

# MERIT PROMOTIONS GUIDE



**CIVMAR GUIDE FOR RESPONDING  
TO PROMOTION OPPORTUNITIES**

MSC020 07/22



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# PREFACE

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This guide provides information to potential CIVMAR candidates about compiling and submitting their application package for promotion consideration. Instructions are provided on how to fill out the MSC Promotion Application form as well as comprehensive recommended guidelines on how to assemble and what to submit in the promotion package.

Read the Promotion Opportunity Announcement (POA) carefully. Submit an application package for each POA and submit your application package on time. Remember, your promotion application package represents your “first impression” to the evaluation board members. To earn the highest rating possible, it is the personal responsibility of the candidate to submit detailed information with their application such as: resume, knowledge, skills and abilities, ship assignments, evaluations, etc. By spending the time to make your application accurate, thorough, and complete, you will be one step closer to a promotion.

The open POAs, Promotion Application Form and this guide are available at [civmar.sealiftcommand.com](http://civmar.sealiftcommand.com).

The Veterans Employment Opportunity Act (VEOA) is applicable to MSC Merit Promotions. The VEOA is a competitive service appointing authority that allows veterans to apply to announcements that are only open to so called “status” candidates, which means “current competitive service employees.” To be eligible for a VEOA appointment, your latest discharge must be issued under honorable conditions (this means an honorable or general discharge), AND you must be either:

- a preference eligible (defined in title 5 U.S.C. 2108(3)), OR
- a veteran who substantially completed 3 or more years of active service.

As VEOA eligible you are not subject to geographic area of consideration limitations. When applying under VEOA, you must rate and rank among the best qualified when compared to current employee applicants in order to be considered for appointment. Your veterans’ preference does not apply to internal agency actions such as promotions, transfers, reassignments and reinstatements. Current or former Federal employees meeting VEOA eligibility can apply. However, current employees applying under VEOA are subject to time-in-grade restrictions like any other General Schedule employee. “Active Service” under VEOA means active duty in a uniformed service and includes full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned. “Preference eligible” under VEOA includes those family members entitled to derived preference. You must provide acceptable documentation of your preference or appointment eligibility. The member 4 copy of your DD214, is preferable. If claiming 10 point preference, you will need to submit a Standard Form SF-15.

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. As always, the Marine Employment Division staff is willing, ready, and able to assist. Please contact us if you need further assistance via email at [MSC\\_POAInbox@us.navy.mil](mailto:MSC_POAInbox@us.navy.mil).

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

## **MSC MARINE EMPLOYMENT DIVISION (N11B2)**

471 East C Street, Bldg SP-64  
Norfolk, VA 23511-2419

**Phone:** 757-443-2830/2831

**Email:** [MSC\\_POAInbox@us.navy.mil](mailto:MSC_POAInbox@us.navy.mil)

# PROMOTION SCHEDULE

## DECK / DCOs / COMMUNICATIONS DEPARTMENTS

Schedule is tentative and subject to change based on the needs of the Command. MSC is an Equal Opportunity Employer.

	Coastal Transfer	POA #	Release	Open	Close	Board
Master	8/15/2022	23-101-01MP	8/31/2022	9/1/2022	11/1/2022	1/23/2023
First Officer	11/14/2022	23-104-01MP	12/27/2022	1/24/2023	2/7/2023	3/13/2023
Second Officer	12/17/2022	23-106-01MP	2/7/2023	3/7/2023	3/21/2023	5/1/2023
Third Officer	2/13/2023	23-108-01MP	4/10/2023	5/8/2023	5/23/2023	6/5/2023
Operations Chief	3/20/2023	23-155-01MP	5/1/2023	5/30/2023	6/13/2023	6/27/2023
Boatswain	3/15/2023	23-150-01MP	5/15/2023	6/12/2023	6/26/2023	7/17/2023
Boatswain Mate	4/11/2023	23-164-01MP	10/1/2022	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		
Able Seaman	5/9/2023	23-161/162-01MP	10/1/2022	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		
Ordinary Seaman	5/9/2023	23-163/165-01MP	10/1/2022	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		
DC Positions		23-123 to 127-01MP	7/31/2023	8/31/2023	9/14/2023	10/2/2023
SCO/SCO (IAM)	7/24/2023	24-201/202-01MP	9/8/2023	10/9/2023	10/23/2023	11/13/2023
CRET/CRET (IAT)	7/24/2023	24-210/211-01MP	9/8/2023	10/9/2023	10/23/2023	11/13/2023
RET1 (IAT)	7/24/2023	24-213-01MP	9/8/2023	10/9/2023	10/23/2023	11/13/2023
RET1 & RET2	9/19/2023	24-212/220-01MP	10/1/2022	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		



## ENGINE DEPARTMENT

Schedule is tentative and subject to change based on the needs of the Command. MSC is an Equal Opportunity Employer.

	Coastal Transfer	POA #	Release	Open	Close	Board
CHENG	8/12/2022	23-301-01MP	8/31/2022	9/1/2022	11/1/2022	1/23/2023
First Asst. Engineer	11/11/2022	23-304-01MP	12/29/2022	1/30/2023	2/13/2023	3/13/2023
Second Asst. Engineer	12/16/2022	23-306-01MP	2/6/2023	3/6/2023	3/20/2023	5/1/2023
Third Asst. Engineer	2/24/2023	23-308-01MP	4/10/2023	5/8/2023	5/23/2023	6/5/2023
Chief Electrician / Electrician		23-321/322-01MP	5/1/2023	6/5/2023	6/19/2023	7/3/2023
Second Electrician	3/14/2023	23-351-01MP	5/15/2023	6/12/2023	6/26/2023	7/17/2023
Refrigeration Engineer	4/10/2023	23-323-01MPOC	10/1/2023	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		
Deck Engineer Machinist	4/10/2023	23-328-01MPOC	10/1/2023	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		
Unlicensed Junior Engineer	5/12/2023	23-331-01MPOC	10/1/2023	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		
Pumpman	5/12/2023	23-332-01MPOC	10/1/2023	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		
Electronics Technician	7/17/2023	24-335-01MP	8/28/2023	9/27/2023	10/10/2023	10/30/2023
Engine Utilityman	7/31/2023	24-365-01MPOC	10/1/2023	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		
Wiper	8/14/2023	DUE TO EXCEPTIONALLY ROBUST ACQUISITIONS AND PROMOTIONS, THIS ANNOUNCEMENT IS NOT EXPECTED TO OPEN FOR FY 23				

## MSO / LOGISTICS / FOOD SERVICE / PURSER DEPARTMENTS

Schedule is tentative and subject to change based on the needs of the Command. MSC is an Equal Opportunity Employer.

	Coastal Transfer	POA #	Release	Open	Close	Board
Supply Officer	7/14/2022	23-801-01MP	8/26/2022	9/27/2022	10/12/2022	10/31/2022
Junior Supply Officer	8/12/2022	23-802-01MP	9/23/2022	10/25/2022	11/8/2022	11/28/2022
Yeoman Storekeeper	11/23/2022	23-823-01MP	1/6/2023	2/7/2023	2/22/2023	3/13/2023
Assistant Storekeeper	12/7/2022	23-852-01MP	1/20/2023	2/17/2023	3/3/2023	4/10/2023
Chief Steward	3/1/2023	23-804-01MP	4/14/2023	5/12/2023	5/26/2023	6/12/2023
Steward Cook	3/15/2023	23-820-01MP	4/28/2023	5/26/2023	6/09/2023	6/20/2023
Chief Cook	3/29/2023	23-822-01MP	5/12/2023	6/09/2023	6/22/2023	7/10/2023
Second Cook	4/14/2023	23-840-01MP	5/19/2023	6/16/2023	6/30/2023	7/24/2023
Cook Baker	4/19/2023	23-842-01MP	6/02/2023	THIS POSITION IS OPEN CONTINUOUS UNTIL CRITICAL SHORTAGES NO LONGER EXIST		
Assistant Cook	5/9/2023	23-845-01MP	6/22/2023	7/21/2023	8/4/2023	8/21/2023
Laundryman	6/8/2023	23-850-01MP	7/21/2023	8/18/2023	9/21/2023	9/18/2023
Utilityman	2/10/2023					
Purser	9/9/2022	23-701-01MP	10/25/2022	11/23/2022	12/7/2022	2/27/2023
MSO	11/22/2022					



# YOUR APPLICATION PACKAGE

## APPLICATION GUIDELINES

Application packages are to be one-sided and shall not exceed 35 pages. The document shall not be stapled, taped, spiral bound or placed in three ring binders. A paper clip, binder clip, or folder is recommended. It is recommended to use standard business format and font to the extent practicable (i.e. Courier New, 12 point font). Do not submit cover letters. Application packages that exceed the page limitations will not be considered. **Submit an application package for each position you are interested in.**

Evaluations (required document #7) are excluded from this page limitation. With regard to news clippings, articles, or the like – if these documents contain information, experience or accomplishments that are in direct relation to the position the applicant is applying for; referencing them with a summarized explanatory note is acceptable.

## REQUIRED APPLICATION DOCUMENTS

1. **Completed Promotion Application Form:** Signed and dated. See page 4 for details on filling out the form.
2. **Resumes:** See page 6 for instruction on writing a detailed resume.
3. **Copy of DD-214 (if applicable):** To obtain military records visit [www.archives.gov/veterans/military-service-records/](http://www.archives.gov/veterans/military-service-records/).
4. **Summary of Ship Assignments:** Including position held and dates assigned for at least the last five years. However, if this information is already contained in the resume then it is not necessary to duplicate.
5. **Job Related Training Courses:** List courses with title and date completed only. It is not necessary to submit copies of course completion certificates. Copies of certificates and documents are not required but are to be listed on the MSC promotion application form.
6. **Job Related Honors, Awards and Special Accomplishments:** For example: military, government, or recognized professional organizations related to the maritime field and performance awards (give date, type and short synopsis of accomplishment but do not send copies of awards).
7. **Last Five Years of Evaluations:** Signed by supervisory chain of command. This can include MAP evaluations. Note that MAP evaluations submitted will be used to validate the HRMS database and will be extracted from the package once the MAP HRMS data is identified. Evaluations do not count against the 35-page limitation.

Except as otherwise stated in the specific POA to which the applicant is responding, the overall score will be reduced if the applicant fails to submit required information according to the instructions contained in the POA.

All applications and supporting documents will become the property of MSC and will not be returned to the applicant once submitted. Applicants are encouraged to make copies prior to submission.

The command will be publishing the respective POAs as scheduled or as manning requirements dictate. Any questions should be directed to the MSC Marine Employment Division via email at [MSC\\_POAInbox@us.navy.mil](mailto:MSC_POAInbox@us.navy.mil). Inquiry responses will be provided within two business days.

**Note: The Marine Employment Division may use your official personnel file and other official records to verify your commercial and/or military-related experience.**

## OPTIONAL APPLICATION DOCUMENTS

Although they are not required, it is **highly recommended** you also include separate responses to the Evaluation Criteria included in the Promotion Opportunity Announcement (POA). Evaluation Criteria do count toward the application package 35-page limit. See page 10 for instructions on responding to Evaluation Criteria.

## DO NOT INCLUDE

Application packages will not contain national security classified information. Inclusion of classified information is a security violation and will disqualify an application from consideration. Should there be a desire to include information that was cited in a Bravo Zulu message regarding performance, the applicant can cite the message DTG and include pertinent UNCLASSIFIED comments in their resume, knowledge, skills, and abilities or elsewhere in the application.

In order to preclude any Privacy Act, HIPAA or other like violations, application packages shall not include:

- Date of birth
- Full Social Security Number
- References to religion, national origin, sex, race, information records, etc.
- Photographs (personal or groups)
- Cover pages, table of contents or index pages

## GETTING DOWN TO BUSINESS

Preparing a good promotion package requires two skills: reading and writing. You need to know how to:

- **READ** and interpret a Promotion Opportunity Announcement (POA) to recognize what the promotion board is looking for.
- **WRITE** your qualifications on paper to demonstrate that you have the education and/or experience necessary to do the job. If you have a problem with reading and writing, you may want to consider additional schooling while you are on vacation or asking a friend to assist you. Your related experience to each evaluation criteria should be addressed within your resume as well as direct Evaluation Criteria responses.





# REQUIRED DOCUMENT: PROMOTION APPLICATION FORM

The MSC Promotion Application Form is the first required document in your application package. Please reference the example on the opposite page and carefully follow the instructions below to ensure that your application is complete when it reaches the MSC Marine Employment Division for review.

## PROVIDE THE FOLLOWING INFORMATION

1. **Position Name:** Enter the position name exactly as it is shown on the Promotion Opportunity Announcement (POA).
2. **Announcement Number:** Enter the Announcement Number exactly as it is shown on the POA.
3. **Last Name, First Name and Middle Initial:** Fill in as required.
4. **Coastal Preference:** Enter coastal preference for consideration.
5. **Mailing Address or Ship Address:** Enter either your ship address or your home mailing address. The address you provide will be used by the Marine Employment Division (N11B2) to notify you when your application package has been received and whether or not you are eligible for the position for which you have applied.
6. **Email Address:** Enter a valid email address. The email address you provide will be used by the Marine Employment Division (N11B2) to notify you when your application package has been received and whether or not you are eligible for the position for which you have applied.
7. **Phone Numbers:** Enter a daytime and evening phone number where you can be reached.
8. **Coast Guard Licenses and Document Information:** List the valid U.S. Coast Guard Merchant Marine Credential (MMC) endorsements or type of license, limitations and certifications that you possess. Provide the expiration date for each, and type or limitations of the endorsements, if any.
9. **Printed Name, Signature, and Date:** Print your entire name, sign the form and print the date you signed it. Digital signatures are acceptable.



# APPLICATION FORM EXAMPLE



## MSC PROMOTION APPLICATION FORM

(Current MSC Civil Service Mariner Employees must use this form to apply for Merit Promotion)

Position Name	Yeoman Storekeeper	Announcement Number	08-823-01MP
Last Name	Sailor	Coastal Preference:	
First Name	Joseph	EAST	<input checked="" type="checkbox"/>
Middle Initial		WEST	<input type="checkbox"/>
		BOTH	<input type="checkbox"/>
Mailing Address or Ship Address	525 Smith Street		
City	Jacksonville		
State	Virginia		
Zip Code	23333		
E-Mail Address	Jsailforyou@msn.com		
Daytime Phone Number (include area code)	(757)555-5555		
Evening Phone Number (include area code)	(757)222-2222		

**U.S. COAST GUARD LICENSES AND DOCUMENT INFORMATION:** Type all U.S. Coast Guard Merchant Marine Documents/Credentials, TWIC, STCW, etc that are listed under the Minimum Eligibility Requirements Section of the POA. For Logistics, Culinary, and Purser POAs; Type all professional certifications, qualifications, training, Certificate of Registry, etc that are listed under the Minimum Eligibility Requirements Section of the POAs.

Type of License/Certificate/Document/Endorsement	Expiration Date	Limitations & Endorsement on Licenses (if applicable)
Ordinary Seaman, Wiper, Stewards Department (FH)	01/31/2020	None
Material Financial Control Systems-Retail Assets	N/A	
Supply/Configuration Management	N/A	
Storekeeper Basic Course	N/A	
Hazardous Material Management	05/15/2018	

### APPLICANT CERTIFICATION AND RELEASE OF INFORMATION:

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for firing me and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I consent to the release of information about my physical ability and fitness by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnelist, and other authorized employees of the Federal Government.

Joseph Sailor		MM/DD/YYYY
Print or Type Full Name	Signature	Date Signed

For Official Use Only – Privacy Sensitive. Any misuse or unauthorized disclosure may result in both civil or criminal penalties.



# REQUIRED DOCUMENT: RESUME

Your resume is the second required document in your application package. Please reference the example on the opposite page and carefully follow the instructions below to ensure that your resume is complete when it reaches the MSC Marine Employment Division for review.

Your resume must show the sufficient work experience and/or education to perform the duties of the specific position for which you are being considered in order to receive maximum credit.

Review your professional experience and work history. Look for duties and responsibilities that might be similar to the evaluation criteria in the announcement. Jot down all accomplishments that demonstrate or support your competence. Include professional experience you may have had (afloat or ashore) that relates to your job on the ship that you're applying for.

## PROVIDE THE FOLLOWING INFORMATION

1. Full name.
2. Highest CIVMAR permanent position held and inclusive dates.
3. Relevant work experience within the last five years including paid and non-paid public or private sector work experience related to the job for which applying.
4. All resumes must show sufficient work experience and/or education to perform the duties of the specific position for which applicants are being considered in order to receive maximum credit.
5. Colleges or universities. Include: name, city, and state (with zip code), major(s), type and year of any degree received (if no degree, show total credits earned and indicate whether semester or quarter hours).



# RESUME EXAMPLE

**Joseph Sailor**

525 Smith Street, Jacksonville, VA 23333

757-555-5555, 757-222-2222

[Jsailforyou@msn.com](mailto:Jsailforyou@msn.com)

Highest CIVMAR Position Held: Laundryman

## **RELEVANT WORK EXPERIENCE**

*Military Sealift Command-USNS Carl Brashear* May 2009-Present

*Laundryman*

- Responsible for Ships Laundry. Trained with several Assistant Storekeeper's to increase my knowledge of inventory management. I have experience pulling orders for the supply and deck shipboard departments. During my OJT, I worked directly with other storekeepers learning and observing the use of supply automated systems (be detailed in your response).

*Supply Utilityman-USNS Lewis and Clark* January 2008-May 2009

- Responsible for general cleaning, food preparation serving tables. I was also responsible for busing tables and laundry (be detailed in your response).

*Newspaper Inc.*

February 2005-January 2008

- While working in the commercial industry at Newspaper Inc., I was responsible for distribution of over 2000 publications being supplied and returned to inventory. We had to track the magazines manually and manage the inventory. Each publication was coded with a 15 digit UPC for scanning, which consistently had to be updated with all vendors and suppliers (be detailed in your response).



# RESUME EXAMPLE

(continued from previous page)

*Blue Bird Connection*

January 2000-February 2005

- I managed in house sales and a team of ten associates that conducted outsourcing distribution for bird food to medium and large companies. Successfully created and oversaw warehouse shipping. Managed distribution for 5 metropolitan areas (be detailed in your response).

## Knowledge of basic material identification processes for standard and non-standard stock material.

I attended "On the Job Training" (OJT) with the Supply Department where I learned the processes for standard and non standard stock material. I worked with Assistant Storekeepers (ASK) in several Cargo Holds and PUK area picking orders, stowage and inventory (be detailed in your response).

## Knowledge of inventory management.

I trained with several ASK's to increase my knowledge of inventory management. I have experience pulling orders for the supply and deck shipboard departments. During my OJT, I worked directly with other storekeepers learning and observing the use of supply automated systems such as SHIPCLIP and HAYSTACK (be detailed in your response).

## Knowledge and use of Supply automated programs.

I have extensive knowledge and use of Supply automated programs. I have experience on inventory databases that are used to verify and process stock orders. While working at Newspaper Inc, I had full access to sales, returns, process orders, codes and customer information (be detailed in your response).

## EDUCATION

Bachelor Degree, Saint John's University, Saint Paul, MN 12385-1999

**NOTE:** Per Human Resources Advisory 2011-15, the following should be listed on separate pages in the application package:

**JOB RELATED TRAINING**

Warehouse Management - December 1999

Basic Supply Programs - January 2010

**JOB RELATED HONORS**

Employee of the month - March 2003

Special Act Award - December 2010

# ADDITIONAL DOCUMENT: EVALUATION CRITERIA

## GENERAL EVALUATION CRITERIA INFO

In addition to your resume, it is **highly recommended** you supplement your application with responses that directly address the Evaluation Criteria in the Promotion Opportunity Announcement (POA) as well. These statements should clearly and concisely express your qualifications, achievements, and detailed examples of your knowledge, skills and abilities

Language included in the evaluation criteria may include “Knowledge”, “Skills” and “Abilities”. Below is a guide to how you might address these differing levels of understanding in your responses when those words are used:

**KNOWLEDGE:** Refers to an organized body of information, usually of a factual or procedural nature, which, if applied, makes adequate performance of the job possible. Knowledge gained with experience can play a part here.

**SKILLS:** Refers to the proficient manual, verbal, or mental manipulation of data or things. Skills can be readily measured by a qualitative or quantitative performance test, usually within an established time limit. Examples of proficient manipulation of things are skills in typing or skills in operating a lathe or a fork truck, etc. Examples of proficient manipulation of data would be skilled at math using decimals, skill in ordering supplies or paint for the paint locker, or skill at celestial navigation. An example of using verbal skills could be how you communicate over the phone.

**ABILITIES:** Refers to the power to perform an observable activity. This means that abilities have been proven through activities or behaviors that are similar to those required on the job. For example, ability to plan and organize work, ability to repair a winch or paint a bulkhead. Abilities are different from aptitudes. Aptitudes are only the potential for performing the activity.

If one of the Evaluation Criteria on the promotion announcement is the “ability to communicate, both in writing and orally”, here is how it might work in application:

- Describe the kinds of documents you have written: “I wrote a report on the condition of the storeroom shelves and how I thought they could be improved.”
- Describe the types of reviews to which they have been subject: “This document was reviewed by my immediate supervisor and my department head.”
- Describe the target audience: “The chief engineer used it to put together a Voyage Repair report and got it in the shipyard package for bidding.” If appropriate, add icing to your cake by noting the outcome of your efforts.
- Describe the results of your activity: “The old shelves were removed and new ones were installed. The storage space was increased by 20 percent and lightweight battens were installed – significantly upgrading the safety of the storeroom.”

## WHY YOU CAN'T IGNORE THEM

Evaluation Criteria provide an objective, fair system of dealing with a large number of applications. Some applicants aren't sure whether the evaluation criteria apply to them or if a response is optional.

If you ever have any doubts about whether it's worth the extra effort, wipe them out of your mind. You cannot be forced to submit responses to the evaluation criteria but ... **there's a good chance that your competition will be submitting them!** You are at a disadvantage if you choose not to make the effort. One purpose of evaluation criteria is to measure those qualities that will set one candidate apart from the others. To do this, there must be a response that can be scored, something to compare against the crediting plan. Provide examples of what you have actually done, how, when, and where!

Please reference the examples on the following pages and carefully follow the instructions to ensure that your evaluation criteria are complete when they reach the MSC Marine Employment Division for review.



## GET STARTED

Like your application package as a whole, the evaluation criteria process requires two skills: reading and writing.

### THE READING PART

Depending on the job being advertised, evaluation criteria responses may range from three or more short phrases, to a page or more of detailed requirements, broken into subcategories with rating points assigned. **Remember, all responses to evaluation criteria must in some way relate to your job. If you did something ashore that is worthwhile and helps you in your job, you should include it. If it doesn't have anything to do with your job, do not list it.**

On the surface, it would seem like addressing evaluation criteria would be pretty clear cut: You read a promotion announcement that identifies the required experience and/or education you need to have to do the job; you write a paragraph that shows you have it. But the evaluation criteria might just be: "The ability to read and interpret written instructions, regulations, guidelines, etc." or "The ability to communicate both orally and in writing." It seems like anybody who can program a microwave oven or call out for a pizza would qualify. The key to evaluation criteria is figuring out how they apply to the job you are seeking promotion for and what experiences you can write to show you meet or exceed the requirement.

### THE WRITING PART

Reviewers (most often known as evaluation board members) are not allowed to infer any experience not specifically stated by you on your resume or evaluation criteria responses or use personal knowledge about you. This is to remove favoritism from the process. You have to sell yourself to someone who may not know you at all. To make sure your statements are as specific and complete as possible, pretend that whoever is reading your application doesn't know anything about you, your job, or the promotion for which you are applying. This will not be the case, of course, but remembering this can help you present yourself clearly and completely.

### WHAT TO INCLUDE

- Restate the objective of the Evaluation Criteria
- What you actually did and when (approximate dates)
- The outcome
- The name of the verifying official, if applicable (we know you are at sea and work for different people on different ships).

Avoid using unfamiliar acronyms to describe your courses, programs, systems, and:

- Be specific
- Be precise. Get to the point. Don't ramble.
- Use examples. State specifically what you have done.
- Don't try to bluff the reviewer with words
- Don't borrow language from the description of duties

# ADDITIONAL DOCUMENT: EVALUATION CRITERIA

Once you've written your evaluation criteria, go back and look for possible holes. Fix them! Promotion announcements will specifically ask that you look at training and education related to your job as well as awards, self-development activities, and anything else in your background that relates to the evaluation criteria.

Suppose you maintained a website for your poetry for several years. Use this as evidence of your ability not only to communicate in writing but also to schedule work and meet deadlines on poetry contests. Suppose you organized a visit to the local orphanage to make repairs to the building. Cite this to demonstrate your ability to plan, organize, and coordinate. Suppose, as mate on watch, you engaged in a disagreement over pier parking spaces with the local constabulary. This can underscore both your abilities to communicate effectively in public and to function under pressure. **All the odds and ends of your life that don't have a place in a traditional or structured application form can be included in your evaluation criteria responses ... if they are pertinent.**

Remember that it's very important to be specific. Include concrete examples, give dates, and provide details about your audience and the results of your efforts. At the same time, maintain some level of restraint. Don't let things edge into overkill by citing a long series of achievements when two or three solid accomplishments will do. If you have adequate on-the-job examples that document your skills, don't include non-professional or more trivial experience. Illustrate your ability at the higher levels. If you've been in charge of drafting your department's M & R request for the past few trips, say that. Don't include your household budget management if it says nothing more about your abilities.

What if you simply don't have the work experience, education, knowledge, skill, or ability that is required for the job? Obviously, you could be at a disadvantage when competing against more broadly qualified candidates, but that doesn't necessarily mean you shouldn't apply. Don't ignore the evaluation criteria; a reviewer might think you overlooked it and assume you're not very thorough in your work. On the other hand, saying you don't know anything won't win you any points either. While you'll never get away with creating something out of thin air, you should make maximum use of any related experience and training. This may be a good time to look outside of your professional work history for other experience. Are they looking for the ability to organize and administer a project? How about your experience contracting for construction of the new addition to your house? Respond to the evaluation criteria by emphasizing the similarities between what you can do and what the job duties require. Provide examples to demonstrate your potential for acquiring the required skills.



# EVALUATION CRITERIA EXAMPLE

## GOOD EXAMPLE

POA #08-823-01 YEOMAN STOREKEEPER

#1. KNOWLEDGE OF POLICIES/PROCEDURES AND EXPERIENCE IN MATERIAL SUPPORT OPERATIONS. (THIS INCLUDES FILES/RECORDS MAINTENANCE, MATERIAL IDENTIFICATION, SOURCING, MATERIAL PROCUREMENT, MATERIAL STOWAGE, MATERIAL EXPENDITURE, MATERIAL IN-TRANSIT, AND HAZARDOUS/SPECIAL MATERIAL.)

I have extensive experience working as the cargo hold supervisor. This experience has provided me the opportunity to gain an in-depth knowledge of Material Support Operations policies and procedures. I have supervised the shipping/receiving and the expeditious breakout, issue palletization, netting, and pre-staging of dry provisions and ship's store items transferred to the battle group. I have been responsible for the identification of appropriate Hazardous/Special Material storage locations, and the receipt and safeguarding of this material.

In my most recent sea duty aboard the USNS Supply, I aggressively tackled the Master Record File (MRF) and Requisition (RQN) File Maintenance eliminating all discrepancies. My efforts in this area are well documented in my most recent evaluation.

In addition to the experience gained during my employment at MSC, I also have eight years experience in the United States Navy working as a Stock Control Supervisor, supervising the daily operations of six stock control personnel. While in this position, I gained a thorough knowledge of Navy Material Support Operations and leadership experience. In each Navy Fitness Report (FIT-REP) I received as a Stock Control Supervisor my performance was rated as OUTSTANDING. These FIT-REPs are included in this promotion application package, and provide a detailed description of my responsibilities and accomplishments.

## POOR EXAMPLE

POA #08-823-01 YEOMAN STOREKEEPER

#1. KNOWLEDGE OF POLICIES/PROCEDURES AND EXPERIENCE IN MATERIAL SUPPORT OPERATIONS. (THIS INCLUDES FILES/RECORDS MAINTENANCE, MATERIAL IDENTIFICATION, SOURCING, MATERIAL PROCUREMENT, MATERIAL STOWAGE, MATERIAL EXPENDITURE, MATERIAL IN-TRANSIT, AND HAZARDOUS/SPECIAL MATERIAL.)

I am fully aware of MSC's Material Support Operations policies and procedures. My experience as a Supply Utilityman has afforded me the opportunity to work in all areas noted on this evaluation criteria.



# FINISHING TOUCHES AND GENTLE REMINDERS

Your final step is to pull together all available information about yourself and begin to build your package. This begins with your MSC Promotion Application, your resume, your responses to evaluation criteria, Summary of Ship Assignments, job-related training, job-related honors, awards, and special accomplishments, the last five years of Evaluations (even from other agencies or companies), DD214 (prior service members), and anything else you want a promotion board official to see. Just remember the 35-page limit (excluding evaluations).

Some applicants seem to think they'll be evaluated on the basis of a snazzy presentation instead of their qualifications. They spend so much time making their application look good that they forget to provide the information that's required. Follow the instructions in the POA to ensure your package is thorough and complete.

The information submitted in your package will be compared to a crediting plan used to "grade" your overall application. From your point of view, the crediting plan is one of the most reassuring aspects of the whole rating process because it represents an objective yardstick for evaluating and ranking individual candidates. It removes any favoritism from the promotion process.

As an applicant, you are not permitted to see the crediting plan. (It's similar to giving away the answers the night before the final exam.) You might picture the crediting plan as a rating scorecard with maximum points for each level of performance. The internal Merit Promotion Program uses three levels: Superior Level, Satisfactory Level, and Acceptable Level. The crediting plan provides a general definition of the performance levels and lays out task examples that can be referred to while evaluating an applicant.

For each level, the crediting plan provides examples of tasks that demonstrate the degree of ability. Information provided in your application are matched as closely as possible to one of the examples to determine the appropriate level of ability and, thus, the number of points to award. How well you show that you match the position's defined knowledge, skills, and abilities will determine whether you will be considered Best Qualified, Qualified, or Not Qualified for the promotion.

Your application package is the evaluation board official's first impression of you. You want to make it look like a winner. Just to cover all the bases, **remember to sign and date every application you submit. Lastly, re-review your package before submitting.**



# FREQUENTLY ASKED QUESTIONS

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## **1. CAN I HAND-DELIVER MY APPLICATION AND HOW WILL I BE NOTIFIED OF MY STATUS?**

Yes, you may hand carry applications to the Marine Employment Division. The address is listed in the POA. You may also send your package via email to [MSC\\_POAInbox@us.navy.mil](mailto:MSC_POAInbox@us.navy.mil) or mail it to the address listed in the POA.

You will be notified of your eligibility status via letter or email.

## **2. HOW DO I GET INFORMATION ON TRAINING CLASSES, WORK EXPERIENCE, AND/OR EDUCATION APPLICABLE TO THE POSITION I'M APPLYING FOR?**

Your Marine Placement Specialist within the CIVMAR Placement Division (N123), CIVMAR Workforce Development Division (N122), or your Shipboard Supervisor can advise you on what training classes are applicable to the position you're applying for.

Required work experience and/or education are always listed in the POA and located under the Evaluation Criteria section.

## **3. CAN I USE NAVY YARD OR MILITARY EXPERIENCE IN MY PACKAGE?**

Yes. You should reference all experience that is relevant to the position you're applying for.

## **4. WHO CAN I CALL IN THE MARINE EMPLOYMENT DIVISION TO ASK ABOUT MY PACKAGE?**

How do I contact the Employment Division for additional information regarding my score? Will anybody explain my weaknesses?

You may contact the Marine Employment Division via email at [MSC\\_POAInbox@us.navy.mil](mailto:MSC_POAInbox@us.navy.mil). The HR Specialist will be happy to discuss your individual package including scores and weaknesses. You may also schedule a face-to-face meeting if you prefer.

## **5. I DID NOT RECEIVE AN ACKNOWLEDGEMENT RECEIPT FOR MY PACKAGE THAT I SUBMITTED. WHY?**

Recent ship assignment changes, ship connectivity issues and invalid email or mailing addresses may affect your receipt of an acknowledgement. Contact us if you have not received correspondence from us at least one week after sending your application.

## **6. AS A NEW HIRE, CAN I APPLY THROUGH INTERNAL MERIT PROMOTION?**

Yes, as long as you have permanent employment status.

## **7. IF I HAVE LOTS OF INFORMATION TO SUBMIT, HOW MUCH SHOULD BE CONDENSED?**

You should submit all pertinent and relative information, such as: specialized experience, all awards, education (diploma) and training certificates that relate to the specific job you're applying for. Copies of evaluations should also be included. We recommend you include written responses to the evaluation criteria listed in the POA within your resume.

## **8. CAN I HAVE MY EVALUATION CRITERIA RESPONSES PROFESSIONALLY DONE?**

Although there is no restriction in having your promotion package professionally prepared, it is not recommended. You alone know what you personally accomplished and we recommend that you prepare your own package, including writing about your own work experience and/or education.

## **9. WHO CAN I ASK ABOUT MY PROMOTION? WHY DOES IT TAKE SO LONG TO BE PROMOTED IF YOU ARE ON THE BEST QUALIFIED (BQ) LIST?**

You can ask the Marine Employment Division (N11B2) for promotion information. Promotions are based on MSC's manpower requirements with the Selecting Official making selections from the Best Qualified list when vacancies are created. Once you're selected, effecting the actual promotion does not take long; typically, the beginning of the next pay period.

## 10. I'M LISTED AS BEST QUALIFIED OR QUALIFIED BUT HAVE NOT BEEN PROMOTED. DO I NEED TO SUBMIT A NEW PACKAGE?

Yes. If you have not been promoted before another POA for the same position is open, you will need to re-apply. Only those candidates on the BQ are eligible for permanent promotion consideration. Selections may be based on manpower requirements and clearance of administrative review. Qualified candidates are only eligible for temporary promotions.

**11. AM I SUPPOSED TO RECEIVE AN EVALUATION FROM THE SHIP WHEN I DEPART? I DIDN'T RECEIVE EVALUATIONS WHEN I LEFT A SHIP. WHY?**

Yes. MSC Notice 12330 reflects when evaluations are to be completed. However, there may be extenuating circumstances or situations that prevented your supervisor from completing it on time. We recommend you remind your supervisor (in advance) of your departure date and collect/maintain all of your evaluations.

## 12. WHY DO I NEED AN EVALUATION?

Promotion Evaluations given by your supervisor reflect your knowledge, skills, education and experience gained from your assigned shipboard position. They support your promotion package (resume and written responses to your evaluation criteria), reflecting actual first-hand observance of your experience and performance.

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





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