



# Master

## MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	23-101-01MP		
Title, Series, Grade, (Code):	Master WM 9902-29 (101)		
Base Salary:	\$193,983 per Annum		
Opening Date:	September 1, 2022	Closing Date:	November 1, 2022
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	<p>Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMARS) employees. Applicants, who previously applied under 22-101-01MP, must reapply, if they wish to be considered for this position.</p> <p><b>Applicants for this position apply with the understanding that they <u>may be</u> 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 Master 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>The Ships Master is in overall command of the vessel and has full responsibility for all matters pertaining to management of the vessel, operations, supervision of the crew, safe navigation, physical security and safety. The Master must possess the ability to make analytical decisions in a rapidly changing work environment. Through the utilization of senior managerial personnel aboard, (i.e. Department Heads), the Master monitors all daily operations as well as plans for future mission requirements. The Master ensures that all orders, instructions, government regulations and Command directives are properly executed and maintained. The Master is responsible to the Command and Program Manager for sound fiscal management and strict adherence to budget guidelines. The Master is the designated Disbursing Agent on ATF, ATS, ARS, AGM, Zeus, T-EPF, Prepo T-AKE, ROS T-AH and those without a Purser. Masters should complete a DD Form 577 prior to their reporting for duty.</p> <p>The Master must be knowledgeable and familiar with a wide range of regulatory requirements, inspections and</p>		

regulations, including CFR's, USCG, ABS, MSC, SOLAS, IMO, OPNAV, and NAVSEA Instructions. Responsible for the safety and security of the crew, cargo and ship, the Master shall ensure that the crew is trained in firefighting and damage control procedures as well as force protection. Ensures that all equipment associated with lifesaving, firefighting and shipboard security is available and in proper working condition. The Master is responsible for the proper planning, loading, stowage, and delivery of cargo. Provides oversight and planning for a wide range of mission requirements including UNREP, VERTREP, Cargo (Fuel, Dry Stores, and Ammunition) loading, transfer and discharge as well as towing and salvage operations. Ensures the ship's stability is properly maintained at all times IAW the vessel's trim and stability book.

The Master is responsible for the safe navigation of the vessel, must be skilled in all facets of navigation and be able to manage and train bridge navigation teams. Through training and supervision of deck watch standing personnel, as well as the development of a "bridge team management plan", the Master is to ensure that the vessel is operated safely within the guidelines of the Rules of the Road, safe navigation, prudent seamanship, and implement Operation Risk Management. The Master shall be familiar with the specific handling characteristics of the vessel, in all load conditions and operational situations.

This includes heavy weather, docking/undocking, maneuvering in restricted water, underway replenishment and towing and salvage. The Master must be proficient in all aspects of underway replenishment, towing and salvage, cable laying and repair, special mission ops, and be knowledgeable and skilled in ship handling.

The Master is required to interact with a wide variety of people, including operational Commanders, sponsors, crew, Foreign Military and State officials, port officials, office staff and unions. The Master must possess exceptional communication skills, both oral and written, to communicate effectively throughout the chain of command. The Master must be ready to represent both MSC and his/her command as well as act as a US Government Representative. The Master shall be familiar with reporting requirements unique to the naval operations (i.e. CASREPS, SITREPS, DRRS-N) as well as changes to those requirements dictated by operational commanders and ensure that all information is provided in a timely and concise manner.

The Master must be knowledgeable and intimately familiar with Safety ORM, and SMS/QMS systems. As a steward of the marine environment, the Master will ensure that

	<p>environmental protection programs are implemented, and that all anti-pollution regulations and laws are adhered to, and crew training is conducted as required. The Master shall ensure full compliance with all provisions for his/her vessel.</p> <p>As lead member of the Shipboard Management Team, as well as the fiscal manager for the vessel's operating budget, the Master shall ensure government funds are used in a prudent and judicious manner. The Master shall review the annual operating budgets provided to the vessel on a regular basis to ensure adequate funds are available to meet mission requirements and will immediately identify any potential shortfalls to the program managers. The Master shall ensure operations are conducted efficiently with due regard for budgetary guidelines and fiscal responsibility.</p> <p>The Master is responsible to see that the material condition of the vessel is maintained in a mission ready condition. The Master plans, organizes, and oversees ship's maintenance on an ongoing basis, identifies potential problem areas and discrepancies, and oversees corrective actions. The Master must demonstrate superior management and leadership abilities and must be familiar with a full range of applicable computer software operations. Carries out EEO policies and communicates support of these policies to subordinates. Ensures equality in determining qualifications, selections, assignments, training, promotions, details, discipline and awards to employees. Cooperates fully in developing and carrying out affirmative action efforts regarding staffing motivation and training to develop employees. Cooperates in the investigation of formal or informal discrimination complaints, ensuring expeditious actions. Everything in this Position Description is considered to be an essential function of this position.</p> <p>Performs other duties as assigned.</p>
<p>Minimum Eligibility Requirements:</p>	<p>Must possess:</p> <ol style="list-style-type: none"> <li>1. Merchant Mariner Credential (MMC) endorsed: <ul style="list-style-type: none"> <li>• Master of steam and motor vessels of any gross tons upon oceans, and radar observer - unlimited.</li> <li>• Any Unlicensed Rating in the Deck Department, or Able Seaman-Unlimited.</li> <li>• A STCW endorsed CAPACITY as - Master; STCW may not include limitations of validity on vessels operating in the GMDSS system, or aboard ARPA or radar-equipped vessels.</li> </ul> </li> </ol>

	<p>2. A Federal Communications Commission GMDSS Radio Operator's License.</p> <p>3. Must be a current permanent First Officer and have sailed with MSC for at least 1 year as a temporary or permanent First Officer.</p> <p><b>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.</b></p>
<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. Planning, organizing, supervising, managing, and evaluating the work of others.</li> <li>2. Interpret and analyze shipboard information and make decisions.</li> <li>3. Appropriate written and oral communication.</li> <li>4. Development and implementation of shipboard safety and security programs including lifesaving and firefighting equipment, methods, and techniques.</li> <li>5. Conduct of Cargo/Underway Replenishment operations involving dry stores, munitions and petroleum products, Helicopter Operations (Vertical Replenishment), Towing and Salvage operations and other special missions to include Humanitarian Aid/Disaster Relief, Theater Engagement Missions and EPF mission support operations.</li> <li>6. Experience with ship handling, navigation, communications and bridge watch keeping including equipment, practices and procedures.</li> </ol> <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 Dynamic Positioning (DP) Systems, salvage operations, cable operations, 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>	<ul style="list-style-type: none"> <li>• 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>• 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"> <li>• Meet the medical, dental, and mental requirements,</li> <li>• Successfully complete the training requirements,</li> <li>• Be clear of any adverse or disciplinary action,</li> <li>• Be able to obtain and maintain the appropriate security clearances,</li> <li>• Be ready, willing, and able to physically perform the duty of this position worldwide at all times,</li> <li>• Be ready, willing, and able to, work in shipboard environmental conditions, and wear protective equipment worldwide at all times, and</li> <li>• Have overall "Good" or above evaluation ratings.</li> </ul> </li> </ul>
<p>How to Apply:</p>	<p><b>ALL documents MUST be postmarked by the cut off or closing date of this announcement (Eastern Standard Time).</b> MSC is not responsible for obtaining documents to include in your package.</p> <p>1. Application packages will not contain national security classified information. Inclusion of classified information is a security violation and <b>WILL</b> disqualify an application from consideration and appropriate administrative or disciplinary action, up to and including removal, <b>WILL</b> 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</p>

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 copies prior to submission.

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.

How To Contact Us:

Completed application packages will be accepted via Regular mail, FedEx, Email, Fax, and hand-delivered.

	<ul style="list-style-type: none"> <li>• <b>Mail</b> completed packages to: Military Sealift Command Attn: Marine Employment Division N121 Bldg SP-64, 471 East C Street Norfolk, VA 23511-2419</li> <li>• <b>Fax</b> completed packages to the MSC Marine Employment Division at <b>(757) 443-2936</b>.</li> <li>• <b>Email</b> packages to: <a href="mailto:MSC_POAInbox@us.navy.mil">MSC_POAInbox@us.navy.mil</a> (Subject line of email should contain the announcement number and position title.)</li> <li>• <b>Hand Deliver</b> completed packages to the MSC Marine Employment Division, Bldg SP-312, 581 A Street, Norfolk, VA 23511</li> </ul>
<p><b>NOTE:</b></p>	<p><b>FAILURE TO PROVIDE THE 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><b>MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</b></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 <a href="http://www.msc.navy.mil/civmar/eeo.htm">http://www.msc.navy.mil/civmar/eeo.htm</a> 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 <a href="mailto:MSC_POAInbox@us.navy.mil">MSC_POAInbox@us.navy.mil</a> and/or refer to the "How to Apply" section of this announcement.</p>

