MILITARY SEALIFT COMMAND
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Chief Cook

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	27-822-01MPOC		
Title, Series, Grade, (Code):	Chief Cook, WM 9971-15/9971-16 (822)		
Base Salary:	$66,963 Per annum		
Opening Date:	October 1, 2026	Closing Date:	Open Continuous with Periodic Cut-offs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Due to critical shortages in this rating, applicants will receive immediate consideration upon receipt. Selections will be made until critical shortages no longer exists. Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMAR) employees. Applicants, who previously applied under POA 26-822-01MPOC, must reapply, if they wish to be considered for this position.		
Duties:	The Chief Cook 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. The Chief Cook is responsible for overseeing the general operation of the galley; utilizing Healthy Heart guidelines, approved recipes, instructions and progressive cooking techniques in the execution of the daily preparation sheet (NAVSUP 1090); and maintenance of sanitary standards within the Galley. The Chief Cook shall ensure that the approved menu is strictly adhered to and prepared IAW the approved recipes, unless the Chief Steward authorizes specific changes or substitutions. The Chief Cook shall inspect all galley equipment daily to ensure safe operation, rigid sanitation and proper maintenance standards are adhered to. The Chief Cook is responsible for serving line set-up, and will assist in training all serving line and dining areas food service personnel on proper serving size and proper temperatures.		

	The Chief Cook is responsible for learning the location of, and being familiar with the use of, all fire-fighting and damage control equipment in galley areas. **SANITATION AND SAFETY COMPLIANCE.** Ensure that every precaution is taken to prevent contamination of food, including proper thawing techniques, and inspection of all food before preparation and serving. Ensure that all subsistence items, supplies, and equipment in the galley is maintained in a neat and orderly manner IAW NAVSUP P-486 and COMSCINST 4000.2. Ensure that, after each meal, garbage and trash are disposed of in accordance with environmental regulations and that garbage cans are sanitized, lined with plastic bags and covered when not in use. Check all switches and electrical equipment, and the main switch to the deep-fat-fryer, to ensure they are in the "off" position when not in use. **PROVISIONS MANAGEMENT.** The Chief Cook shall ensure that the "Breakout" of provisions necessary for the production of all meals is correctly inventoried and recorded and that leftovers and unused products are correctly stored and labeled. The Chief Cook is responsible for requisitioning and preparing all meals and managing provisions once they are delivered to the galley, including ordering and returning unused food items to the bulk storeroom using the Food Item Request/Issue Document NAVSUP 1282. **SUPERVISION.** The Chief Cook is responsible for the immediate supervision and job performance of personnel involved in food preparation, production and presentation of meals, to include ensuring that dining areas, salad bar, dessert bar, beverages, and condiments are set prior to the beginning of each meal and ensuring sanitation standards and personal hygiene are maintained at all times and IAW NAVMED P-5010 guidelines. Supervise all galley personnel in the maintenance and sanitation of galley areas and equipment, including decks, sink and grease traps, ranges, hoods, grills, ovens, serving surfaces, storage areas, deep fat fryers, mixing machines, utensils, dishwashing areas, etc. Everything in this Position Description is considered to be an essential function of this position. Performs all other duties as assigned.

Minimum Eligibility Requirements:	Must possess current and valid: 1. USCG Merchant Mariner Credential (MMC) endorsed Ordinary Seaman, Wiper, Stewards Department (FH). 2. USCG Medical Certificate (without limitations/restrictions on Food Handling). **AND** Specialized experience. Specialized experience is defined as possessing the following: a. Two years (24 months) of cumulative service as a CIVMAR permanent MSC Cook Baker or temporary MSC Chief Cook. The two years of permanent Cook Baker or temporary Chief Cook must have been within the past five years from closing date of this announcement. The candidate may exceed this five year requirement if continuously employed in a food service capacity. **AND** successful completion of the following courses: (1) MSC Advanced Culinary Course** **AND** either one of the following: (a) Current U.S. Armed Forces Food Safety/Sanitation Supervisor Course; OR (b) Annual 4 Hour Sanitation Course. ****MSC Advanced Culinary is not required with the application. However, PERMANENT PROMOTION is contingent upon successful completion of the training.** **OR** b. Previous U.S. military experience in Culinary (Pay grade E-6 or above with at least one Culinary tour of not less than 24 months in a Lead Food Service Production Capacity. U.S. military service must have been within five years from closing date of this announcement. The candidate may exceed this five year requirement if continuously employed in a food service capacity. **AND** successful completion of the following courses: (1) U.S. Military Service Food Production Course **AND** either one of the following: (a) Current U.S. Armed Forces Food Safety/Sanitation Supervisor Course; OR

	(b) Annual 4 Hour Sanitation Course. **OR** c. A current Certification as a Chef De Cuisine or higher from the American Culinary Federation (ACF). **OR** d. Graduate of an accredited culinary academy/school and have completed Serv-Safe principles. **OR** e. Previous merchant marine experience in culinary with at least 24 months cumulative sailing experience as a Chief Cook and successful completion of: (1) A culinary Cooking and Baking Course. (2) Current annual 4 hour sanitation course. **NOTE:** **1. USCG Medical Certificate is not required with application. However, promotion and/or employment is contingent upon receipt of current certificate.** **2. MSC Advanced Culinary is not required with application. However, promotion and/or employment is contingent upon completion of training.** **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.**
Evaluation Criteria:	**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.** 1. Knowledge and ability to manage food production operations. 2. Knowledge and ability to apply and adhere to health and sanitation criteria. 3. Knowledge and ability to requisition and manage provisions.

	4. Ability to supervise and assess the work of others. 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.**
Conditions of Employment:	• 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). • 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.
How to Apply:	**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. 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. 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 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 cannot be stressed 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**. 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 **MSC_POAInbox@us.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. • **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:	**FAILURE TO PROVIDE THE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.** 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.
MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.	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, ethnicity, other personal condition unrelated to the applicant's basic ability to perform satisfactory. Please visit http://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.