

**Military Sealift Fleet Support Command  
Training Information Bulletin 05-2011**

**Electronics Technician  
Advancement Program  
(ETAP)**



Prepared by: CIVMAR Placement Division, Port Chief Engineers, CIVMAR  
Workforce Development Division, and the Marine Employment Division

July 2011

# MSFSC TRAINING INFORMATION BULLETIN

## Electronics Technician Advancement Program

Ref: (a) Civilian Marine Personnel Instruction (CMPI) 330, Employment  
(b) CMPI 512, Positions

Encl: (1) General Information about the ISCET Certification Fees  
(2) ET Advancement Program Service Agreement, MSFSC 12410/55 (6/11)  
(3) Continued Service Agreement, MSFSC 12410/3 (6/11)  
(4) CIVMAR Training Request Form, MSFSC 12410/60A (Rev 10/09)  
(5) Sample ETAP Program Time Line

1. Purpose. To provide technically proficient and versatile Electronics Technicians (ET) to Military Sealift Command (MSC) government owned/government operated ships per references (a) and (b).

2. Applicability. This bulletin applies to all Military Sealift Fleet Support Command (MSFSC) civil service mariners (CIVMARs) possessing the minimum eligibility requirements to participate in this program, with the exception of current, permanent ETs.

3. Background. Currently there is a shortage of CIVMARs with electronics skills. These skills are held by highly sought after engineering mariners and are extremely marketable in the non-maritime repair and machining industry. As a result, an ET Advancement Program (ETAP) is enacted, whereby an individual applies, is selected for, and is trained by MSC at either Navy or contracted schools. CIVMARs in this program will be paid at their permanent rate when attending training. The average time for completion of this program is not expected to exceed 24 months.

4. Evaluation Criteria. Program participants will be selected from internal sources via Promotion Opportunity Announcements (POAs). Applicants who meet the Minimum Eligibility Requirements will be further evaluated. Documented experience, education, training, and awards contained in the application package will be reviewed to determine the degree to which the applicant possesses the required knowledge, skills, and abilities (KSAs) listed on the announcement that are essential to perform the duties and responsibilities of the position. To earn the highest rating possible, the applicant is encouraged to submit detailed information in response to the KSAs. Evaluations, awards, training, education, and related MSC, military, and/or commercial experience, etc., will also be part of the rating process.

a. Minimum Requirements. The following endorsement(s) are required: Electrician Endorsement or Higher Engine Rating. Participants must also possess one or more of the following (or as specified in the announcement):

(1) has sailed as Chief Electrician/ Electrician or Second Electrician, and has documented work history in assisting the Ship's Electronic Technician or in performing electronic troubleshooting, maintenance, and repairs, or

(2) hold an Associate's Degree or higher from a fully accredited institution in an electrical, electronics, or process/control discipline, or

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(3) have documented military time as a Gas Turbine Systems Technician-Electrical (GSE) or equivalent, or

(4) have documented commercial Electronics Technician work history with related industrial electronics experience, or

(5) hold a professional certification such as "Certified Industrial Electronics Technician" provided by the International Society of Certified Electronics Technicians (ISCET), or equivalent.

b. The KSAs will be as follows (or as specified in the POA):

(1) Skill in the use of electrical meters, electronic meters, test instruments, and electrical/electronic troubleshooting equipment.

(2) Skill in the use of hand tools and electrical/electronic repair techniques.

(3) Skill in the ability to read and effectively interpret technical manuals, blue prints and electrical and electronic schematics.

(4) Skill in computer, oral and written communication, including demonstrated ability to use common MSC applications such as MS-Office, SAMM, Logbook, Ship Clip, etc.

(5) Ability to plan, organize, and prioritize work.

c. Other. In addition to the minimum selection criteria stated in the announcement, in order to be selected, the applicant should have received overall Excellent or above performance evaluations.

d. Upon successful completion of all program requirements, the CIVMAR will be eligible for consideration for permanent promotion to ET. Selections can be initiated based on the availability of actual ET positions at that time. Selection will also be contingent on successful completion of an administrative review for advancement to ET (medical, security, discipline, etc.), a review of supervisory evaluations, and input regarding performance and readiness for permanent promotion to ET.

5. Program Structure. The program is a combination of classroom training, shipboard assignments as an Electronic Technician, and independent study on the part of the CIVMAR.

a. Selectees must successfully pass each training class in order to progress to the next training class or step. Selectees must also maintain overall "Excellent" (or 3.0) or better performance evaluations along with favorable comments regarding their suitability to continue in the program. Failure to do so will result in a performance review, which could result in removal from this program. Failure to comply with the agreement for any reason (security clearance, medical condition, disciplinary action, poor performance, refusal of assignment, etc.) may result in removal from the program. Should a selectee not complete this program, candidates may

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reapply after one calendar year and a minimum of eight months aboard ship, while maintaining no less than overall Excellent (or 3.0 equivalent) evaluations.

b. If a selectee does not already have 180 days sailing time in Engine at time of selection, they must complete this requirement before attending the first class.

c. During the course of the training program, the CIVMAR will be responsible to independently register for, complete, and attain either the International Society of Certified Electronics Technicians (ISCET) Electronics Systems Associate (ESA), Associate Level Electronics (CET) or higher level certification. The ISCET Program is designed to measure the degree of theoretical knowledge and technical proficiency of practicing technicians. For more information, visit <http://www.iscet.org>. ISCET certification is considered a professional credential and reimbursement for certification expenses, including study materials and testing, is authorized upon successful completion. See enclosure (1) for details and information about certification fees.

d. In order to ensure a supportive assignment, CIVMAR in this program may be assigned to either coast. Eight months of sea service in the ET rating while in this program will be required unless waived following a performance evaluation, which establishes that the participant does not require additional training.

### 6. Responsibilities and Procedures.

a. Marine Employment Division, Engine Employment Branch (N142) shall:

(1) Publish announcements for the ETAP.

(2) Convene evaluation board review.

(3) Upon completion of board review, provide CIVMAR Placement Division, Engine Placement Branch Head (N112) a Certificate of Eligibles for selections to the program.

(4) Obtain signed Program Agreement from selectee. Provide signed agreement to Services Branch, N122, with copy to the ETAP Coordinator and MPS.

(5) Process Administrative Reviews.

(6) Process permanent promotions to ET upon receipt of formal request from N111.

b. CIVMAR Candidate: CIVMAR candidates must submit application as per the job announcement. Upon selection into the program, personnel shall:

(1) Sign the ETAP Agreement, enclosure (2).

(2) Sign a Continued Service Agreement, enclosure (3), and return signed and dated agreement to the N131 ETAP Coordinator for each formal program course attended by the

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CIVMAR and paid for by MSFSC. Certification or proof of successful completion of similar training or experience may be substituted for one or more of the training courses at the discretion of N111.

(3) During the course of this program, if not already held, independently make arrangements to test for and obtain the ISCET, ESA, CET, or higher level certification.

(4) Selectees will be scheduled to attend the first three training classes. The training will be coordinated through the CIVMAR Training Branch's ETAP Program Coordinator upon receipt of a CIVMAR Training Request Form, MSFSC 12410/60A, enclosure (4). Upon successfully passing each class, the selectee will attend the follow-on class.

(a) Electronics for Electricians (1 week)

(b) Electronics Troubleshooting (1 week)

(c) Programmable Logic Controllers (1-2 weeks depending on vendor)

(5) After successfully completing the courses listed in paragraph 6.b.(4), above, the CIVMAR will complete a four-month tour as an ET.

**Note:** Every effort will be made to sail the CIVMAR in the position of ET to allow them to gain job experience. However, dependent on Fleet needs, the CIVMAR may be assigned to a position in their permanent rating, or Wiper if the permanent rating is a non-Engine rating.

(6) Prior to completing their four month tour, the CIVMAR must contact their MPS for the purpose of enrolling and successfully completing the next three courses:

(a) Digital Electronics (3 weeks)

(b) Data Communications and Networking (2 weeks)

(c) Data Instrumentation (3 weeks)

(7) During or following this training, the CIVMAR will be assigned to perform the second four month tour as an ET.

**Note:** Classes are subject to vendor schedules and may not be available in one time block. Therefore, the employee may be scheduled to rotate between school and a shipboard assignment in order to complete the training.

(8) Upon successfully completing all program requirements, the CIVMAR will provide proof of successful completion of all classes, and attainment of ISCET certification, along with copies of their shipboard performance evaluations to the N131 ETAP Coordinator and their MPS.

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c. CIVMAR Placement Division, Engine Placement Branch Head (N112) shall:

- (1) Oversee and monitor program implementation.
- (2) Make selections from the certificate of eligibles based on manpower requirements.
- (3) Review results of progress reports and personnel reviews and take appropriate action.
- (4) Upon CIVMAR program completion, initiate administrative reviews and reviews of supervisory evaluations/promotion recommendations. Based on results and manpower requirements, provide formal notification to Marine Employment Division to effect a permanent promotion to ET.

d. N111 Marine Placement Specialists shall:

- (1) Work with the program participants and N131 Engine ETAP Coordinator to schedule training and shipboard assignments in support of this program.
- (2) Ensure ship assignments are made that support the selectees' training continuum and provide, where possible, shipboard on-the-job training.
- (3) Assign trainees to shipboard assignments. Authorize temporary promotions to ET. Notify gaining vessel Master, Chief Engineer and Purser of the CIVMAR's enrollment in the program to ensure proper duty assignment, performance evaluations, and Entry on Duty (EOD) documentation. Provide ETAP performance evaluation form to ship at time of assignment.
- (4) Notify the N131 ETAP Coordinator or N112, as appropriate, of any issues that might hinder a CIVMAR's ability to successfully complete the program.

e. CIVMAR Training Branch (N131) ETAP Coordinator shall:

- (1) Serve as the Program Coordinator and work with the MPS and Subject Matter Experts (SMEs) in order to determine applicant training requirements.
- (2) Work with the appropriate MPS to schedule training. Secure quotas to designated program schools. Cause HRMS competencies to be updated upon completion of program schools.
- (3) Monitor participant progress in the program and provide related reports. Initiate any required performance reviews and make recommendations to N112. Monitor program completion within required 24 month timeframe, enclosure (5).
- (4) Assist the CIVMAR with questions about ISCET certification.

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(5) Prepare and make recommended changes to the formal Training Information Bulletin required.

(6) Brief the outline of this program at MSFSC's formal New Employee Orientation.

f. Port Chief Engineers shall:

(1) Serve as members of the Selection Board.

(2) Serve as SMEs regarding selectee competencies to establish the formal school plan.

g. Masters and Chief Engineers shall:

(1) Support and encourage participation in the ETAP.

(2) Assist CIVMARs with completion of their application forms.

(3) Complete the MSFSC Supervisory Assessment Form.

(4) Ensure program selectees are supported through duty assignments as ET, where possible.

(5) Provide a completed ETAP evaluation of performance upon discharge. Due to the requirement to evaluate specific ET skills during the on board assignment, an evaluation form specific to the ET program will be provided to the ship at time of assignment. The completed evaluation should comment on the selectee's performance of duties as an ET considering their prior schooling attended in the program and address their suitability for continuation in the program.

(6) As requested, provide evaluations of participants' readiness for permanent promotion to ET.

7. Questions. Questions regarding this program may be addressed to the ETAP Coordinator at (757) 443-2809, DSN 646-2809, MSFSC\_CIVMAR\_TRNG@navy.mil.

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## ISCET CERTIFICATION AND TESTING

(Information/Costing as of 2009)

International Society of Certified Electronics Technicians (ISCET) Web site: [www.iscet.org](http://www.iscet.org)

Associate Level Electronics CET and Electronics Systems Associate ESA are equivalent certifications available from ISCET.

CET is covered by one test that includes all required subject areas at once. Total of 75 questions. Cost to test is \$55.

ESA is four separate tests that cover the same material. Total of 200 questions. The advantage is that this test allows the student to study and test for materials in sessions rather than testing for all areas at once.

ESA test is \$45 per exam (total of \$180 for the 4 required exams). If an MSFSC Proctor administers the tests and waives the \$10 proctor fee, the ISCET cost is \$35 per test. Proctor cannot have a vested interest in the member passing the test.

There are no other "minimum fees" to test and obtain either of these certifications. Personnel can join ISCET, but membership is not required in order to test, etc.

Tests are available on site or on line but require the presence of a proctor during the testing. ISCET has proctors all over the world. Appropriate MSFSC personnel can become Proctors by applying to ISCET for same.

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### Study materials for the ESA exams.

Study materials are available from ISCET. It is believed that our students would greatly benefit from study materials in order to prepare and test for the ISCET certification.

#### **Study materials are available on disc or on line:**

**On-line:** \$49.95 for 150 days access for each course. \$22.95 for an additional 150 days access to the same course material.

**Discs:** \$77.10 (69.95 + 7.15 S&H) for each disc (4 modules). Total of \$308.40 for 4 exams.

**Note:** CIVMARs may request reimbursement from the CIVMAR Training Branch, N131, for the above fees by submitting a SF-1164 and receipts in accordance with the specific guidance in MSFSC 7200.1 series. The current instruction is posted on the MSC Website under CIVMAR Training at [www.msc.navy.mil](http://www.msc.navy.mil). You may obtain a SF-1164 from your Purser or CIVMAR Support Unit (CSU).

Enclosure (1)

# MSFSC TRAINING INFORMATION BULLETIN

Electronics Technician Advancement Program

## ELECTRONICS TECHNICIAN ADVANCEMENT PROGRAM (ETAP) SERVICE AGREEMENT (Internal Selectee)

I, (name) \_\_\_\_\_, (SSN) XXX-XX--\_\_\_\_\_ have read and fully understand the program requirements delineated in the Electronics Technician Advancement Program (ETAP) Training Information Bulletin. As a selectee in the ETAP, I will be provided the training necessary to perform the duties of ET. I will successfully complete each training course and two 4-month ship assignments as an ET. I understand that I will also successfully pass and obtain the ISCET certification (either the Electronics Systems Associate (ESA), Associate Level Electronics (CET), or higher level certification) prior to completing the program.

Prior to the completion of each tour, I will contact my Marine Placement Specialist for the purpose of enrolling in the next training class. I realize that I may be required to sail on either Coast in order to obtain work experience while in this program.

Upon selection, I will attend the following courses. Each class must be taken and passed in order to attend the next training class.

- Electronics for Electricians (1 week)
- Electronics Troubleshooting (1 week)
- Programmable Logic Controllers (1-2 weeks)

After successfully completing these classes, I will complete a 4-month tour as ET.

Prior to completing the 4 month tour, I will contact my Marine Placement Specialist to make arrangements to attend the next three training classes. These classes may not be available in one timeframe:

- Digital Electronics (3 weeks)
- Data Communications and Networking (2 weeks)
- Data Instrumentation (3 weeks)

After or while completing these classes, I will complete a second 4-month tour as an ET. Classes are subject to vendor schedules and may not be available in one time block. Therefore, I may be scheduled to rotate between school and a shipboard assignment in order to complete the training.

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- Notes:**
- 1) Except for the two Basic Electronics and Troubleshooting classes, proof of successful completion of similar training or experience may be substituted for completion of one or more of the formal training courses.
  - 2) Following successful completion of training, every effort will be made to provide a ship assignment as an ET. Dependent on Fleet needs, however, the assignment may be to the permanent rating, or to Wiper, if my permanent rating is a non-Engine rating.

After successfully completing all program requirements, including obtaining the IS CET certification, I will provide proof of same to both the N131 ETAP and my Marine Placement Specialist along with copies of performance evaluations. At that time, I will be eligible for consideration for permanent promotion to Electronics Technician. I understand that selection will be contingent on successful completion of an administrative review (medical, security, discipline, etc.), and a review of supervisory evaluations and input regarding my performance and readiness for permanent promotion to ET. I also understand that an authorized ET position must be available in order for the promotion to be effected.

My signature below constitutes acceptance of this agreement. I understand that I will be given up to 24 months to complete the program requirements. I understand that I must successfully complete all training courses, obtain the stated certification, and obtain an overall "Excellent" or better evaluation after each tour, with favorable comments, in order to continue in this program. Failure to meet the requirements of this agreement or comply with this agreement for any reason (security clearance, medical condition, disciplinary action, performance, refusal of assignment, etc.) may result in my termination from the program.

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(Print Name)

(Signature)

(Date)

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## Military Sealift Fleet Support Command Continued Service Agreement

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Trainee's Full Name: \_\_\_\_\_  
(Print or Type)

This continued service agreement applies to individuals employed by Military Sealift Fleet Support Command (MSFSC) who participate in the Electronics Technician Advancement Program (ETAP).

1. I AGREE that, upon completion of the MSFSC Electronics Technician Advancement Program (ETAP), I will serve in the Department of Defense (DoD) for a period of one year beginning at the completion of this program. My continued service obligation will commence on the first day of work after completion of this program.

2. I UNDERSTAND that I must meet all program requirements as specified by MSFSC. Further, I AGREE that if I should fail to successfully complete the subject program due to circumstances within my control (e.g., misconduct, personal delinquency), I will reimburse MSFSC for all training costs (excluding salary) of tuition, fees, books, materials, equipment, indirect training costs and travel related expenses (i.e., per diem, mileage reimbursement, etc.) paid in connection with my attendance in the subject program.

3. I AGREE that, if I voluntarily separate from Federal Service before completing the period of service agreed to in this Agreement, I will reimburse MSFSC for all training costs (excluding salary) of tuition, fees, books, materials, equipment, indirect training costs and travel related expenses (e.g., per diem, mileage reimbursement, etc.) paid in connection with my attendance in the subject program. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. For example, if the cost of training was \$15,000.00 and I completed two-thirds of the obligated service, I will reimburse MSFSC \$5,000.00 vice the original \$15,000.00.

4. I AGREE that if I voluntarily leave DoD to enter another Federal agency or other organization in any branch of the Federal Government before completing the period of service agreed to in this Agreement, I will give MSFSC N1 at least thirty working days advance written notice before the effective date of entrance into the service of the other agency. If I fail to give this advance notice, I AGREE to reimbursement of the training cost as described above.

5. I UNDERSTAND that, during the notice period, MSFSC will decide whether to require reimbursement of the training costs or to transfer the remaining service obligation to the gaining agency. MSFSC will notify me of the determination before the end of the notice period.

Enclosure (3)

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## **Military Sealift Fleet Support Command Continued Service Agreement**

6. I UNDERSTAND that this Agreement may be terminated at MSFSC's election if I fail to fulfill this Agreement for sufficient reasons (e.g., disability retirement).
7. I UNDERSTAND that any amounts, which are due to MSFSC as a result of any failure on my part to meet the terms of this Agreement, may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
8. I UNDERSTAND the following are the procedures employees must follow in order to obtain a reconsideration of recovery amount or to seek a waiver of the agency's right to recover:
- a. MSFSC will notify me, in writing, of the amount MSFSC intends to recover;
  - b. Upon notification, I have 14 calendar days to provide United States Fleet Forces Command (USFFC) my request to reconsider the recovery amount or my appeal for a waiver of MSFSC's right to recover;
  - c. I am advised to state the ground on which I believe the determination to reconsider, or waive recovery rights, should be based;
  - d. USFFC will issue the final Department of the Navy (DoN) decision and notify me of that decision.
9. I acknowledge that this Agreement does not in any way commit MSFSC to continue my employment.
10. I AFFIRM that I am not receiving contributions, awards, or payments in connection with this training, from other government agencies or non-governmental organizations, and I shall not accept such without first obtaining approved from MSFSC N1.

By signing this Agreement, I AGREE to my compensatory obligations for training to DoD and the Federal Government.

\_\_\_\_\_  
Trainee's Signature

\_\_\_\_\_  
Date

Period of obligated Service: One year beginning at the completion of this program.

Enclosure (3)

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CIVMAR TRAINING REQUEST FORM (Rev. 10/09)  
(HARD COPY VERSION)

Trainee Full Name: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_ Rate: \_\_\_\_\_ Coast: \_\_\_\_\_

Mariner Phone #: \_\_\_\_\_ Mariner E-Mail: \_\_\_\_\_

East Coast Ship Name: \_\_\_\_\_ West Coast Ship Name: \_\_\_\_\_ CSU:  E  W  Other: \_\_\_\_\_  
(Circle one)

Training Course Title	Vendor	Date From:	Date To:

Please provide specific dates you are available to train, in case the above dates you are requesting are not available:

Date From:	Date To:

Travel Orders Required?  Y  N

Orders to be completed by:  MSFSC  SHIP

Depart From:  CSU E  CSU W  Home  Hotel  LANT Ship  PAC Ship  Other

If 'Other' - Provide Address: \_\_\_\_\_

Desired Departure Date or N/A: \_\_\_\_\_

Transportation:  COMAIR  MSC Bus  POV  Rental Car  Taxi

Nearest Airport Name or N/A: \_\_\_\_\_

Lodging Required at Training Location:  Y  N  N/A

Required Ground Transportation:  N/A  Passenger  POV  Rental Car  Taxi

Rental Car-Does Marine Have a Valid Driver's License?  Y  N  N/A

Rental Car-Does Mariner Have a Credit Card (not a debit card)?  Y  N

**Privacy Act Statement**

**Authority** — This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

**Purposes and Uses** — The primary purpose of the information collected is for use in the administration of the HRMS to document the nomination of trainees and completion of training. This information becomes a part of the permanent employment record of participants in training programs, and is subject to all of the published routine uses of that system of records.

**Effects and Nondisclosure** — Providing the personal information requested is voluntary; however, failure to provide this information may result in ineligibility for participation in training programs or errors in the processing of training you have applied for or completed.

**Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b)** — Your partial SSN will be used primarily to give you recognition for completing the training and to accumulate MSFSC-wide training statistical data and information. The use of partial SSNs is necessary to differentiate between current employees who may have identical names and/or birth dates and whose identities can only be distinguished by using a portion of their SSNs.

**FOR OFFICIAL USE ONLY**

Enclosure (4)



# MSFSC TRAINING INFORMATION BULLETIN

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## ET ADVANCEMENT PROGRAM (ETAP) TIMELINE

Announce	(45 days)
Submit application and be selected	(4-6 weeks)
Attend first three courses	4 weeks
Sail 1 <sup>st</sup> tour as ET	18 weeks
Leave	4 weeks
Attend remaining courses/ Sail 2 <sup>nd</sup> tour as ET	26 weeks
Study, test for, and obtain ISCET certification	(On-going)
Provide package to Engine Training Specialist	1 day
Leave	4 weeks
Considered for permanent promotion to ET	(2 weeks)
TOTAL =	52 weeks (52 – 64 weeks)

**NOTE:** This is a sample timeline. Time can increase based on availability of training dates to meet CIVMAR schedule, availability of ET assignments, etc. Time could be reduced if CIVMAR has certification or proof of successful completion of certain training classes, etc.

Enclosure (5)