



# Medical Services Officer

## JOB OPPORTUNITY ANNOUNCEMENT

Announcement #:	10-903-01EX <b>AMENDED</b>		
Title, Series, Grade (Code)	Medical Services Officer, WM-9996-27 (903)		
Base Salary:	\$55,090 Per annum		
Type of Appointment:	Excepted Service Career-Conditional		
Opening Date:	12/17/09	Closing Date	Open Continuous with periodic cut-offs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Open to all qualified United States Citizens who are currently not employed with Military Sealift Fleet Support Command (MSFSC) as civil service mariner (CIVMAR) employees. Relocation expenses are not authorized for this position.		
Duties:	The Medical Services Officer performs a variety of administrative, patient care, and department head functions pertaining to the complete operation of a shipboard medical department. This includes, but is not limited to, medical care at the level equivalent to an independent duty hospital corpsman, fiscal and supply, crew training, pest control, sanitation, occupational health and preventive medicine, SAMS database entries and maintaining certification of eligibility. Ensure continuing application of & compliance w/ EEO laws, regulations and policies.		
Minimum Eligibility Requirements:	<p>Must be a United States Citizen of at least 18 years of age and possess and maintain a valid:</p> <ol style="list-style-type: none"> <li>1. U. S. Passport with a minimum of 7 months remaining of expiration date,</li> <li>2. United States Coast Guard (USCG) Merchant Mariner's Document (MMD), or Merchant Mariner Credential (MMC), with a minimum of 10 months remaining of expiration date.</li> <li>3. Transportation Worker Identification Credential (TWIC) card with a minimum of 10 months remaining of expiration date.</li> </ol> <p><b>Must have at least one of the following:</b></p> <ul style="list-style-type: none"> <li>• Documented certification as a Licensed Physician's Assistant issued by a state, territory or commonwealth of the United States or District of Columbia or National Commission on Certification of Physicians Assistant.</li> <li>• Documented certification as a Licensed Registered Nurse by a state, territory or commonwealth of the United States or District of Columbia,</li> <li>• Previous Military experience equivalent to Independent Duty Hospital Corpsman / Independent Duty Health Services Technician (E-6 or above) and possess NEC 8425/8402/8403/8494, or MOS 91W.</li> </ul> <p>Although the United States Coast Guard's (USCG) Certificate of Registry (COR) is NOT required with this application, if tentatively selected for the position, you will be issued a Conditional Offer Letter (Letter of Intent) and will be <b>REQUIRED</b> to apply (within 30 days of your tentative selection) for a COR as a Hospital Corpsman / Physician Assistant / Professional Nurse.</p>		
Evaluation Criteria:	<p>Applicants who meet the Minimum Eligibility Requirements described above will be further evaluated. Documented experience, education, training, and awards contained in the application package will be reviewed to determine the degree to which you possess the required knowledge, skills, and abilities (KSAs) that are essential to perform the duties and responsibilities of the position. A rating determination will be conducted against the knowledge, skills and abilities to determine your qualifications as reflected by your responses to the following job related factors:</p> <ol style="list-style-type: none"> <li>1. Ability to provide appropriate shipboard occupational and non-occupational medical treatment independent of a physician.</li> <li>2. Knowledge of and ability to provide shipboard emergency medical care, including CPR and use of automated external defibrillator, independent of a physician.</li> <li>3. Knowledge of and ability to manage Occupational Health and Safety and Preventive Medicine</li> </ol>		

	<p>Programs.</p> <ol style="list-style-type: none"> <li>4. Ability to administer the non-clinical aspects of a medical office.</li> <li>5. Ability to provide preventive health education and training to include CPR.</li> </ol> <p>Evaluations, awards, training, education, and related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>
<p><b>Employment Requirements:</b></p>	<p>MSFSC CIVMAR positions are subject to drug urinalysis testing, participation in vaccine immunization programs, require the candidate to pass a physical exam and obtain a security clearance. It is MSC policy that all civilian mariners must be able to obtain and maintain security clearance eligibility and assignment to a sensitive position as a condition of employment.</p> <p>In addition to successfully completing the medical examination (arranged by MSC), a tuberculosis (TB) screening test is also required. TB screening is not provided at the MSC-arranged medical examination, but can usually be obtained from your personal medical provider or free at any local Public Health Clinic. If you have previously had a positive TB skin test (i.e. a CONVERTER or REACTOR), another skin test is not required, but you must instead provide the Medical Department written proof that you have completed treatment with medicine (i.e. INH), or that you have started treatment with medicine, or that such treatment is not warranted as determined by competent medical authority.</p> <p>Entry-level positions require candidates to pass an English Language Competency Test. A tentative offer of employment will be rescinded if the selectee fails to report to any of the scheduled appointments, fails the physical examination, language competency test, drug test, lacks the certification requirements, or is unable to obtain a security clearance.</p> <p>Must be competent with English literacy including oral and written communications. Must be proficient in operating Windows based computers and efficient with Microsoft programs (Office, Word and Excel) and commonly used MSC SAMM and Log Book applications.</p> <p>MSFSC employees are required to participate in direct deposit/electronic funds transfer as the standard method of payroll payments.</p> <p>MSFSC employees are required to attend and successfully complete all mandatory training courses, including Personal Survival, which requires the ability to float in the water for a minimum of 60 seconds.</p>
<p>How to Apply:</p>	<p><b>ALL documents MUST be POSTMARKED by the cut-off or closing date of this announcement.</b> Only applications received during the announced timeframe will be considered. MSFSC is not responsible for obtaining documents to include in your package.</p> <p>The following documents are required and are to be submitted in the following order:</p> <ol style="list-style-type: none"> <li>1. A completed, signed and dated Optional Application for Federal Employment (OF-612) to include social security number, US Citizenship, veterans preference and previous federal employment. For forms visit <a href="http://www.sealiftcommand.com">www.sealiftcommand.com</a>.</li> <li>2. A completed, signed and dated Declaration of Federal Employment (OF-306), including Applicant's Statement of Selective Service Registration Status, for forms visit <a href="http://www.sealiftcommand.com">www.sealiftcommand.com</a>. For Selective Service information, visit <a href="http://www.sss.gov">www.sss.gov</a>. If you answered yes to Questions 9 and/or 11; or have current or pending criminal charges and/or charges for any violation of law, court abstracts from the Clerk of Courts are required.</li> <li>3. A current United States Coast Guard Merchant Mariner's Document (MMD), front and back or Merchant Mariner Credential (MMC), all pages and front and back copy of the Transportation Worker Identification Credential (TWIC) with a minimum of ten months remaining of expiration date.</li> <li>4. A front and back copy of your current United States Coast Guard license, and/or STCW certificate with a minimum of ten months remaining of expiration date, if applicable.</li> <li>5. A current U. S. Passport with a minimum of seven months remaining of expiration date.</li> <li>6. A copy of professional certificates as applicable for this position.</li> </ol>

	<p>7. If you are a current or prior federal government employee, you must include a copy of your separation Notice of Personnel Action (SF-50).</p> <p>8. If you served in the U.S. Military Service, you must provide a copy of your Certificate of Discharge (DD214) that shows the type of discharge you received. This information is located under the “Character of Service” block of your DD214. If you are claiming 10 points or higher veteran's preference, you must provide supporting documentation such as, a completed Application for Preference (SF-15) (<a href="http://www.opm.gov/forms/pdf_fill/SF15.pdf">http://www.opm.gov/forms/pdf_fill/SF15.pdf</a>). Additional information on Veterans’ Preference is available at <a href="http://www.opm.gov/veterans">www.opm.gov/veterans</a>.</p> <p>9. Resume. All resumes will include the following information, type written in Times New Roman, 12 pitch. (<a href="#">See template</a>):</p> <p>(a) Full name.</p> <p>(b) 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.</p> <p>(c) 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 hours).</p> <p>10. A narrative response to each of the Knowledge, Skills and Abilities (KSA's) will be provided. The KSA responses must also be type written in Times New Roman, 12 pitch.</p> <p>11. Last 5 years of Performance Evaluations (if available) and training certificates applicable to the position you are applying to.</p> <p>12. Job related honors, awards, and special accomplishments; for example, Military, Government or recognized professional organizations related to the maritime field and performance awards. Submit copies.</p> <p>Failure to submit any required information to show that you meet the minimum qualifications as outlined in the JOA will result in the applicant being found ineligible. <i>Failure to provide a Resume and or KSA's as directed in the JOA will result in applicant being found ineligible.</i></p> <p>All applications and supporting documents will become the property of MSFSC, and will not be returned to the applicant once submitted. Applicants are encouraged to make copies of all documentation prior to submission.</p>
How To Contact Us:	<p>Please send completed packages to:</p> <p><b>Military Sealift Command CIVMAR Support Center 6353 Center Drive, Building #8, Suite 202 Norfolk, VA 23502</b></p> <p>If you have any questions, please email us at <a href="mailto:civmar@marinersupport.com">civmar@marinersupport.com</a> or call our toll free Recruitment hotline at 1-877-JOBS-MS (1-877-562-7672). Please also visit our website at <a href="http://www.sealiftcommand.com">www.sealiftcommand.com</a>.</p>
<b>NOTE:</b>	<p><b>FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</b> 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>In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or re-determined annuity for the reemployment period. Discontinued service retirement annuitants (i.e. retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300 at <a href="http://dtic.mil/whs/directives">http://dtic.mil/whs/directives</a>.)”</p> <p><b>YOU MAY NOT BE HIRED IF YOU FAIL TO REPORT:</b></p>

	<ol style="list-style-type: none"> <li>1. Previous Security Clearance Issues (intents to deny or the revocation of security clearances).</li> <li>2. Debts.</li> <li>3. Previous felony convictions where actual time was served in jail for more than one year.</li> </ol>
<p><b>MILITARY SEALIFT FLEET SUPPORT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</b></p>	<p>Any questions relative to this issue should be directed to the CIVMAR Support Center at 1-866-562-7672.</p> <p>Selection for this position will be based solely on merit, fitness, and qualifications without regard to race, sex, religion, color, creed, age, marital status, national origin, non-disqualifying handicap conditions, reprisal or any other non-merit factors. 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 call our CIVMAR Support Center at the above number and refer to the “How to Apply” section of this announcement.</p>

