



**MILITARY  
SEALIFT  
COMMAND**

*Take Command of Your Career®*

**Please return this form as a  
cover sheet with your application.**

**Please find enclosed my completed Military Sealift Command application.**

(Please print Full Name and Address)

Name  Mr./  Mrs./  Ms. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Best time to reach me is \_\_\_\_\_

Position Applying For \_\_\_\_\_

The following documents are required and are to be submitted in the following order.

I have included: (Check the appropriate boxes)

- Completed Optional Application for Federal Employment (OF-612)
- Completed Declaration for Federal Employment (OF-306)
- A copy of my Merchant Mariner Document/Credential  
(including: signature, picture and endorsement pages)  
AND a copy of my Transportation Worker Identification Credential (TWIC) card (front and back)
- A copy of my current United States Coast Guard license, and/or STCW certificate (front and back)
- A copy of my current passport (the first inside page with photo and signature)
- Copies of Training Certificates, Awards, and Evaluations/Letters of Recommendation
- A copy of my SF-50 Notice of Personnel Action (only for applicants with previous federal service)
- A copy of my DD-214 (member copy #4 – only for applicants with past military experience)  
AND a copy of my SF-15 and VA Awards Letter (only if claiming 10 points veteran's preference)
- A copy of my resume
- Last 5 years of Performance Evaluations (if available) and training certificates applicable to the  
position you are applying to
- Copies of Job related honors, awards, and special accomplishments; for example, Military, Government  
or recognized professional organizations related to the maritime field and performance awards

If you have any questions or need follow-up information, please contact me.

\_\_\_\_\_  
Signature / Date