



Boatswain Mate

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	26-164-01MPOC		
Title, Series, Grade, (Code):	Boatswain Mate (D) WM-9923-09 (164)		
Base Salary:	\$64,036 Per annum		
Opening Date:	October 1, 2025	Closing Date:	Open Continuously with Periodic Cut-Offs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Due to critical shortages in this rating, applications will receive immediate consideration upon receipt. Selections will be made until critical shortages no longer exist. Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMARS) employees. Applicants, who previously applied under POA# 25-164-01MPOC, must reapply, if they wish to be considered for this position.		
Duties:	<p>The Boatswain Mate 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>Assigned to the Deck Department, a Boatswain-Mate is considered an all-around seaman whose duties are many and varied. Duties include, but are not limited to: Responsibility for serving as a team leader; the continued maintenance and operational readiness of all deck equipment assigned as well as tools and specialized gear; and for performing general maintenance, repair, sanitation and upkeep of material, equipment and deck department areas. Also may serve as a ship's rigger and be able to take command of a lifeboat/liferaft crew during an emergency. Incumbent must be fully familiar with all approved safety procedures involving the movement, stowage, loading and discharging of cargo. Incumbent will be able to operate material handling equipment, power/air tools and be able to go aloft. When assigned as a watchstander at sea, works under the supervision of the deck department watch officer. In port, when not assigned a watch, the incumbent comes under the supervision of the First Officer.</p>		

As a team leader, actively participates in all on-going maintenance projects and ensures efficient and proper maritime procedures are utilized. Assists deck department supervisors in the training, directing and supervision of other deck department shipboard personnel that are less experienced in the fundamentals of their work.

When assigned to an underway replenishment vessel, will be in charge of an UNREP rig team. The incumbent must be thoroughly familiar with rigging, sending and receiving the various types of standard tensioned replenishment alongside methods, including but not limited to star, traveling surf, single/double probe fuel rigs, and 2 ½ inch astern refueling rigs. As an UNREP rig Captain, ensures rig team is in uniform and outfitted with the proper safety equipment. Responsible for training and safety of rig team. For VERTREP operations, must be able to net and stage cargo, be familiar with SWL loads of HELO pendants, legs, and weight limitations of various types of helicopters.

Performs all operations connected with launching and recovering lifeboats, ships fast rescue boats (RHIBS), and motor whaleboats. The incumbent must be able to take command of a lifeboat/liferaft crew during an emergency. Incumbent must know the particulars of lifeboat construction, names of essential parts and required equipment, as well as the function and operation of various types of davits, cranes, and nautical terms and commands used in connection with launching lifeboats, RHIBS and liferafts.

Responsible for learning the location and use of emergency, lifesaving, damage control and safety equipment, and be proficient in use of the same. Ensures the initial and continued training of all other deck dept members and is responsible for knowing assigned duties at all drills as prescribed in the ships station bill.

Responsible for the continuous maintenance and operational readiness of all deck equipment assigned. This includes, but is not be limited to, outriggers, ground tackle, cargo gear, winches, associated rigging, as well as tools and specialized gear. Incumbent is familiar with all types of deck equipment onboard, and the entire range of mission readiness that is expected from your ship. Determines what materials, tools, safety equipment etc. that will be required and is responsible for the custody of any tools and materials utilized to perform the job. Ensures all machinery or equipment problems or safety hazards are reported and corrected to

avoid any personnel or mechanical mishaps. Incumbent must be fully familiar with all approved safety procedures involving the movement, stowage, loading, discharging of cargo. When assigned to ammunition ship, must be familiar with ammunition handling procedures, classification of ammunition, stowage and safety. Ensures safety procedures and NAVOSH programs are enforced and followed, and must be thoroughly familiar with the Safety Management System (SMS) including the use of checklists. When on duty and not assigned to a watch, performs duties that pertain to the general maintenance, repair, sanitation and upkeep of material, equipment and areas within the deck department. May be required to raise, lower and spot cargo booms. The BM assists the First Officer in identifying deck items requiring repair, replacement of deck items, conditions of wires and lines etc. May be assigned a section of the vessel to maintain and preserve.

When assigned as a watchstander underway, the incumbent must perform lookout duties in a vigilant manner, reporting all ships, lights, land, fog, floating objects, etc. As a helmsman the B/M must be able to steer a steady course, understand navigational terms relating to heading and steering, and properly execute all rudder and helm orders. When assigned as standby/roving security the B/M will make a round of the vessel as designated by the standing orders, the incumbent shall check for fire, flooding, oil spills, etc. Particular attention is given to condition of cargo, cargo gear, underway replenishment rigs, lashings, shorings, and security of classified spaces, cargo holds and storerooms When assigned as to gangway watch, stands an alert watch and be in proper uniform to present a neat appearance. The incumbent shall request all persons boarding to show proper identification and allow no unauthorized personnel to board the vessel. Maintains the gangway and visitors log.

May serve as ship's rigger. In this capacity, the incumbent must be proficient in splicing of wire cable and rope, the sewing of canvas; knowing the proper ratio of size of line or wire to block sizes; rules for breaking strengths and safe working loads. The types of purchases used onboard for cargo gear, and the rigging of stages and boatswain chairs for working aloft or over the side. When working aloft or over the side, the incumbent shall ensure all safety precautions and safety equipment is utilized. During arrivals, the incumbent assists in preparing mooring and heaving lines, rigging the gangway, operating capstans and winches and other duties as directed. During departures, the incumbent assists in taking in mooring lines, wires, fenders, operating

	<p>capstans and winches, and all other securing for sea duties as directed. When anchoring, if required, the incumbent assists in the preparation of the anchors. When on anchor watch, checks the anchor chain to ensure the anchor is not dragging or the chain is fouled. Notifies the watch officer of ship anchoring or transiting close at hand changes in wind conditions of lights and takes soundings if required.</p> <p>Must be able to use applicable software applications.</p> <p>Must be eligible to have access to, handle and be qualified in small arms in accordance with OPNAVINST 3591.1.</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>
Minimum Eligibility Requirements:	<p>Must possess current and valid:</p> <ol style="list-style-type: none"> 1. United States Coast Guard (USCG) Merchant Mariner Credential (MMC) endorsed as: Able Seaman Unlimited. <p>AND</p> <ol style="list-style-type: none"> 2. Able Seafarer Deck. 3. STCW - Proficiency in Survival Craft (PSC) & Rescue Boats Other than Fast Rescue Boat (FRB). <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>
Evaluation Criteria:	<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. Knowledge of cargo operations including such items as dry stores, munitions, petroleum products, and helicopter operations (VERTREP).

	<p>2. Ability to operate material handling equipment (e.g. winches, cranes, booms, forklifts, etc.).</p> <p>3. Ability to assign, direct, and train other employees.</p> <p>4. Ability to perform general shipboard and rig maintenance, including maintenance on associated equipment.</p> <p>5. Knowledge of shipboard safety, including lifesaving and firefighting equipment, methods and techniques.</p> <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>
Conditions of Employment:	<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. As the laws for marijuana usage become legal for some states, it is still illegal at the Federal level and will have the same impact on suitability and security as it did before. In order to be permanently promoted for this position, the selectee must: • Meet the medical, dental and mental requirements, • You will be required as a condition of employment to obtain and maintain a U.S. Special Issuance Passport (also referred to as an official or maroon passport) • A CIVMAR who occupies this rating or position while sailing on MSC Government Owned, Government Operated (GOGO) vessels is required to use Fall Protection Arrest System (FPAS) safety equipment in order to carry out essential functions of their rating or position. Therefore, the incumbent is required to maintain a mass body weight of no more than 295 Pounds, • Must be eligible to have access to, handle and be qualified in small arms in accordance with OPNAVINST 3591.1. • 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,

	<ul style="list-style-type: none"> • 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.
How to Apply:	<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, 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.</p> <p>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.</p> <p>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.</p> <p>4. As noted above, application packages SHALL NOT exceed 35 one-sided pages. The following documents are required</p>

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 MyMSC database and will be extracted from the "package" once the MAP MyMSC data is identified. Evaluations do not count against the 35 page limitation. Applicants are strongly encouraged to request/review their MAP history from the MAP repository prior to submitting their application. It can not be stress

	<p>strongly enough that the applicant should try to ensure that there are no missing MAP evaluations from their record. Request MAP Overview reports from the following address: MSC_HR_MAP_INBOX@us.navy.mil.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>8. Any questions may be directed to the MSC Employment Division via email at MSC_POAInbox@us.navy.mil. Inquiry responses will be provided within 2 business days.</p>
How To Contact Us:	<p>Completed application packages will be accepted via Regular mail, FedEx, Email, Fax, and hand-delivered.</p> <ul style="list-style-type: none"> • Mail completed packages to: Military Sealift Command Attn: Marine Employment Division N11B2 Bldg SP-64, 471 East C Street Norfolk, VA 23511-2419 • Fax completed packages to the MSC Marine Employment Division at (757) 443-3094. • Email packages to: MSC_POAInbox@us.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	<p>All applicants meeting minimum qualifications will receive consideration without regard to age, sexual orientation, race, color, religion, national origin, lawful political affiliation, non-disqualifying disability, marital status, ethnicity, other personal</p>

OPPORTUNITY EMPLOYER.	<p>condition unrelated to the applicant's basic ability to perform satisfactory. Please visit https://civmar.sealiftcommand.com/eeo 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 MSC_POAInbox@us.navy.mil. and/or refer to the "How to Apply" section of this announcement.</p>
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