



MILITARY SEALIFT COMMAND

Take Command of Your Career™

MSC Employment Requirements and General Information

The following enclosures provide information regarding minimum requirements to qualify for employment with Military Sealift Command. Please call **1-877-JOBS-MSC (562-7672)** or visit **www.sealiftcommand.com** for more information.

MINIMUM REQUIREMENTS

AGE

You must be at least 18 years of age to be considered for marine employment with MSC.

CITIZENSHIP

United States citizenship is a requirement for appointment to U.S. civil service mariner positions with Military Sealift Command.

NO EXCEPTIONS.

FLUENCY IN ENGLISH

Applicants must be capable of speaking, understanding, reading and writing the English language. All entry level personnel will be given a literacy test prior to appointment.

SELECTIVE SERVICE

By law, all males born after December 31, 1959 must be registered with the Selective Service System or have a valid exemption to be eligible for Federal employment. You may contact the office at **1-888-655-1825** or **1-847-688-6888** to obtain your selective service number. You may also obtain your selective service number from the Selective Service website at <http://www.sss.gov/>.

COAST GUARD LICENSING AND CERTIFICATION

All U.S. flagged vessels require proper USCG documentation for all mariners sailing onboard. This includes government vessels under the Department of Defense that MSC owns/operates.

This means all applicants must possess the appropriate USCG license or endorsement established for the position either by USCG regulation or MSC policy. At a minimum, all applicants must possess the USCG Merchant Mariner's Document, endorsed with the entry grade ratings of "Deck Engine Steward Department (FH)" or "All Entry Ratings". The MMD must be current for a period of at least one year (MMD Licenses are valid for 5 years from date of issue). The USCG may issue endorsements for higher ratings and licenses which qualify the applicant for other positions. In most cases additional testing is required through the USCG in order to obtain these endorsements.

To apply for an MMD or license, contact one of the U.S. Coast Guard Regional Examination Centers (REC). There is a fee charged for the issue of these documents. A complete list of REC offices and an application for an entry level MMD is enclosed in this package. Follow the enclosed directions and send the completed MMD application along with your fingerprint cards to one of the 17 RECs. For additional information on USCG licensing and documentation, view their website at www.uscg.mil.

MILITARY PERSONNEL

If you have seagoing experience in the military that you would like the USCG to credit toward higher endorsements, you will need a Statement of Sea Service in order to apply for a MMD with endorsements higher than entry level. You can obtain this information from your military records center by supplying your full name, date of release from duty, SSN and your rank/rate to one of the offices listed below:

Former Navy & Coast Guard Personnel should write to:

National Personnel Records Center
Military Personnel Records
9700 Page Boulevard
St. Louis, MO 63132

Note: If release prior to 1 January 1971, also provide your service serial number.

Former Navy personnel released from active duty within the past two years:

Bureau of Naval Personnel
Navy Personnel Command
5720 Integrity Drive
PERS-324
Millington, TN 38055-0000

continued

MEDICAL & PHYSICAL STANDARDS

MSC shipboard duties are often strenuous and require extended periods at sea. Due to these circumstances, MSC medical requirements are more exacting than those generally associated with federal employment ashore. These requirements have been developed to maximize the health and safety of all MSC civilian mariners, or CIVMARS, as we sometimes call them. All applicants are required to undergo a physical examination after being selected for employment.

Items 1-10 below provide a partial list of disqualifying medical conditions. For more information and clarification on these conditions, please contact the MSC Medical Department at **1-757-443-5770/5769**.

1. Asthma after the age of 12
2. Insulin dependent diabetes
3. Seizure disorders
4. Heart conditions including:
irregular heartbeat, angina,
recent heart attack, recent heart surgery
5. Uncontrolled high blood pressure or diabetes
6. Use of some psychiatric medications
7. Sleep apnea
8. Uncorrected dental problems
9. Any bone or muscle condition that will restrict movement or the ability to lift over 45 pounds repeatedly
10. Any lung condition that interferes with the use of an "on demand" respirator

Tuberculosis Testing (PPD) Policy

Prior to final acceptance for employment with MSC you must submit a copy of the results of a current PPD (which is a screening for Tuberculosis). This can usually be obtained free at any Public Health Clinic or from your personal medical provider.

If you have been told that you are a CONVERTOR or REACTOR you must provide to the MSC Medical Department written proof of your completed treatment or that you have started treatment with medicine (such as 'INH').

Immunizations

All CIVMARS are considered Alert Forces and are required to have the same immunizations as their Active Duty Military counterparts. This includes annual flu shots, various other immunizations against diseases encountered during worldwide travel (Yellow Fever, Typhoid etc.) as well as Anthrax immunization when directed.

DRUG URINALYSIS TESTING

CIVMAR positions are subject to drug urinalysis testing on a randomly selected basis, post accident and due to reasonable suspicion. Employment is contingent on a negative drug test result.

Any applicant tentatively selected for a position will be required to submit to urinalysis for illegal use of drugs prior to a final selection. Selection is contingent upon a negative drug test result. Thereafter the selectee will be subject to drug testing on a random basis.

SECURITY

No individual will be given access to classified information or be assigned to sensitive duties unless a favorable personnel security determination has been made regarding his/her loyalty, reliability and trustworthiness. All MSC CIVMAR afloat positions are identified as sensitive national security positions, therefore employment in afloat positions is predicated on being able to obtain and maintain a security clearance. Those individuals who are currently on court ordered probation are ineligible to apply until they have been satisfactorily released from their probation period. This must be documented in writing and included in the application package.

VETERANS PREFERENCE

If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans preference. For further details, call the Office of Personnel Management at 1-912-757-3000, Select "Federal Employment Topics" and then "Veterans" or dial their electronic bulletin board at 1-912-757-3100.

All applicants claiming 5-point veterans preference must supply copies of DD214 (Certificate of Release or Discharge from Active Duty or other proof of eligibility) issued to them when applying to MSC for employment. Any applicant claiming a 10-point preference must submit a SF15 (Application for 10-point veterans preference) plus the proof required by this form.

**Please call 1-877-JOBS-MSC
(562-7672) with any questions.**



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