



Second Officer

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	26-106-01MPOC		
Title, Series, Grade, (Code):	Second Officer(W), WM 9906-27, (106)		
Base Salary:	\$85,647 Per annum		
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.</p> <p>Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMAR) employees. Applicants, who previously applied under POA 24-106-01MPOC, must reapply, if they wish to be considered for this position.</p>		
Duties:	<p>The Second 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>Serves as a member of the Deck Department under the supervision of the First Officer. Assists the Master and First Officer in carrying out their responsibilities and duties and performs such duties that may be assigned, including assuming command of the ship in their absence. Responsible for the dual function as Navigator and Operations Officer.</p> <p>As the Navigation Officer, directly accountable to the Master for the navigation responsibilities of the ship. Serves as the direct supervisor of all Watch Officers and Watch Teams both at sea and in port. Prepares a comprehensive voyage plan and briefs the Master and watch officers ensuring that the classified nature of the mission and specific information on ship's voyages, movements and position are not indiscriminately revealed.</p>		

As the Operations Officer (OPSO), responsible for the scheduling of operational tasking and harbor movements, naval message operational traffic, tactical maneuvering coordination and communication underway, and Helicopter Control Officer (HCO). Member of the Master's Staff and Safety Council. The OPSO is the designated position replacing the Military Detachment Officer-in-Charge. He is the direct supervisor of the Operation Chief. The OPSO provides key information to the Master and Watch Team concerning ship schedule, maneuvering and flight operations. The OPSO also works in conjunction with the Cargo Officer and CIVMAR Supply Officer to ensure all cargo evolutions are within the capability of the ship's manning and ROC & POE.

Maintains Naval Warfare publications library and associated naval guidance and instructions.

Scheduling of harbor movements for Arrivals, Departures, Shifts, and Cargo fuel loading dates/times with MSFSC SEALOG AOR, Battle or Strike Group Commander and Port Operations to include Harbor Pilots and tugs is an intricate responsibility of the OPSO and a primary concern to the Master.

When acting as the senior watch officer, ensures that all watches perform all standard navigation day's work and that operational checklists are maintained. Ensures event records on the bridge coincide with engine room records by synchronizing clocks at noon each underway day and after each time change increment. Maintains assigned berthing compartment in a neat, clean, and orderly manner.

OPSO is responsible for maintaining verbal communications over Fleet Tactical radio circuit during operational underway re-fueling to all customer-receiving ships and to ensure direct communication with the navy customers in real time Command Chat as necessary. Responsible for ensuring the daily AKAI-6 CALL SIGNS and customer ship JANAP CALL SIGNS are provided to the Mate on Watch as well as any other pertinent information so the watch officer can maintain situational awareness.

As Second Officer (CARGO), inspects ship's holds and cargo areas to ensure that they are clean, dry and properly ventilated. Prior to loading or discharging, has operational tests made on all cargo winches prior to rigging booms; ensures that booms are rigged and topped with preventer guys; that cargo gear is rigged according to the design specifications; that cargo spaces are properly prepared to receive the type of cargo to be loaded; that fixed cargo lights on masts and in holds are

tested for operation and that portable cargo lights are available and ready for use; that installed cranes are ready for use. Ensures that cargo is delivered in good condition and notes exceptions; takes necessary precautions to prevent pilferage, damage or loss during loading, transfer or discharging operations. Ensures winches, nets, slings, bridles and other cargo-handling gear are inspected for safe operation prior to use while cargo is being worked; and that cargo is distributed according to plan, well dunnaged, marked and secured in place. On ships fitted with cranes ensures safe and effective use.

During vertical replenishment (VERTREP), ensures proper methodology of helicopter cargo and personnel transfer are used, that cargo is properly staged and weighed, readied for transfer, color coded and transferred to appropriate destination. Ensures all VERTREP equipment is properly maintained and utilized. Serves as Flight Deck Officer (FDO) during VERTREP operations.

Ensures that cargo tanks are cleaned and that all safety precautions are observed such as the use of spark-proof equipment; Butterworth temperature and pressure limitations; and that tanks are vented properly, and are gas free, well lighted and tested before crewmembers enter them. Trains tank cleaning personnel in safety, emergency procedures and equipment. Ensures tank cleaning equipment is properly stowed and maintained. Ensures fuel oil quality control standards are met in accordance with the Fleet Oiler Manual. May be assigned collateral duty of Gas Free Engineer.

OPSO may also serve as the Afloat Environmental Protection Coordinator (AEPC) and the Public Relations Officer.

Collateral Duty: After receiving certification from MSC Drug Free Workplace Program Coordinator, will be the alternate Collection Site Coordinator (CSC) for the Drug Free Workplace Program (DFWP) onboard ships without a Medical Service Officer (MSO). Will be the alternate Breath Alcohol Technician (BAT).

Ensure continuing application and compliance with EEO laws, regulations and policies.

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>	<p>Must possess current and valid:</p> <ol style="list-style-type: none"> 1. United States Coast Guard (USCG) Merchant Mariner's Credential (MMC), endorsed as: <ul style="list-style-type: none"> • Second Mate, Any Gross Tons Upon Oceans (or higher), and Radar Observer - Unlimited. • Any Unlicensed Rating in the Deck Department, or Able Seaman Unlimited. 2. A STCW Certificate endorsed CAPACITY as Officer-In-Charge of a Navigation Watch, or 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. 3. Minimum of 18 months of service in a watch standing position as Third Officer, as documented by CIVMAR HRMS for civil service mariner experience, and/or as documented by USCG National Maritime Center records for private sector experience. 4. A Federal Communications Commission GMDSS Radio Operator's License - Above credentials and endorsements must be valid for at last seven months. <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 methods, equipment, techniques and fleet support operations as Operations Officer (OPSO). 2. Skill in oral and written communication to include using shipboard computer systems and programs. 3. Ability to interpret and analyze information, make decisions, plan, organize, evaluate and supervise the work of others. 4. Knowledge of shipboard safety and security programs, including life saving and firefighting equipment, methods and techniques.

	<p>5. Knowledge of cargo operations including those involving dry stores, munitions, petroleum products and helo operations (VERTREP).</p> <p>6. Knowledge of ammunition administration, cargo fuel quality assurance and accounting, special mission ship operations, High Speed Vessel operations, towing and salvage operations.</p> <p>Although not required for consideration, candidates that hold Tankerman PIC (person in charge)/DL (dangerous liquids), or the appropriate Towing credentials as 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>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, • Be ready, willing, and able to, work in shipboard environmental conditions, and wear protective equipment worldwide at all times, and

<p>How to Apply:</p>	<ul style="list-style-type: none"> • Have overall "Good" or above evaluation ratings. <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 and are to be packaged in the following order:</p>
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	<p>a. Completed MSC Promotion Application.</p> <p>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:</p> <p>(1) Full name.</p> <p>(2) Highest CIVMAR permanent position held and inclusive dates.</p> <p>(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.</p> <p>(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).</p> <p>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.</p> <p>d. Job related training courses (list courses with title and date completed only). Do not submit copies of 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 database and will be extracted from the "package" once the MAP 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 that there are no missing MAP evaluations from their</p>
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	<p>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>

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.



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