command (MSC) Civil Service Mariner (CIVMAR) Hiring Timeline. Completion of this process typically takes 30-90 days.

1 ONE-ON-ONE INTERVIEW

Applicants will be asked to participate in an in-person or web-based interview to begin the hiring process.

2 CONDITIONAL OFFER OF EMPLOYMENT

Once your application has met MSC's conditions of employment, and if selected a confidential employment offer will be made.

3 PRE-EMPLOYMENT REQUIREMENTS

There are several pre-employment prescreening efforts that must have happened before a selected applicant is scheduled for New Employee Orientation (NEO).

- Security Processing
- Medical Evaluation
- Drug Screening

3A - BACKGROUND CHECK & DRUG SCREENING

The first step is the successful completion of MSC's security clearance process by completing the security screening questionnaire and get fingerprinted. You will also be scheduled at an MSC approved facility for your drug screening.

3B - MEDICAL REQUIREMENTS

The next step is the medical evaluation of applicants. MSC will schedule a physical exam at the nearest MSC authorized testing facility. The medical screening is paid for by MSC. In order to be hired, applicants must be found Fit for Hire by our MSC Medical Office.

4 NEW EMPLOYEE ORIENTATION

Once found Fit for Hire, you'll be scheduled for New Employee Orientation (NEO) in Norfolk, VA. Upon arrival, some positions will require applicants to pass an English Language Competency Test. On your first day, you'll complete new hire paperwork and be officially employed by MSC. This class runs for four to five days and consists of the following subjects:

- Government Employee Paperwork
- Security
- Medical
- Employee Relations
- Legal – Standards of Conduct
- Benefits Placement of Vessels
- Wages
- Manning
- Equal Employment Opportunity

5 MSC TRAINING CENTERS

Upon completion of NEO, all newly hired CIVMARs attend mandatory training sessions for four to six weeks at the MSC training in Virginia or San Diego, CA.

6 SHIP ASSIGNMENT

After completing NEO, newly hired CIVMARs are given either an East Coast or West Coast shipboard assignment from their Marine Placement Specialist. Assignment will depend on the individual position and needs of the Command.

7 CONGRATULATIONS

Enjoy your tour. Any additional questions, please contact the CIVMAR Support Center at 866-JOBSMSC (562-7672)