Chief Steward

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	27-804-01MPOC		
Title, Series, Grade, (Code):	Chief Steward WM 9968-28/9968-29 (804)		
Base Salary:	$70,433 Per annum		
Opening Date:	October 1, 2026	Closing Date:	Open Continuous with Periodic Cut-offs
	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 (CIVMARS) employees. Applicants, who previously applied under POA 26-804-01MPOC, must reapply, if they wish to be considered for this position.		
Duties:	The Chief Steward 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 Steward (CS) is the head of the Food Service Division and is responsible for all food service operations, and the management, sanitation, discipline, and training for up to 100 personnel within the Food Service Division. The CS's primary function is to assure that onboard food service operations meet the highest standards of preparation, production, presentation, fiscal responsibility and accountability for up to 1,500 personnel daily. Similarly, the CS is responsible for the maintenance of all physical spaces assigned to the Food Service Division. **FOOD PRODUCTION OPERATION:** Responsible for the preparation of the MSC 35 day healthy heart cycle menus (NAVSUP 1090) for the Master's approval. Responsible for the preparation of all culinary products served by following progressive cooking techniques, healthy heart parameters, approved recipes and instructions.		

	PROCUREMENT AND MANAGEMENT OF PROVISIONS: Establishes endurance levels, based on both in port and underway periods, in accordance with the approved 35 day cycle menu. Economically procures provisions, through government sources, Fleet Logistics Center (FLC), Defense Logistics Agency (DLA), Prime Vendor, Blanket Purchase Agreement (BPA) contracts and Combat Logistics Force (CLF), to meet standards of Galley operations in accordance with established guidelines. **FINANCIAL RESPONSIBILITY:** Must be able to effectively use a computer and applicable shipboard software programs, including Food Service Management (FSM)SHIPCLIP. Prepares the Food-Item Request and Issue Document (NAVSUP 1282) for all subsistence items issued to the galley. **HOTEL SERVICE OPERATIONS:** Responsible for posting operating instructions and safety precautions on all laundry equipment. Ensures standard solutions for washing, bleaching, scouring, and bluing, according to type and condition of the articles being washed, are utilized. Ensures all appropriate personnel are trained on the proper operation of washing machines, dryers, steam presses and flat iron works. **SANITATION TRAINING:** Responsible to ensure all food service personnel receive initial and 4 hour refresher sanitation training courses and documents training in food service personnel's ship training folder. Ensures all food service personnel observe day to day personal hygiene and safe food handling practices. **DIVISION OFFICER AND PERSONNEL MANAGEMENT:** Ability to prepare and submit Mariner Advancement Program (MAP) evaluations and/or recommendations regarding assignments of Food Service personnel to the Master/OIC, or designated personnel, as required. Demonstrates a thorough knowledge of CMPI, DHAMS, EEO instructions and payroll guidelines. Ability to provide recommendations for incentive awards, recognize outstanding personnel performance and advise personnel of Merit Promotion advancement opportunities. Knowledge and ability to take effective measures to minimize breech of discipline and recommend disciplinary action, as required. In-depth knowledge of health aspects and sanitation criteria associated with staterooms, bathrooms, passageways, and laundry spaces. Ability to schedule work assignments for Supply Utilityman (SU) working in Laundry and Habitability areas. Ensures all personnel understand the procedure to report to higher authority when equipment is out of commission or not operating properly.

	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. **AND** Specialized experience. Specialized experience is defined as possessing the following: a. Two Years (24 months) of cumulative service as a CIVMAR permanent MSC Steward Cook or temporary MSC Chief Steward experience. The two years of Steward Cook/Chief Steward 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. Successfully completed the following courses: (1) MSC Food Service Management System (FSM) ShipClip **AND** one of the following: (a) Current Serv-Safe Manager; OR (b) U.S. Armed Forces Food Safety/Sanitation Supervisor Course. **OR** b. Previous U.S. military experience in Culinary (Pay grade E-7 or above) with at least one leading management Culinary tour of not less than 24 months. U.S. Military service must be 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. Successfully completed the following courses: (1) U.S. Military Service Automated Food Service Management System; **AND** one of the following: (a) Current Serv-Safe Manager; OR (b) U.S. Armed Forces Food Safety/Sanitation Supervisor Course.

	OR c. Commercial Certification: A current certification as an Executive Chef or higher from the American Culinary Federation (ACF) and experience with a commercial automated food service management system. **OR** d. Graduate of an accredited commercial academy/school and has completed training in nutrition, supervision/management and is Serv-Safe Manager certified. **OR** e. Previous merchant marine experience in culinary with at least 24 months cumulative sailing experience as a Chief Steward and successful completion of: (1) Food Service Management/Financial Management (computerized or manual application). (2) Current Serv-Safe Manager certification. NOTE: **USCG Medical Certificate is not required with application. However, promotion is contingent upon receipt of current certificate.** **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 operate and manage food production and food service operations. 2. Knowledge and ability to procure, manage, and receive provisions. 3. Knowledge and ability to efficiently manage a galley/kitchen within established monetary limits. 4. Knowledge and ability to manage hotel service operations.

	5. Knowledge and ability to successfully manage and instruct personnel on the established food service sanitation requirements and procedures. 6. Ability to plan, organize, train, 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 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.