



Laundryman

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	21-850-01MP
Title, Series, Grade, (Code):	Laundryman WM 9982 9/10 (850)
Base Salary:	East: \$29,019 West: \$45,623 Per annum
Opening Date:	August 20, 2021
Closing Date:	September 3, 2021
Location:	Military Sealift Command (MSC) Vessels Worldwide
Who May Apply:	Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMAR) employees. Applicants, who previously applied under POA 20-850-01MP, must reapply, if they wish to be considered for this position.
Duties:	<p>The Laundryman 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>Incumbent is assigned the overall responsibilities for proper performance and operations of all duties associated with laundry services including equipment safety and operations, quality of laundry operations, and customer satisfaction.</p> <p>Operates all machinery and equipment pertaining to shipboard laundry, such as washers, dryers, flat work irons, and steam presses to launder and press ship's laundry. Observes safety precautions and operating instructions while operating machinery. Examines, lubricates, and makes minor repairs, checks to see that all gaskets and stuffing boxes are tight, maintains all safety devices (such as interlocks, hand and finger guards, and control buttons) in good condition. Ensures that all machinery and electrical equipment are secured at the end of the workday.</p> <p>Ensures that the ship's laundry spaces and linen room are maintained properly and that sanitary conditions are met in accordance with existing regulations. Cleans laundry spaces daily and disposes of trash and garbage in accordance with shipboard regulations or instructions. Keeps ironing surfaces, press heads and padding in good operational condition at all times. Ensures only authorized personnel are allowed in laundry spaces. Conserves water, steam and laundry supplies.</p>

	<p>Maintains linen storeroom. Sorts, counts, distributes, collects and maintains a record of all linen supplies. Lists and sorts incoming articles. Folds, assembles, and packs finished articles.</p> <p>Masters and Department Heads may add to these duties to clarify specific shipboard tasks.</p> <p>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>1. Must possess current and valid:</p> <ul style="list-style-type: none"> • USCG Merchant Mariner Credential (MMC) with the endorsement of Food Handler (FH), <p style="text-align: center;">And</p> <p>2. USCG Medical Certificate without limitations or restrictions on Food Handling.</p> <p style="text-align: center;">And</p> <p>3. Must have specialized/commercial laundry experience. Related experience must have been in one of the following:</p> <ul style="list-style-type: none"> a. Aboard a Military Sealift Command (MSC) vessel and successfully held the position of Assistant Laundryman or temporary Laundryman (documented) for a cumulative period of 6 months; <p style="text-align: center;">or</p> <ul style="list-style-type: none"> b. Previous U. S. Military experience (documented) in laundry operations or completion of Military Laundry school (e.g. Navy SH "A", Army 840-92S10, Air Force Basic Services Course) or equivalent; <p style="text-align: center;">or</p> <ul style="list-style-type: none"> c. Commercial or MSC experience (documented) working with Laundry operations for a cumulative period of 6 months (*). <p>(*). Documented experience must be on official letter head, form, or evaluation from current or previous employer that describes experience related to these duties. Document must include company name, applicant's name, and name with signature of company/agency official.</p> <p>NOTE:</p> <p>USCG Medical Certificate is not required with application. However, promotion is contingent upon receipt of current certificate.</p> <p>COPIES OF CERTIFICATES AND DOCUMENTS ARE NOT REQUIRED BUT ARE TO BE LISTED ON THE MSC PROMOTION APPLICATION FORM UNLESS DOCUMENTATION IS SUPPORTING COMMERCIAL EXPERIENCE OTHER THAN MILITARY SEALIFT COMMAND EXPERIENCE.</p>
<p>Evaluation</p>	<p>Applicants who meet the Minimum Eligibility Requirements</p>

Criteria:	<p>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.</p> <ol style="list-style-type: none"> 1. Knowledge of commercial or shipboard laundry operations. 2. Ability to operate various laundry machines and equipment such as commercial or shipboard washing machines, dryers, steam presses, and flat work irons and the ability to operate them properly and safely. 3. Knowledge of and ability to apply existing regulations/instructions that apply to equipment and shipboard safety. 4. Ability to maintain records for all laundry work accomplished and linen supplies used and needed. <p>To earn the highest rating possible, you are encouraged to submit detailed information of the knowledge, skills, and abilities listed above. Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>
Conditions of Employment:	<ul style="list-style-type: none"> • All MSC Civil Service Marine positions are subject to random drug urinalysis testing and require participation in vaccine immunization program. 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. In order to be permanently promoted for this position, the selectee must: <ul style="list-style-type: none"> • Meet the medical, dental, and mental requirements, • Successfully complete the training requirements, • Be clear of any adverse or disciplinary action, • Be able to obtain and maintain the appropriate security clearances, • Be ready, willing, and able to physically perform the duty of this position worldwide at all times, • Be ready, willing, and able to, work in shipboard environmental conditions, and wear protective equipment worldwide at all times, and • Have overall "Good" or above evaluation ratings.
How to Apply:	<p>ALL documents MUST be postmarked by the cut off or closing date of this announcement (Eastern Standard Time). MSC is not responsible for obtaining documents to include in your package.</p>

1. Application packages will not contain national security classified information. Inclusion of classified information is a security violation and **WILL** disqualify an application from consideration and appropriate administrative or disciplinary action, up to and including removal, **WILL** be taken. Depending on the severity of the security violation, it may be considered a violation of U.S. criminal law under United States Code Title 18 or Title 50, and appropriate action taken. 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 or elsewhere in the application. No change from previous guidance.

2. In order to preclude any Privacy Act, HIPAA or other like violations, applications shall not include date of birth, full Social Security Number, references to religion, national origin, sex, race, etc., photographs, CD's, news clippings or medical information/records. 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 that the applicant is applying for, he/she may reference them with a summarized explanatory note. Where and how to do that is left to the applicant's discretion. No change from previous guidance.

3. Application packages are to be one-sided and shall not exceed 35 pages (evaluations are excluded from this page limitation). Application packages shall not be stapled, taped, spiral bound, or placed in three ring binders. A paper clip, binder clip, or folder is recommended. Standard business format and font, to the extent practicable (i.e. Courier New, 12 pitch), is recommended. Application packages that exceed the page limitation **WILL NOT** be considered. No change from previous guidance.

4. As noted above, application packages **SHALL NOT** exceed 35 one-sided pages. The following documents are required and are to be packaged in the following order:

a. Completed MSC Promotion Application.

b. Resume. All resumes must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which applicants are being considered in order to receive maximum credit. Resumes shall include

the following information:

(1) Full name.

(2) Highest CIVMAR permanent position held and inclusive dates.

(3) Relevant work experience within the last 5 years including paid and non paid public or private sector work experience related to the job for which applying.

(4) Colleges or universities 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 hour).

c. Summary of ship assignments including position held and dates assigned for at least the last five (5) years. However, if this information is already contained in the resume it is not necessary to duplicate it.

d. Job related training courses (list courses with title and date completed only). Do not submit copies of course completion certificates.

e. 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 documents).

f. Last five (5) 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.

5. Except as otherwise stated in the advisory and 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 advisory or POA.

6. Failure to submit required information to show that you meet the minimum qualifications as outlined in the POA will result in the applicant being found ineligible.

7. 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

	<p>copies prior to submission.</p> <p>8. Any questions may be directed to the MSC Employment Division via email at MSCPOAInbox@navy.mil. Inquiry responses will be provided within 2 business days.</p>
<p>How To Contact Us:</p>	<p>Completed application packages will be accepted via Regular mail, FedEx, Email, Fax, and hand-delivered.</p> <ul style="list-style-type: none"> • Mail completed packages to: Military Sealift Command Attn: Marine Employment Division N121 Bldg SP-64, 471 East C Street Norfolk, VA 23511-2419 • Fax completed packages to the MSC Marine Employment Division at (757) 443-2936. • Email packages to: MSCPOAInbox@navy.mil (Subject line of email should contain the announcement number and position title.) • Hand Deliver completed packages to the MSC Marine Employment Division, Bldg SP-312, 581 A Street, Norfolk, VA 23511
<p>NOTE:</p>	<p>FAILURE TO PROVIDE THE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</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>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, other personal condition unrelated to the applicant's basic ability to perform satisfactory. Please visit http://www.msc.navy.mil/civmar/eo.htm 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. If assistance is required to complete the application process, interested applicants should send an email to MSCPOAInbox@navy.mil and/or refer to the "How to Apply" section of this announcement.</p>

