



Supply Utilityman

PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #:	26-848-01MPOC		
Title, Series, Grade (Code)	Supply Utilityman WM-9985-09 (848)		
Base Salary:	\$47,165 Per annum		
Opening Date:	October 1, 2025	Closing Date	Open Continuously With Periodic Cutoffs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Due to critical shortages in this rating, applicants will receive immediate consideration upon receipt. Selections will be made until critical shortages no longer exists. Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMAR) employees.		
Duties:	<p>The Supply Utilityman is a civil service mariners (CIVMARs) 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, contested or uncontested environment.</p> <p>The Supply Utilityman (SU) is an unlicensed entry level member of the Supply Department crew. Performs general hotel service work such as food handling and preparation, serving meals, busing tables and laundry. Responsible for the cleaning and maintenance of the staterooms, bathrooms, passageways and common areas of the ship, and assisting the Chief Steward with daily provisions and manning underway replenishment rigs on all classes of MSC civil service crewed ships. Performs other duties as assigned. Incumbent is directly responsible to the Chief Steward, Steward Cook for proper performance of preservation and cleaning duties in the dining areas and staterooms, bathrooms, passageways and common areas of the ship. The incumbent must have knowledge of all aspects of dining room service, including formal and informal settings; and cleaning and sanitation of dining and living areas. The incumbent will ensure continuing application of & compliance with EEO laws, regulations and policies. The incumbent will also assist with the daily provisions and manning underway replenishment rigs on all classes of MSC civil service crewed ships. The Supply Utilityman is responsible for preservation of the mess decks dining areas; standards of meal service;</p>		

	<p>sanitation and cleanliness of all assigned spaces; afloat stateroom services; equipment safety and operations; and customer satisfaction.</p> <p>The Supply Utilityman duties can consist of: Stateroom cleaning, laundry on vessel without a ship's laundry, common use areas, manual dishwashing, assigned office cleaning, provisions handling, waste management, dining areas cleaning, scullery operation, etc. This list is not all inclusive.</p> <p>The Supply Utilityman must adhere to all principles of safety, sanitation procedures, and standards of personal hygiene IAW Naval Preventive Medicine NAVMED P-5010. The incumbent must be able to comprehend, carry out, and relay oral and written instructions related to the ships duties and safety practices without more than normal supervision;</p> <p>Everything in this Position Description is considered an essential function of this position.</p> <p>Supply Utilityman is responsible to perform other duties as assigned.</p> <p>Selection will be contingent on the successful completion of an administrative review (medical, security, discipline, etc.), and a review of supervisory evaluations and input regarding performance and readiness for permanent promotion to Supply Utilityman. An authorized Supply Utilityman position must be available in order for the promotion to be effected.</p>
Minimum Eligibility Requirements:	<p>Must possess current and valid:</p> <ol style="list-style-type: none"> 1. USCG Merchant Mariner Credential (MMC) endorsed Ordinary Seaman, Wiper, Stewards Department (FH). 2. USCG Medical Certificate. <p>PHYSICAL/DENTAL REQUIREMENTS:</p> <p>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</p>

	<p>unduly high probability of medical repatriation, medical evacuation, or impede shipboard operations since deployed CIVMARS 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.</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>
Evaluation Criteria:	<p>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.</p> <ol style="list-style-type: none"> 1. Knowledge of general housekeeping, janitorial, cleaning services and sanitation. 2. Knowledge of dining room service; formal and informal settings. 3. Knowledge of basic receipt, stow, issue/breakout and inventory processing for subsistence items and stock material.
Conditions of Employment:	<ol style="list-style-type: none"> 1. 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: 2. Meet the medical, dental, and mental requirements, 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. Successfully complete the training requirements, 5. Be clear of any adverse or disciplinary action,

	<p>6. Be able to obtain and maintain the appropriate security clearances,</p> <p>7. Be ready, willing, and able to physically perform the duty of this position worldwide at all times,</p> <p>8. Be ready, willing, and able to, work in shipboard environmental conditions, and wear protective equipment worldwide at all times, and</p> <p>9. Have overall "Good" or above evaluation ratings.</p>
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> <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.</p> <p>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.</p> <p>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.</p>

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 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).

	<p>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 database and will be extracted from the "package" once the MAP data is identified. Evaluations do not count against the 35 page limitation. Applicants are strongly encouraged to request/review their MAP history from the MAP repository prior to submitting their application. It can not be stress strongly enough that the applicant should try to ensure that there are no missing MAP evaluations from their record. Request MAP Overview reports from the following address: MSC_HR_MAP_INBOX@us.navy.mil.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>8. Any questions may be directed to the MSC Employment Division via email at MSC_POAinbox@us.navy.mil. Inquiry responses will be provided within 2 business days.</p>
How To Contact Us:	<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 N11B2 Bldg SP-64, 471 East C Street Norfolk, VA 23511-2419 • Fax completed packages to the MSC Marine Employment Division at (757) 443-3094. • Email packages to: MSC_POAinbox@us.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
NOTE:	<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>
MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.	<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, ethnicity, other personal condition unrelated to the applicant's basic ability to perform satisfactory.</p> <p>Please visit https://civmar.sealiftcommand.com/eeo 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 MSC_POAInbox@us.navy.mil and/or refer to the "How to Apply" section of this announcement.</p>

