



Operations Chief

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	19-155-01MP
Title, Series, Grade, (Code):	Operations Chief WM 9930-10/9930-11 (155)
Base Salary:	East: \$52,925; West: \$61,205 Per annum
Opening Date:	June 6, 2019
Closing Date:	June 20, 2019
Location:	Military Sealift Command (MSC) Vessels Worldwide
Who May Apply:	Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMAR) employees. Applicants, who previously applied under POA 18-155-01MP, must reapply, if they wish to be considered for this position.
Duties:	<p>The Operations Chief 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 Operations Chief is a member of the Deck Department and reports directly to the Navigator/Operations Officer. The Operations Chief assists in gathering, interpreting, and disseminating all operational information necessary to carry out the mission of the ship.</p> <p>The duty of the Operations Chief is to support the Navigator/Operations Officer in coordinating and communicating externally from the ship with the task group operational commanders, customers, and MSC ashore units. Internal to the ship, the Operations Chief assists the Master and Navigator/Operations Officer with the scheduling of operational events; drafting and interpreting naval message traffic; anticipating and forecasting future tasking as well as tactical maneuvering and tactical communications.</p> <p>The responsibilities of the Operations Chief are to ensure consistently successful execution of ship's schedule, mission accomplishment and proper operational reporting. The Operations Chief is</p>

required to maintain situational awareness of all near and long term operational events, always staying ahead of the pace of operations (OPTEMPO). Additionally, and when directed, the Operations Chief is responsible for initiating and communicating the ship's operational status and intentions to all appropriate commanders and customers.

The Operations Chief is knowledgeable in standard naval message drafting with emphasis on the following message formats:

OPSUM/OPREP-5 (Operations Summary) (Operations Report)
OPSTAT RESREQ (Operational Status Replenishment at Sea Request)
OPTASK RAS (Operational Tasking Replenishment at Sea)

CLF REPORT (Command Logistics Fleet Report)
LOGREQ (Logistics Request)
CASREPS (Casualty Reports)
DRRS-N (Defense Readiness Reporting System-Navy)
INCHOP REPORTS (When changing Operational Commanders)
MRI (Mail Routing Instructions)
ESQD EVENT WAIVER (Explosive Safety and Quantitative Distance)
OPREP-3 (Special Incident Reporting)

The Operations Chief is capable of making clear and concise voices reports telephonically or by radio using standard naval terminology and proper etiquette. The Operations Chief is competent in written exchanges and is able to compose necessary communications via email (unclassified and classified), and "chat" rooms - in a manner that is professional, clear, concise, succinct, and factual.

During underway replenishment evolutions the Operations Chief will be called upon to serve as the bridge tactical communications watch stander. Therefore, the Operations Chief shall be capable of properly operating the following:

L/L (Land Launch)
NAVY RED (Secure Voice)
FLT TAC (Fleet Tactical Communication)
CHAT GUARD (For area of operation)
Nixie Remote

	<p>Degaussing Remote Radar WRN-6 GPS</p> <p>The Operations Chief shall be capable of coding, decoding, and interpreting tactical signals associated with Joint, Allied, and Navy Publications.</p> <p>Job requires knowledge and proficiency in navigational techniques and equipment; use and interpretation of charts; plotting positions on charts; fundamentals of ECDIS and GPS; time zone conversions; use of maneuvering boards for tactical maneuvering exercises; as well as the calculation of time/speed/distance.</p> <p>Must be able to use applicable software applications.</p> <p>Ensures continuing application and compliance with EEO laws, regulations and policies.</p> <p>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>1. Must possess current and valid:</p> <ul style="list-style-type: none"> • US Passport. • Merchant Marine Credential (MMC) with entry level endorsements as Ordinary Seaman, Wiper, or Stewards Department (FH) and: • Must have at least 10 years military experience (E5 or above) as an Operations Specialist (OS) or Quarter Master (QM). <p>Or</p> <ul style="list-style-type: none"> • U.S. Navy Active Duty Line Officer (O-3 or above), LDO, or CWO with Surface Warfare Officer (SWO) qualifications and at least 3 years of seagoing experience. <p>Or</p> <ul style="list-style-type: none"> • Sailed with MSC as an RET2 or above and possesses a minimum of 3 years Navy seagoing experience (E5 or above) as an Operations Specialist (OS) or Quarter

	<p>Master (QM) .</p> <p>Or</p> <ul style="list-style-type: none"> • Sailed as an RET2 or above with a minimum of 4 months documented experience in the Operations Department onboard MSC ships as Operations Assistant. <p>TRAINING REQUIREMENTS: Must meet current requirements of the MSC Safety Management System (SMS) Code for the position.</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>
<p>Evaluation Criteria:</p>	<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 applicants are being considered.</p> <ol style="list-style-type: none"> 1. Detailed knowledge of U.S. Navy standard Naval Message drafting and procedures. 2. Detailed knowledge of the requirements for the handling and safeguarding of classified material. 3. Skill in the use of U. S. Navy communications systems including radio telephone procedures, Internet Relay Chat (IRC), and signal flags. 4. Ability to assist with the planning and coordination of Underway Replenishment (UNREP) operations to include liaison with customers and Task Force commanders as well as planning for port calls. 5. Ability to identify and utilize appropriate U. S. Navy Instructions as well as Joint and Allied tactical publications pertaining to a given task or operation. 6. Proficiency in tactical maneuvering including the use of maneuvering boards and in the ability to encode and decode tactical signals using Allied Maritime Tactical Signal and Maneuvering Book (Volume II); proficiency in basic navigational techniques to include track line plotting and computing speed/time/distance problems.

	<p>To earn the highest rating possible, you are encouraged to submit detailed information of the knowledge, skills, and abilities listed above. Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>
<p>Conditions of Employment:</p>	<ul style="list-style-type: none"> • All MSC Civil Service Marine positions are subject to random drug urinalysis testing and require participation in vaccine immunization program. In order to be permanently promoted for this position, the selectee must: <p>Meet the medical requirements, 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 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> <ul style="list-style-type: none"> • Successfully complete the training requirements, • Be clear of any adverse or disciplinary action, • Be able to obtain and maintain the appropriate security clearances, • Be ready, willing, and able to physically perform the duty of this position worldwide at all times, • Be ready, willing, and able to, work in shipboard environmental conditions, and wear protective equipment worldwide at all times, and • Have overall "Good" or above evaluation ratings.
<p>How to Apply:</p>	<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,</p>

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.

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"> • Mail completed packages to: Military Sealift Command Attn: Marine Employment Division N121 Bldg SP-64, 471 East C Street Norfolk, VA 23511-2419 • Fax completed packages to the MSC Marine Employment Division at (757) 443-2936. • Email packages to: MSCPOAInbox@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, sexual orientation, ethnicity, other personal condition unrelated to the applicant's basic ability to perform satisfactory. Please visit http://www.msc.navy.mil/civmar/eo.htm 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 MSCPOAInbox@navy.mil and/or refer to the "How to Apply" section of this announcement.</p>

