



Junior Supply Officer

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

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| Announcement # | 26-802-01MP | | |
| Title, Series, Grade, (Code): | Junior Supply Officer WM 9993-26 (802) | | |
| Base Salary: | \$93,065 Per annum | | |
| Opening Date: | September 18, 2025 | Closing Date: | October 2, 2025 |
| Location: | Military Sealift Command (MSC) Vessels Worldwide | | |
| Who May Apply: | Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMAR) employees. Applicants, who previously applied under POA 25-802-01MP, must reapply, if they wish to be considered for this position. | | |
| Duties: | <p>The Junior Supply Officer (JSO) 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>The JSO assists the Supply Officer in executing daily supply operations onboard all MSC GOGO Combat Logistics Force (CLF) ships, hybrid-crewed U.S Navy submarine tenders and one hybrid-crewed U.S. Navy command ship. The JSO executes daily supply operations onboard all other MSC GOGO and U.S. Navy hybrid ships.</p> <p>The Junior Supply Officer reports directly to the Supply Officer, or as applicable, the Master/CIVMAR OIC or Commanding Officer.</p> <p>Incumbent is expected to comply and be familiar and up to date with all Supply/Logistics operation instructions, policies, procedures, regulations and TYCOM directives, etc. Is responsible and accountable for the proper performance and administration of all supply department functions onboard ship, including the submission of accurate and timely reporting.</p> <p>The Junior Supply Officer is responsible for all actions required in the Supply Officer Turnover letter.</p> | | |

The Junior Supply Officer is knowledgeable in administration, a variety of automated systems and websites, communication, configuration and logistics data management, department head responsibilities and personnel management, financial management, and oversight of food service and Exchange Location Operation (XLO) programs. The Junior Supply Officer is knowledgeable in large scale CLF load management Logistics Concept of Operations (CONOPS) and fleet operating procedures worldwide. The Junior Supply Officer is responsible for the management of the following: Hazardous Material (HAZMAT) program, port visits, supply support requirements for ship's operation, repair, support, and port visit execution, and other duties, as assigned.

The Junior Supply Officer is responsible for communicating effectively with all levels of civilian and military management personnel afloat and ashore on a variety of Supply/Logistics related issues and personnel issues.

Duties are inclusive of the following:

Administration

Monitors and maintains legacy and current files, records, directives, SOPs, correspondence, and reports for all types of material. Ensures all applicable files for requisitioning, purchase, receipt, stowage, and disposition are properly maintained.

Automated Systems

Responsible for gaining or ensuring access, proper use, training, and administration of supply automated programs. Ability to read, understand, and process all daily (automated) reports produced by ShipCLIP.

Systems include, but are not limited to, Combat Logistics Force (CLF) Module, Department Head Afloat Management System (DHAMS), Electronic Retrograde Management System/Navy In-transit Accountability (eRMS/NITA), Fed Mall, Food Service Management (FSM), FORMS, GSA Advantage, Hazardous Materials Information Resource System (HMIRS), Hazardous Inventory Control System - Windows Based (HICSWIN), NAVSUP's Husbanding Support Portal (HSPortal), Integrated Supply Information System (ISIS), Navy Logistics Library (NLL), LogiQuest database, OneTouch, Relational-Supply (R-Supply) (limited use on AS class), Shipboard Automated Maintenance Management (SAMM) system, and Shipboard Configuration and Logistics Information Program (ShipCLIP 4.3 or later).

Communication

The Junior Supply Officer is responsible for communicating effectively, both orally and in writing, with all levels of civilian and military management personnel afloat and ashore on a variety of Supply/Logistics related issues and personnel issues. Must be prepared and able to brief shipboard management team and Type Commander on supply related issues. Responsible for contact with Combat Logistics Officer (CLO) networks at CTF-33/53/63/73/83 and MSC's N46 Global Stock Control (GSC) network.

Configuration and Logistics Data Management

Knowledgeable of configuration accounting and logistics data management processes. Conducts configuration validations, processes and updates Allowance Change Requests (ACRs), Fleet COSAL Feedback Reports (FCFBRs), and Configuration Change Reports (CCRs); and conducts ShipCLIP training. Monitors supply effectiveness and takes actions to investigate non-supported and poorly supported equipment ensuring that additions, deletions, and modifications of equipment are properly documented and reported. Identifies and maintains reporting on all known equipment defects and/or peculiarities under the Supply Department's cognizance. Ensures that logistical support, including repair parts, tools, test equipment and technical manuals are obtained for all new or modified equipment or equipment obtained through micro purchases. During overhauls, with an onsite logistics representative, coordinates with Logistics Type Desk/Services' Contractor to ensure that ship configuration logistics support is obtained for all newly installed or modified equipment prior to end of overhaul. Gains access to Shipboard Automated Maintenance (SAMM) system to review Voyage Repair Requests (VRRs).

Onboard CLF ships validates that Shipboard Configuration and Logistics Information Program (ShipCLIP) and CLF Module Administration and User Guides are available. Validates that ShipCLIP CLF Module Business Continuity Plan (BCP) is readily available, CARGO commodity Basic Material File daily saves are stored on application, and database server recent hardback copy of CARGO inventory is available. Maintains administrative rights for ShipCLIP access.

Department Head and Personnel Management

Where applicable or assigned, the Junior Supply Officer assigns, oversees, supervises, and monitors the day to day supply operations of all other supply personnel. Coordinates and delegates the Food Service functions to the Chief Steward/Steward Cook. Ensures supply personnel

are properly trained to perform duties assigned, clean and neat in appearance, attentive and polite in the performance of their duties, and that Food Service prescribed work clothes are worn while on duty.

As Department Head, responsible for initiating training, cross-training, and effective use of Supply Personnel. Must have a thorough knowledge of Civilian Marine Personnel Instructions (CMPI), Department Head Afloat Management System (DHAMS), EEO instructions, and payroll guidelines. Prepares and submits Mariner Advancement Program (MAP) evaluations and/or recommendations regarding assignments and promotions of Supply Department personnel to the Supply Officer/Master/OIC, as required. Participates in the incentive awards program recognizing outstanding department personnel. Counsels all personnel assigned on advancement opportunities or notices to improve. Institutes proper measures to minimize breaches of discipline and initiates and/or recommends disciplinary action after investigation. Manages supply department time sheets and overtime assignments.

Responsible for supply spaces key control program and safeguarding of safe combinations, passwords, and access codes.

Equal Employment Opportunity (EEO)

Ensures continuing application of and compliance with EEO laws, regulations, and policies. Carries out EEO policies and communicates support of these policies to subordinates.

Financial Management

Ensures monthly Financial Improvement and Audit Readiness (FIAR) inventories (NWCF/DWCF Commodities) are being conducted using Global Stock Control (GSC) guidance, submitted to GSC or other applicable entities, and audit file retained onboard. Ensures all GSC correspondence files containing most up to date CLF Flashes, external memos, and other GSC guidance are onboard.

Onboard CLF ships, maintain custody of CARGO [Defense Working Capital Fund (DWCF)] Fuel accounts and monthly inventory reconciliation. Maintains automated fuels management records and reporting systems in accordance with (IAW) Type Commander (TYCOM) directives to ensure proper accountability and control of Navy owned bulks fuels carried onboard MSC vessels. Conducts physical inventory of all CARGO (DWCF) fuel tanks, matches CLF Module inventory, and reconciles all differences and posts to appropriate records. Establishes and maintains CLF fund codes and end-use fund codes. Manages ship's

OPTAR and ensures that all grants, budgets, transmittals, and reports are properly maintained and reported to higher authority as required by MSC. Ability to maintain expenditure log for Aviation Depot Level Repairables (AV-DLRs). Knowledge of and maintains helicopter detachment's OPTAR to include all requisitions, receipts, adjustments, cancellations, and EOM reporting. Responsible for proper financial management of Government Commercial Purchase Cards (GCPC) procurement. Where applicable or assigned, the Junior Supply Officer manages the material support operations to include procurement, receipt, storage, Quality Assurance (QA), and expenditure procedures for all types of material (BP-28 Material, AV-DLR, End-Use, Aviation Pack-Up kits, Sensitive Items, Mail, Fleet Freight, Personal Effects, and Classified Material). This includes proper material identification, handling, inventory management, expenditures, surveys, warehousing, packaging, documentation and transportation.

Procures all shipboard requirements using Government/Commercial sources, Defense Logistics Agency (DLA) Disposition Services, Reusable Residual Asset Management System (RRAMS), and all DOD, DLA, and GSA agencies. Ensures proper material identification for both Government and commercial items using management data lists, allowance lists, load lists, technical manuals, parts list, Navy Logistics Library (NLL), Master index of APLs/AELs (MIAPL), LogiQuest, and commercial off the shelf technical research systems. Sets schedules, conducts inventories, location audits, and maintains inventory stocking levels IAW COMSCINST 4000.2 (series), Quality Management System (QMS) Instructions and other supply instructions (NAVSUP P-485).

Ability to maintain prescribed endurance levels for all types of shipboard inventory requirements. Ensures all prescribed inventories are conducted and properly posted to corresponding records. Takes all measures to meet MSC inventory effectiveness goals.

Knowledge of and ability to ensure that fleet cargo, mail, fuel, freight, personal effects, and unaccompanied baggage are properly received, distributed, documented, transported, and accounted for in accordance with DON and MSC directives.

Food Service and Exchange Location Operations (XLO)

Oversees and monitors inventory and accountability for the ship's Food Service and Exchange Location Operations/Ship's Store Programs (where applicable) IAW COMSCINST 4000.2 (Series). Ensures Food Service

sanitation program is in effect and that food preparation equipment and spaces meet cleanliness standards required by DON/MSC instructions. Ensures adequate stocks of provisions are on hand to meet ship's operating and endurance requirements. Ensures the Food Service division maintains the Healthy Heart menu and submits required documentation. Knowledge of NAVSUP form 338 to monitor the financial status of the General Mess. Ability and knowledge to provide guidance to Chief Steward, as required. Knowledge of and ability to oversee the Exchange Location Operation (XLO) and review returns, inventory, reports, and cash sales.

Hazardous Material (HAZMAT)

As the Hazardous Material (HAZMAT) Coordinator, manages the ship's HAZMAT program in accordance with DON, MSC instructions and utilizes Hazardous Materials Information Resource System (HMIRS) (where applicable). Gains access and uses Hazardous Inventory Control System-Windows Based (HICSWIN) to research HAZMAT items and obtain Safety Data Sheets (SDS). Provides training for shipboard personnel in proper use, handling, stowage, cleanup, and offload of HAZMAT. Maintains inventory reports for all-shipboard hazardous materials, receipts, issues, and stowage. Documents and turns in all excess HAZMAT and any hazardous waste. Submits new requirements to be added to MSC Authorized Use Listing (AUL), as required. Ensures HAZMAT inventory is submitted to MSC N41 HAZMAT Coordinator annually by June 30.

Port Visit support/execution

The Junior Supply Officer is responsible for reviewing scheduled operational events in accordance with (IAW) the Operations Schedule (OPSKED) and is responsible for knowing fleet operating procedures worldwide.

Regularly reviews operational schedules and establishes contact with applicable points of contact and system accesses are obtained to ensure all requirements are submitted for ship's operations, repair, support, and port visit execution. Ensures a Department Accountable Official (DAO) training and appointments are completed for Junior Supply Officer and another accountable person. Some Husbanding Support Provider (HSP) document examples are the Global Logistics Requirement (LOGREQ) requests, DD 250 (Material Inspection and Receiving Report), Port Visit Checklist, and Daily Reconciliation reports. Samples of all of these are available on NAVSUP's HSPortal.

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| | <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. USCG Merchant Mariners Credential (MMC) endorsed as: Steward Department (FH), Ordinary Seaman, and Wiper. 2. USCG Medical Certificate <p>And</p> <ol style="list-style-type: none"> 3. Must have 2 years of cumulative service as a permanent CIVMAR Yeoman Storekeeper and/or Temporary Junior Supply Officer experience and must have been aboard at least two different ship class types (T-ATF, T-AO, T-AKE, T-AOE, T-AE, T-AH, T-ARC, AS, LCC, T-AGM, T-ARS, T-EPF, T-ESB or AFSB(I)). "This could include sailing as an YNSK (AMMO) as well. <p>Or</p> <ol style="list-style-type: none"> 4. Documented experience within the past five years from closing date of this announcement as a U.S. Navy Supply Corps Officer (Chief Warrant Officer (CWO) or above) or Logistics Specialist (LS)/Storekeeper (SK) (E7 or above) with at least one afloat tour of 18 months or longer. <p>Or</p> <ol style="list-style-type: none"> 5. Degree completion of course work related to International Business and Logistics, Global Supply Chain Management, International Maritime Business, Maritime Administration, International Transportation, Trade and Management, Global Studies and Maritime Affairs, or Logistics and Intermodal Transportation. <p>(*) Documented Experience must be on official letter head, form, or evaluation from current or previous employer that describes experience related to these duties. Document must include agency name, applicant's name, and name with signature of company/agency official.</p> <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</p> |

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| | <p>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. Ability to manage an Afloat Supply Department and communicate effectively with all levels of civilian and military management Ashore and Afloat. 2. Knowledge of Supply financial management, Financial Improvement and Audit Readiness (FIAR), and DWCF Cargo Fuels Accounting procedures. 3. Knowledge of Configuration Accounting and Logistics Data Management processes. 4. Knowledge of and ability to monitor the Food Service and Exchange Location Operation Programs. 5. Knowledge, Use, Training and Administration of Supply automated programs. 6. Knowledge, Use, Training, and completion of supply related forms associated with ship's operation, repair, support, and port visit execution. <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). • 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, |

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| | <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 HRMS database and will be extracted from the "package" once the MAP HRMS 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 strongly enough that the applicant should try to ensure

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| | <p>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 OPPORTUNITY EMPLOYER. | <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</p> |

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| | <p>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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