



First Officer

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	26-104-01MPOC ***AMENDED BASE SALARY***		
Title, Series, Grade, (Code):	First Officer (W) WM 9905-28		
Base Salary:	\$95,735 Per annum (104 only)		
Opening Date:	October 1, 2025	Closing Date:	Open Continuously with Periodic Cut-Offs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	<p>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 (CIVMAR) employees. Applicants, who previously applied under POA #25-104-01MPOC, must reapply, if they wish to be considered for this position.</p>		
Duties:	<p>The First Officer 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>As the Deck Department Head, the First Officer is responsible for the safe, effective and efficient management and supervision of deck department employees. Ensures sound fiscal management and adherence to budget guidelines by deck department employees. Has a thorough knowledge of the CMPI and DHAMS. Serves as the ships' safety officer, training officer, damage control officer, vessel security officer, oil spill coordinator and (may be) gas free engineer. On ships without a Master, the OIC/Chief Mate is the Officer in Charge (OIC) of the entire CIVMAR contingent onboard regardless the disparity between formal pay rate designators.</p> <p>As second in command of the ship, is directly accountable to the Master for all matters pertaining to management, operation, care, safety, and physical condition of deck department operations and keeps the Master informed in those areas. Keeps abreast of all ship's business matters and acts on behalf of the Master when he/she is</p>		

not available. Maintains a functional understanding of ship's mission, operations, command relationships, and operational reports. Acts as a Command Duty officer (CDO) in charge of the Shipboard Reaction Force (SRF) and fire parties on ships so organized. Performs emergency duties as assigned by the Master and reflected on the Station Bill.

Responsible for the proper planning, loading, stowage and discharge of cargo and maintenance of the ship in a safe and stable condition. Prior to sailing, inspects the ship to ascertain there are no structural defects and that hatches, side ports, cargo gear, cargo and equipment are secured properly. Using Ship Automated Maintenance Management (SAMM) prepares and submits deck department repair list. Submits a list of Voyage Repair Requests (VRR's) to the Chief Engineer for maintenance and repair of deck related items that are beyond the capabilities of ship's force and require outside industrial assistance. Monitors the progress of VRR's; inspects repairs made by shoreside personnel and makes reports of inspections to the Master and Chief Engineer.

As training officer, is responsible for training of all personnel in their duties during replenishment or mission operations, and for the compilation and submission of all required departmental training reports. Ensures deck officers maintain their proficiency in safe navigational practices and ensures crewmembers are properly trained to respond to all emergencies.

As Damage Control Officer, is responsible for ensuring that station bills are properly prepared and posted, that fire detection systems are maintained in proper working order, that fire fighting and lifesaving appliances are in good condition, and that the damage control book is properly maintained; and contains essential information on the ship's damage control organization, systems, machinery, controls and equipment and serves as a ready reference for both drills and emergencies.

Organizes and coordinates Deck Department work to ensure its efficient and effective accomplishment. Ensures equitable distribution of overtime; ensures subordinates maintain proper hygiene, grooming and uniform standards; exercises disciplinary control over subordinates and initiates disciplinary actions IAW CMPI 750; recognizes and rewards subordinates' work-accomplishments and achievements using the awards program; conducts career counseling, arranges training, monitors personnel career progressions, and encourages upgrading of licenses and documents; and prepares MAP/Promotion Evaluation Reports

	<p>as required. Maintains assigned berthing compartment (and office, if assigned) in a neat, clean, and orderly manner. Must be able to effectively use applicable shipboard software applications.</p> <p>As AT/FP Officer, issues orders to and ensures training of crewmembers to provide force protection, physical security of government property, and security awareness for classified documents and materials. Ensures maintenance of a continuous gangway watch to control personnel and material coming aboard or leaving the ship. Acts as Qual-Cert Board member on board ships with the program. Presides at deck department safety meetings, presents progress reports of outstanding and new safety items and recommendations. Maintains a safety library and keeps personnel and department heads informed on current safety procedures and developments. Oversees Ships Management System (SMS) administration and compliance as Safety Officer. Makes SMS reports as required.</p> <p>First Officers may serve on some MSC ships, e.g., T-AH's and T-ATFs (in accordance with requirements of a MEO) with additional responsibilities for managing, supervising, organizing and coordinating the work of the ship to ensure effective and efficient accomplishment.</p> <p>Towing and salvage First Officers shall be TOAR endorsed or tow qualified and have experience in towing and salvage. First Officers should be competent ship handlers capable of docking, undocking and mooring without tug assistance. They should have superior leadership skills working with Mobile Diving and Salvage Units (MDSU), foreign Navy, and VIP personnel. Towing and Salvage Mates must be proficient at shipboard medical care and have knowledge of the US Navy Tow Manual.</p> <p>Ensures continuing application of & compliance w/EEO laws, regulations, and policies.</p> <p>Masters and Department Heads may add to these duties to clarify specific shipboard tasks. Everything in this Position Description is considered to be an essential function of this position. Performs all other duties as assigned.</p>
<p>Minimum Eligibility Requirements:</p>	<p>1. Must possess current and valid:</p> <ul style="list-style-type: none"> • USCG Merchant Mariner Credential (MMC) endorsed as: Any Unlicensed Rating in the Deck Department, or Able Seaman - Unlimited.

	<ul style="list-style-type: none"> • USCG License endorsed as: Chief Mate, Any Gross Tons Upon Oceans (or higher), and Radar Observer - Unlimited. • STCW Certificate endorsed CAPACITY as: Chief Mate, or Master; STCW may not include limitations of validity on vessels operating in the GMDSS system, or aboard ARPA or radar-equipped vessels, or OICNW, or ECDIS, or RFPNW. • A Federal Communications Commission GMDSS Radio Operator's License/certificate. <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>
<p>Evaluation Criteria:</p>	<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 navigation and bridge watch keeping equipment, methods and techniques and ship handling practices. 2. Ability to communicate orally and in writing to include using shipboard computer systems and programs. 3. Ability to interpret and analyze shipboard information, make decisions, plan, organize, supervise, manage, and evaluate the work of others. 4. Knowledge of shipboard safety and security programs including lifesaving and firefighting equipment, methods and techniques. 5. Knowledge of cargo operations including those involving dry stores, munitions, petroleum products and HELO operations (VERTREP), OIS-R ammunition management and Qual/Cert program. 6. Knowledge of Dynamic Positioning, towing, salvage, subsea construction, diving, government special mission, cable ship and high speed craft operations. <p>Although not required for consideration, candidates that hold Tankerman PIC (person in charge)/DL (dangerous liquids), or the appropriate Towing credentials as</p>

	<p>specified in 46 CFR 15.805(a) (5), Towing Officers Assessment Record (TOAR), possess credentials or certificates demonstrating proficiency with unusual and technical shipboard operations systems and programs such as Dynamic Positioning (DP) Systems, salvage operations, cable operations, command ship operations, or foreign naval auxiliary operations shall provide that information on the Promotion Application form.</p>
<p>Conditions of Employment:</p>	<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). • 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.
<p>How to Apply:</p>	<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</p>

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 can be not be stress 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.

<p>How To Contact Us:</p>	<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
<p>NOTE:</p>	<p>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.</p>
<p>MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</p>	<p>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.</p>

