

Memorandum

January 07, 2002

From: APMC Promotion Division

To: Promotion Candidate

Subj: PROMOTION APPLICATION PACKAGE GUIDE

The attached documents provide information and guidance to potential promotion candidates in compiling and submitting their package for promotion consideration. Instructions are provided on how to fill out both the APMC Promotion Application and the Supervisory Assessment for Promotion Opportunities forms. Also, there is a comprehensive guide to Knowledge, Skills, and Abilities (KSAs). This guide provides a wealth of information as to what KSAs are, how to respond to them, and provides examples of both a good and poorly written KSA responses. Finally, some recommended guidelines are provided on how to assemble and what to submit in the promotion package to the APMC Promotion Division.

Read the Promotion Opportunity Announcement (POA) carefully. Submit an application package for each POA and submit your application package on time. Remember, your promotion application packet represents your “first impression” to the promotion board members. **To earn the highest rating possible, it is the personal responsibility of the candidate to submit detailed information and documentation with their application such as: KSAs, Supervisory Assessment (APMC-12/Form 23 dated Mar 99), resume, evals, ship assignments, awards, training, etc.** By spending the time and effort to make it accurate, thorough, and complete, you will be one step closer to promotion.

The POAs, Guide to Answering the KSAs, Promotion Application Form, and Supervisory Assessment Form are available at www.msc.navy.mil/civmar.

As always, the Promotion Division staff is willing, ready, and able to assist. Please contact us if you need further assistance via telephone (757) 417-4236/4207/4685/4237, Fax (757) 417-4496, or email Flodoir.Pe@msceast.msc.navy.mil.

Good luck!


Flodoir Pe
Head, Promotion Division, APMC

APMC PROMOTION APPLICATION FORM

(Current MSC Civil Service Marine Employees must use this form for Job Promotions)

GENERAL APPLICANT INFORMATION

1. YEOMAN STOREKEEPER 2. East West Both 3. 00-021
Job Applying for (on this announcement) Geographic Consideration (check one) Announcement Number

4. DOE JOHN M. 5. 123-45-6789
Last name First name Middle name Social Security Number

6. USNS SIRIUS T-AFS-8 757-444-2604
Mailing Address or Ship Address Daytime Phone Number(include area code)

FPO AE 09587-4064 757-444-2604
City State Zip Code Evening Phone Number(include area code)

U. S. COAST GUARD LICENSES AND DOCUMENT INFORMATION: List any valid U. S. Coast Guard Merchant Marine Documents (indicate Coast Guard "Z" Number), Officer Licenses or Certification that you possess, expiration date type or limitations of endorsements.

| Type of License/Certificate/Document/Endorsement | Expiration Date | Limitations & Endorsement on Licenses(if applicable) |
|--|-----------------|--|
| <u>U.S.C.G.M.M.D. "Z CARD"</u> | <u>8-31-05</u> | <u>OS, WIPER, SD(FH)</u> |
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PASSPORT INFORMATION

A. Do you have a Current U. S. Passport? Yes No

B. Passport Number: 1172354102030

C. Passport Expiration Date: 13 FEB 05

APPLICANT CERTIFICATION AND RELEASE OF INFORMATION: I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for firing me and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I consent to the release of information about my physical ability and fitness by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnelists, and other authorized employees of the Federal Government.

JOHN M. DOE 19 NOV 01
Print Name Signature (or Supervisor's Verification, if form is emailed) Date signed

To Supervisor: Upon completion of this form, please forward to Military Sealift Command, Afloat Personnel Management Center, Attn: Marine Employment Division, Promotion Branch, P.O. Box 120, Virginia Beach, VA 23458-0120. Please ensure employee retains a copy.

APMC PROMOTION APPLICATION FORM INSTRUCTIONS

Below are item-by-item instructions on how to fill out the APMC Promotion Application Form. Please follow them carefully to insure that your application is complete when it reaches the APMC Promotion Division for review.

Submit an application package for each POA.

Item 1. Job Applying For. Enter the Job Rating exactly as it is shown on the Promotion Opportunity Announcement (POA).

Item 2. Geographic Consideration. Circle the geographic area you wish to be considered for, either East, West, or Both.

Item 3. Announcement Number. Enter the Announcement Number **EXACTLY** as it is shown on the POA.

Item 4. Last, First, Middle Name. Self explanatory.

Item 5. Social Security Number. Self explanatory.

Item 6. Mailing Address or Ship Address/Phone Numbers. Enter either your ship address or your home mailing address and phone numbers. The address you provide will be used by the Promotion Division to notify you when your application package has been received and whether or not you are eligible for the position you have applied for.

Item 7. Coast Guard Licenses and Document Information. List all valid U.S. Coast Guard Merchant Marine documents, Officer Licenses or Certifications that you possess. Provide the expiration date for each, and type or limitations of the endorsements, if any. Provide a separate front and back copy of your MMD.

Item 8. Passport Information. Circle whether or not you have a current U.S. Passport and provide the Passport Number and Expiration Date.

Item 9. Name, Signature, and Date. Print your entire name, sign the form and print the date you signed it.

SUPERVISORY ASSESSMENT FOR PROMOTION OPPORTUNITIES

(To be completed by immediate supervisor)

POA #00-021 Yeoman Storekeeper (823)

EMPLOYEE'S NAME: JOHN M. DOE EMPLOYEE'S SSN#: 123-45-6789

EMPLOYEE'S CURRENT POSITION RATING: YEOMAN STOREKEEPER

NAME OF ASSIGNED SHIP: USNS SIRIUS TAFS -8

TIME PERIOD YOU SUPERVISED EMPLOYEE: FROM: 08-17-01 TO: 10-31-01

1. Did the employee perform the duties and responsibilities of his/her job satisfactorily? Yes No
If no, please explain: _____

2. Based on your observation of how well the candidate performed in his/her current position, please evaluate the candidate's potential to perform the following KSAs for the position being applied for. Use the following codes: 0 = Have not observed or can not evaluate; 1 = Candidate is not quite ready to perform higher level duties and responsibilities: needs more experience or training; 3 = Candidate has the potential to adequately perform higher level duties and responsibilities; and 5 = Candidate could successfully perform higher level duties and responsibilities now and is highly recommended for promotional opportunities.

5 Knowledge of policies/procedures and experience in Material Support Operations. (This includes files/records maintenance, material identification, sourcing, material procurement, material stowage, material expenditure, material in-transit, and Hazardous/special material.)

1 Knowledge of the policies/procedures and experience in Stock control/MFCS-UNREP-RT operations. (This includes knowledge of file linkage, ability to establish users/customers, MFCS accounting procedures/processes, downloading and processing customer requirements (receipt through billing), interpret/troubleshoot errors, receipt processing.)

3 Knowledge and ability to maintain Aviation Pak-ups. (This includes making issues, receipts, material stowage, expenditures, surveys, and accountability of controlled equipage.)

ADDITIONAL COMMENTS BY SUPERVISOR OR EMPLOYEE (optional only). Use and attach blank sheet(s) if more space required. _____ (SEE ATTACHED DOCUMENT) _____

Signature of immediate supervisor

Employee's signature
(acknowledging receipt only)

Supply Officer
Supervisor Title

To Supervisor: Upon completion of this form, please forward to Military Sealift Command, Afloat Personnel Management Center, Attn: Marine Employment division, Promotion Branch, P.O. Box 120, Virginia Beach, VA 23456-0120. Please ensure employee retains a copy.

**INSTRUCTIONS FOR
SUPERVISORY ASSESSMENT FOR PROMOTION OPPORTUNITIES**

This form must be completed by the applicant's supervisor for each position applied for. This is not the response to the KSAs and it does not replace the required periodic evaluation form. The following item by item instructions are provided:

Item 1. Employee's Name and Social Security Number. Self Explanatory.

Item 2. Employee's Current Position Rating: Identify what position the employee was performing in while under your supervision.

Item 3. Name of Assigned Ship. List the name of the ship the employee was assigned to while under your supervision.

Item 4. Time Period You Supervised the Employee. List the from and to dates of the period you supervised this employee.

Item 5. Has the employee performed his/her duties satisfactorily? Check YES or NO. If NO, please explain why the employee's job performance has been unsatisfactory.

Item 6. KSAs. Using the 0, 1, 3, or 5 scale identified on the Supervisory Assessment Form, rate the employee's potential to perform the KSA's in the position being applied for. Additional comments may be made regarding each KSA to specifically document the employee's performance past performance in these areas.

Item 7. Signatures. Make sure you and the employee sign the form prior to submitting it to the Promotion Division for review.

GOOD EXAMPLE OF A SUPERVISORY ASSESSMENT

SUPERVISORY ASSESSMENT

JOHN M. DOE 123-45-6789 POA #00-021

1. Knowledge of policies/procedures and experience in Material Support Operations. (This includes files/records maintenance, material identification, sourcing, material procurement, material stowage, material expenditure, material in-transit, and Hazardous/special material.)

Mr. Doe has successfully performed the following duties related to this KSA:

- Maintained and updated all Supply related directives, publications, and files.
- Provided shipboard material inventory listing and used SM Module for inventory records.
- Assisted the Supply Officer in OPTAR distribution of funds.
- Prepares transmittal and OPTAR report for Supply Officer Review.
- Follows procedures in NAVSUP P-485.

2. Knowledge of the policies/procedures and experience in Stock Control/MFCS-UNREP-RT operations. (This includes knowledge of file linkage, ability to establish users/customers, MFCS accounting procedures/processes, downloading and processing customer requirements (receipt through billing), interpret/troubleshoot errors, receipt processing.)

Mr. Doe has successfully performed the following duties related to this KSA:

- Used SALT, MFCS, SUADPS, and UNREP-RT Programs for material requirements and transactions aboard USNS SIRIUS.
- Updated Basic Material File and Customer Identification AFS File.
- Performed ULLAGING and quantity computation of fuels.

3. Knowledge and ability to maintain Aviation Pak-ups. (This includes making issues, receipts, material stowage, expenditures, surveys, and accountability of controlled equipage.)

Mr. Doe has successfully performed the following duties related to this KSA:

- Prepared Aircraft Not Fully Equipped and Aircraft Out-of-Commission for Parts reports.
- Prepared required shipboard supply related function reports for Supply Officer's signature.
- Maintained separate expenditure log for Aviation Depot Level Repairables.

R. U. SURE
Supply Officer

B. GOOD
Master

POOR EXAMPLE OF A SUPERVISORY ASSESSMENT

SUPERVISORY ASSESSMENT

JOHN M. DOE 123-45-6789 POA #00-021

1. Mr. John Doe has knowledge of policies/procedures and experience in Material Support Operations.
2. Mr. John Doe has knowledge of the policies/procedures and has experience in Sstofck Control/MFCS-UNREP-RT operations.
3. Mr. John Doe has the knowledge and ability to maintain Aviation Pak-ups.

Mr. John Doe is a sober and reliable sailor. He gets along well with others and satisfactorily performs his duties. I recommend him for permanent promotion immediately.

R. U. SURE
Supply Officer

B. GOOD
Master

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

The phrase “KSAs” refers to the Knowledge, Skills, and Abilities needed to carry out the functions of a particular job. While the concept of doing KSA’s may be new to some mariners, it is a system that ensures a fair and impartial promotion system. It also places the responsibility of the promotion package content where it belongs, in the hands of the person who is applying for the promotion. **Your response to the KSAs is one of the most important parts of your application package.**

KSAs: WHY YOU CAN’T IGNORE THEM

KSAs provide an objective, fair system of dealing with a large number of applications. Some applicants aren’t sure whether the KSA requirements apply to them or if a response is mandatory or optional. There’s an easy way to decide when to answer KSAs. In a word, **ALWAYS**.

If you ever have any doubts about whether it’s worth the extra effort, wipe them out of your mind. You cannot be forced to submit KSA’s, but...*there’s a good chance that your stiffest competition will be submitting them!* You are at a definite disadvantage if you choose not to make the effort.

Answer all KSA’s as thoroughly and completely as possible. Address each KSA on a separate blank sheet of paper. At the top of each page, write the promotion announcement number and position title (from the POA). Type, or clearly write, the KSA you are addressing, followed by your response. The KSAs should be numbered and presented in the order given on the POA. At the top or bottom of each page, put your name and the date. Examples of a well written and a poorly written KSAs are provided for your review on the following pages.

GOOD EXAMPLE OF A KSA RESPONSE

POA #00-021 YEOMAN STOREKEEPER

RESPONSE TO KSA #1. KNOWLEDGE OF POLICIES/PROCEDURES AND EXPERIENCE IN MATERIAL SUPPORT OPERATIONS. (THIS INCLUDES FILES/RECORDS MAINTENANCE, MATERIAL IDENTIFICATION, SOURCING, MATERIAL PROCUREMENT, MATERIAL STOWAGE, MATERIAL EXPENDITURE, MATERIAL IN-TRANSIT, AND HAZARDOUS/SPECIAL MATERIAL.)

I have extensive experience working as the Cargo Hold Supervisor. This experience has provided me the opportunity to gain an in-depth knowledge of Material Support Operations policies and procedures. I have supervised the shipping/receiving and the expeditious breakout, issue palletization, netting and pre-staging of dry provisions and ship's store items transferred to the battle group. I have been responsible for the identification of appropriate Hazardous/Special Material storage locations, and the receipt and safeguarding of this material.

In my most recent sea duty aboard the USNS _____, I aggressively tackled the Master Record File (MRF) and Requisition (RQN) File Maintenance eliminating all discrepancies. My efforts in this area are well documented in my most recent evaluation.

In addition to the experience gained during my employment at MSC, I also have 8 years experience in the United States Navy working as a Stock Control Supervisor, supervising the daily operations of six stock control personnel. While in this position, I gained a thorough knowledge of Navy Material Support Operations and leadership experience. In each Navy Fitness Report (FIT-REP) I received as a Stock Control Supervisor my performance was rated as OUTSTANDING. These FIT-REPs are included in this promotion application package, and provide a detailed description of my responsibilities and accomplishments.

JOHN M. DOE

November 23, 2001

POOR EXAMPLE OF A KSA RESPONSE

POA #00-021 YEOMAN STOREKEEPER

RESPONSE TO KSA #1. KNOWLEDGE OF POLICIES/PROCEDURES AND EXPERIENCE IN MATERIAL SUPPORT OPERATIONS. (THIS INCLUDES FILES/RECORDS MAINTENANCE, MATERIAL IDENTIFICATION, SOURCING, MATERIAL PROCUREMENT, MATERIAL STOWAGE, MATERIAL EXPENDITURE, MATERIAL IN-TRANSIT, AND HAZARDOUS/SPECIAL MATERIAL.)

I am fully aware of MSC's Material Support Operations policies and procedures. My experience as a Supply Utilityman has afforded me the opportunity to work in all areas noted on this KSA.

JOHN M. DOE

November 23, 2001

Recommended Documents to Include with Your Promotion Application Package

There are just a few items that must be included in your promotion application package to qualify you as eligible for promotion board consideration, i.e. Application Form, licensing documents; etc. However, the more documentation you include which supports your ability to perform the KSAs of the position the better. These supporting documents can help board members gain a better understanding of your capabilities and can increase your chances for promotion. Some recommended items to add are:

- Performance evaluations while employed with MSC.
- Performance evaluations from previous employment you have held outside MSC.
- Your current Resume.
- Letters of Recommendation.
- Response to the KSAs.
- College or vocational school transcripts.
- Awards/honors that you have received .
- Certificates of training that you have received.
- Related Commercial experience.
- Related Military experience (include DD214, evaluation, etc.).

However, only add supporting documents that will build your case for promotion to the position you are applying for. Adding information about a basket weaving class you took or providing a certificate documenting an award you received for community service will not increase your chances for selection to Yeoman Storekeeper.