



Purser

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	27-701-01MPOC		
Title, Series, Grade, (Code):	Purser, WM 9988-28 (701)		
Base Salary:	East: \$106,946 Per Annum		
Opening Date:	October 01, 2026	Closing Date:	Open Continuous with Periodic Cut-offs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Due to critical shortage in this rating, applications will receive immediate consideration upon receipt. Open to all permanent qualified Military Sealift Command (MSC) Civil Service Marine (CIVMAR) employees. Applicants, who previously applied under POA 26-701-01MP, must reapply, if they wish to be considered for this position.		
Duties:	<p>The Purser 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>Provides administrative support and advice to the Master and ship personnel on financial and personnel matters. Administrative support includes, but is not limited to: Preparing payroll and financial reports, travel orders and advances; maintaining files of publications and instructions, personnel records, disciplinary documents, personnel actions (out port messages), merit promotions/coastal transfer programs, fiscal accounting records, and the management of incoming and outgoing mail. Submits reports as required to Military Sealift Command (MSC), which includes the use of computer software applications and programs.</p> <p>Advisor to the Master and ship personnel on matters concerning administration, financial, and personnel issues and serves as ship's liaison to the Comptroller and Military Sealift Command offices (MSC). Provides complete and thorough turnover to the relieving Purser. Provides thorough Purser duties training to command approved potential Purser. Ensures compliance with applicable directives, instructions, and regulations, including but not limited to the Department of Defense Postal Manual 4528.6-M, CMPI, MSC Instructions, Merit</p>		

system Principles and Prohibited Personnel Practices, Department of defense Financial Management Regulations, (DODFMR) Volume 5 Disbursing Policies and Procedures. Ensures continuing application of and compliance w/ EEO laws, regulations and policies and Privacy Act of 1974 ensuring Personal Identifiable Information (PII) is safeguarded. Serves as the Afloat Deputy Disbursing Officer (DDO). Per DFAS Memorandum of September 4, 2012, all new DDOs are required to complete the DDO exam before being appointed. Appointment to the position of Purser are subject to and contingent upon, successful completion, requiring a score of 86% or better, of the DFAS DDO exam.

Prior to appointment as Deputy Disbursing Officer/Purser, must complete EMS FORM 3023 (specimen signature) and FMS 5583 (Signature Card). These forms along with completion of DD577 are submitted to DFAS Indianapolis via MSC N04841 Disbursing Operations. Issues travel orders and prepare travel vouchers in accordance with the Joint Travel Regulations and CMPI.

Issues Cash-in-lieu memos for travel only from CONUS in-port ship when the CIVMAR is detached as LPI as per the CMPI. Prepares and submits payroll data for disbursement of funds to CIVMARs, and conversion of foreign currency to U.S. currency.

Prepares required financial reports and maintains appropriate financial records of shipboard financial returns. Prepares and pays bi-weekly draws and bi-weekly payrolls, handles U.S. Government funds, Collections, Subsistence, or other miscellaneous payments. Payments are accomplished in strict compliance with existing regulations. Issues draws for CIVMARs on direct deposit, awards, S&Q payoffs or at the Master's authority draws for emergencies.

Carries official U.S. Government funds to meet shipboard payrolls and emergency purposes. Prepares and issues U.S. Treasury checks for various disbursing functions. Cashes personal checks, bank money orders and other negotiable instruments as authorized in accordance with DODFMR Vol 5.

Maintain safekeeping deposits. Prepares Daily Agent Accountability Summary (DD2665) for each business day and forwards to the appropriate Disbursing Office for auditing and processing at the end of each pay cycle.

Acknowledges receipt of and posts all merit promotion and coastal transfer opportunity announcements, Human

	<p>Resource Advisories and other command correspondence in a timely fashion. Supports the command's merit promotion program. Participates in merit promotion boards as necessary.</p> <p>Ensures crew strength does not exceed authorized manning scale and request replacements for exiting vacancies at the end of each voyage. Keeps the crew advised of all personnel actions, promotions, etc., by maintain up-to-date bulletin boards. Ensures all ship personnel are aware of the U.S. Flag carrier rule when traveling from OCONUS to CONUS. Provides clerical assistance in the preparation of personnel actions, correspondence and reports. Affixes and accounts for postage stamps on all outgoing official mail, and responsible for all postal funds and handling all mail.</p> <p>Everything in this Position Description is considered to be an essential function of this position. Performs all other duties as assigned.</p>
Minimum Eligibility Requirements:	<p>Must possess current and valid:</p> <ul style="list-style-type: none"> • United States Coast Guard Merchant Mariner's Credential (MMC) endorsed as: Ordinary Seaman (OS), Wiper, and Steward Department (FH) or higher and • Certificate of Registry (COR) for Purser or Chief Purser: <p style="text-align: center;">AND</p> <p>1. Must have 1 year continuous and current sailing time with MSC.</p> <p style="text-align: center;">AND</p> <p>2. Must Have:</p> <ul style="list-style-type: none"> a. (*) Two years of documented commercial or government experience in Business Administration, Disbursing Operations or Accounting and Finance; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> b. (*) Two years of U.S. military experience (E6 and above) in one of the below rates/Military Occupational Specialty (MOS): • Navy: Disbursing Clerk, Personnel Specialist, Yeoman • Army: Financial Management Technician (36B), Senior Human Resources Officer (42HO), Human Resources Officer (42BO), Human Resources Specialist (42A), Human Resource Technician (42OA) • Marine Corps: Finance Technician (3432), NAF Audit Technician (3441), Financial Management Resource Analyst(3451), Personnel/Administrative Chief (0193) • Air Force: Yeoman Personnel (3SOX1), Financial Management and Comptroller (6FOX1)

	<ul style="list-style-type: none"> Coast Guard: Yeoman <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 company 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 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 and ability to manage the disbursement of government funds and prepare related financial reports and returns. 2. Ability to interpret and apply rules, regulations, standard operating procedures pertaining to fiscal, personnel, travel, and/or general administrative procedures. 3. Knowledge of and ability to work with various computer software applications and programs to include Defense Travel System and MyMSC. 4. Knowledge of and ability to manage mail operations, file maintenance, and record keeping. 5. Knowledge, Use, Training and Administration of Department Head Administration Management System (DHAMS). <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

	<p>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:</p> <ul style="list-style-type: none"> • 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:	<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</p>

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

	<p>course completion certificates.</p> <p>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).</p> <p>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.</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.

	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.

