



# Ship Communications Officer

## INFORMATION ASSURANCE MANAGER (IAM)

### MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #	26-202-01MPOC <b>***AMENDED BASE SALARY***</b>		
Title, Series, Grade, (Code):	Ship Communications Officer (IAM) WM - 9908-28 (202)		
Base Salary:	\$106,946 Per annum		
Opening Date:	October 1, 2025	Closing Date:	Continuously with Periodic Cut-Offs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Due to critical shortages in this rating, applications will receive immediate consideration upon receipt. Open to all permanent qualified Military Sealift Command (MSC) Civil Service Mariner (CIVMAR) employees. Applicants, who previously applied under POA#25-202-02MPOC, must reapply, if they wish to be considered for this position.		
Duties:	<p>The Ship Communications Officer (SCO) Information Assurance Manager (IAM) 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>SCO (IAM) is the head of the Communications Department and is responsible to the Master for all operational, administrative and maintenance functions of the Communications Department to include the ship's Computer Network. They will function as the ship's Information Assurance Manager/Information Security Officer for all matters related to Cyber Security. SCO (IAM) will keep the Master informed of all capabilities, limitations and conditions of assigned equipment in compliance with current policies and instructions; and initiate actions to correct all equipment deficiencies. SCO (IAM) is responsible for proper planning, managing, and executing of all Communications Department evolutions and Communications Department roles in ship-wide functions. SCO (IAM) will manage the Command, Control, Communications, Computer (C4) systems.</p> <p>Assignments: T-AKE, T-AOE, T-EPF, T-AO (205)</p>		

## **SPECIFICATIONS**

- Responsible for the proper operation, maintenance and repair of electronic communications information systems and equipment aboard the ship.
- Assigned as the ship's Communications Security (COMSEC) Local Element (LE) Custodian (Tier III).
- Responsible for all centralized distribution and accounting of the COMSEC material within the LE Account. To provide appropriate safeguards of classified and sensitive keying material, cryptographic publications, messages, documents, equipment and related devices.
- Responsible for receiving and maintaining accountability of all COMSEC material allocated to the command's LE account. The Master will be immediately informed of any COMSEC discrepancies, violations and incidents.
- Responsible for drafting and implementing the Command's Emergency Action Plan (EAP) to include destruction and safeguarding of cryptographic keying material, cryptographic equipment, classified documents and other sensitive material. Schedules and conduct drills frequently to ensure plans can be carried out as envisioned and maintains personnel proficiency.
- Maintains close liaison with the Master and Operations Officer, staying abreast of the ship's current and future tasking. The SCO (IAM) must be cognizant of all communication annexes for current operations or missions assigned to the ship.
- Maintains detailed knowledge of information found in Allied Communications Publications (ACP), Naval Warfare Publications (NWP), Naval Telecommunications Publications (NTP) and other associated communication publications, technical manuals and advisories. Research and implement a Communications Plan based on ocean area of operations, Strike Group operations or other operational tasking.
- Ensure all system security operations and maintenance activities are properly documented and updated as necessary. Responsible for ensuring system vulnerability assessment security scans are conducted and results reported in accordance with current instructions.
- Ensures the minimum-security requirements for all applications are in place and have been verified.

- Ensure protective or corrective measures are in place when a Cybersecurity Incident or Vulnerability is discovered.
- As Information Systems Security Manager (ISSM) onboard, ensure system vulnerability assessments/scans are performed on the installed computing systems and reported in accordance with SOP.
- Ensure IAT personnel maintain all SAAR-N (System Authorization Access Request-Navy) forms for crewmembers requiring access to Information systems. Assess and monitor cybersecurity related to system implementation and testing practices.
- Responsible for maintaining/operating the ship's onboard network, in the event of the loss of the CRET (IAT), until a replacement is received onboard.
- Responsible to the Master for ensuring all incoming and outgoing naval message traffic is processed accurately and in compliance with existing regulations.
- Responsible for screening all naval message traffic for proper delivery and updating the routing matrix as appropriate. Ensures database files such as General Message File (GMFs), Communications Information Bulletins (CIBs), Communications Information Advisories (CIAs) as outlined in NTP-4 (series) are properly maintained and updated.
- Ensure personnel in the Communications Department are properly supervised, trained and instructed to efficiently and accurately process naval message traffic and operate equipment within the Communications Department area of responsibility (AOR).
- Ensure the scheduling of training assist visits, conduct drills, exercises and other On-the-job Training (OJT) to establish and maintain proficiency. In coordination with the Master and MSC (CIVMAR) Training, the SCO (IAM) will schedule formal training ashore for personnel within the Communications Department.
- Ensure training with cyber security workforce personnel, on network connectivity, equipment (routers and switches) configuration, patching and scanning techniques and policy and procedure familiarization.
- Ensure ship maintains the communications guard while underway. Consult with the Master prior to making any

arrangement to shift guard at least 24 hours in advance of any proposed shift. Ensures Guard Shift message has been transmitted in compliance with current instructions and policies. Remains attentive to the progress of a Guard Shift and report successful completion or difficulty encountered to the Master.

- May be designated as the Command Security Manager and Top Secret Control Officer, as defined in the individual shipboard Standard Organization and Regulations Manual (SORM).
- Thorough knowledge with contents of SECNAV Security Manual and/or Instruction(s), the Command Security instruction ensuring complete compliance. Ensures personnel under their supervision have the appropriate security clearance for the level of tasks assigned. Ensure personnel granted access to spaces containing classified material are controlled by an access list signed by the Master for ship's personnel or embarked staff requiring access to classified material or access on a Secure Network. Verifies security clearance and provides information to Master for approval. Develops and maintains appropriate procedure to ensure compliance with the access list. Develops and maintains the naval message release authority listing signed by the Master. (This does not include shipboard security in general or dry cargo ammunition magazines specifically).
- As part of the ship's Physical Security Program, the Communications Department will assist the Master, Command Duty Officer (COO) and Watch Officer in preparing and transmitting Special Incident Reporting Messages (UNITREP, SITREP, OPREP 3, etc.). Conduct regular training for their department and other Officers regarding procedure and preparation of Special Incident Reporting Messages.
- Responsible for ensuring a comprehensive Safety Program is established and maintained in the Communications Department in compliance with current policies and instructions. Coordinate with the Electrical Safety Officer (Chief Engineer) and establish a Tag-Out/Lock-Out Program within the Communications Department and ensure compliance with applicable safety standards and procedures. Ensures Bi-monthly Safety Meetings are conducted for the Communications Department and submits written reports of such meeting to the Safety Officer (Chief Mate and Master) for review. Ensure annual Navy Occupational Safety and Health (NAVOSH) training is conducted within their department, will conduct routine NAVOSH inspections, Hazardous Material (HAZMAT)

inventories and ensure compliance with HAZMAT handling procedures as required. Ensure the appropriate safety equipment is available, well maintained and utilized for personnel within the Communications Department.

- Responsible for all tests, inspections and routine maintenance of equipment within the Communications Department AOR as required by policy, instruction, directive or competent authority. Coordinate with the Repair Officer (Chief Engineer) all repairs and maintenance which is beyond the capability of the Communications Department and/or requires funding, personnel, services, parts, technical assistance, calibration, or support outside the scope of the Communications Department budget, manpower or expertise. Ensure the appropriate Ship's Force Work Request, Voyage Repair Request, Transportation Alteration (TRANSALT) request or Casualty Reporting (CASREP) data is submitted to the Chief Engineer accurately and in a timely manner. The SCO (IAM) will stay abreast of scheduled Voyage Repair Periods, Mid Term Availability and Regular Overhaul periods and the anticipated repair work to be accomplished within the Communications Department's area of responsibility. Supervise the progress of such repairs and provide feedback to the Repair Officer (Chief Engineer).

- In coordination with the Supply Officer and Supply Department, the incumbent will initiate and administer Communications Departmental supply functions, custody records and reports of survey.

- Ensure adequate supplies of spares, consumables and repair parts are kept on hand for normal operations and notify the Supply Department in advance of anticipated high usage items. SCO (IAM) maintains custody of all material and equipment assigned to the Communications Department.

- Responsible for the judicious and effective use of funding for spares, consumables, and repair parts. SCO (IAM) is responsible for operating within a departmental budget as allotted by the Master. SCO (IAM) assists the Supply Department in completing Consolidated Shipboard Allowance Listing (COSAL) validation and submitting COSAL configuration changes to keep the COSAL complete, accurate and current.

- Maintain and manage both the Communications Department Watch Bill assignments for watch personnel. Along with the work assignment for Cyber Security Network personnel (IATs). Assigning personnel to watch sections

based on their demonstrated knowledge and training will ensure the Communications Department watch stations are always manned by qualified personnel. Ensuring IAT personnel computer certifications and training to operate and maintain the shipboard network and associated equipment are current. SCO (IAM) will set, and break sea and port watches as required by circumstance. The SCO (IAM) will approve requests for leave and liberty within the guidelines set forth by the Master.

- Maintain good order and discipline within the Communications Department, keeping the Master apprised of any incident and they will initiate disciplinary actions when warranted. SCO (IAM) will ensure personnel under their supervision are familiar with the provision of the Civilian Mariner Personnel Instruction (CMPI), Ship's Instructions and Standing Orders.

- Responsible for the judicious and efficient use of straight time, premium pay and overtime. Incumbent will recommend the expenditure of premium pay and overtime on a case-by-case basis as appropriate to the circumstances, ensuring compliance with budgetary guidelines set forth by the Master. SCO (IAM) will submit accurate and timely premium pay and overtime records to the Purser at the end of each payroll. Conduct pre-sailing and daily muster of Communications Department personnel and submit the results to the Purser.

- Responsible for assigning a departmental berthing arrangement plan by the Chief Mate. The incumbent will assign individual berthing assignments within their department and provide updates to the Chief Mate upon reassignment.

- Ensure all Communications Departmental workspaces are kept in good order and free of rust, oil, dirt, debris, fire hazards, missile hazards and excessive paint build up and HAZMAT. Coordinate with the Chief Mate any maintenance of departmental workspaces which require paint/mechanical paint removal, or which require additional manpower to attain.

- Develop ship specific Duty Statements for personnel under their supervision. They will include but are not limited to; routine duties and responsibilities as well as emergency duties for the billet concerned. Ensure evaluations of Communications Department personnel are submitted to the Master as required for review. Generate written recommendations for the Master for Awards or other recognition of service as appropriate for Communication Department personnel.

	<ul style="list-style-type: none"> <li>• Immediately upon reporting aboard, the SCO (IAM) will familiarize themselves with emergency stations and duties. All such duties are listed in the ship's Station Bill, which are posted in various locations about the vessel. Any questions regarding emergency duties will be directed to the Chief Mate. If injured or ill, the incumbent will promptly report to the ship's Medical Services Officer (MSO) for medical treatment. Within 24 hours, the incumbent will complete the CA-1, Accident/Injury form if appropriate.</li> <li>• Oversee the information security training and awareness program, paying specific attention to annual Cyber Awareness, Privileged User and other ad-hoc training requirements as assigned.</li> <li>• May be required to operate Global Maritime Distress and Safety System (GMDSS) equipment.</li> <li>• Must be able to use applicable software applications which may afford Privileged User access to the network and must satisfy MSC's Privileged User requirements.</li> <li>• Ensure continuing application of, and compliance with, EEO laws, regulations, and policies.</li> <li>• Everything in this position description is considered essential functions of this position.</li> <li>• Performs other duties as assigned.</li> </ul>
<p>Minimum Eligibility Requirements:</p>	<p>Must possess current and valid:</p> <ul style="list-style-type: none"> <li>• Merchant Mariner Credential (MMC) with entry level endorsements.</li> <li>• Experience managing a communications department, in a shipboard environment: service members E7 and above trained in a radio electronics, computer technology telecommunications environment or commercial equivalent. <b>(NOTE: E6 personnel with experience managing a communication center in lieu of command having an E7 assigned. Must be supported by documentation, evaluations, and letters of commendation.)</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Must have three (3) years cumulative experience sailing on MSC vessels as a permanent Ship Communications Officer (SCO), Chief Radio Electronics</li> </ul>

	<p>Technician (IAT) or temporary Ship Communications Officer (SCO). Experience must have been aboard at least two (2) AKE or EPF class types, i.e. AO, AKE, EPF etc.</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Meet certification standards for DCWF Work Code: System Administrator - 451.</li> </ul> <p><b>Note: Certification for DCWF Role: 451-Intermediate is not required with Merit Promotion package or External application. However, Promotion and/or employment are contingent upon receipt of proof of certification for DCWF Role: 451.</b></p> <p><b>When submitting an application for employment, you must provide a letter from your Facility Security Officer and/or Government Security Official to document Top Secret eligibility. You must have Top Secret eligibility within the last 24 months when hired for this position.</b></p>
<p>Evaluation Criteria:</p>	<p><b>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.</b></p> <ol style="list-style-type: none"> <li>1. Detailed knowledge of shipboard communications and Network operational procedures to include Radio Communication operations, Network Management and Risk management protocols, Security Policies in both classified information and Physical security procedures, Training and Maintenance.</li> <li>2. Thorough knowledge of Vulnerability and Patch Management related to Network Security. Instructs / Trains IAT personnel in analyzing and reviewing Information Assurance Vulnerability Alerts (IAVA), Patch Management and Security Scan procedures.</li> <li>3. Demonstrated ability in effectively managing the C4S assets, Network Requirements, Communication Systems, Resources and Personnel.</li> <li>4. Demonstrated ability in managing the onboard Command Local Element (LE) CMS Account as LE COMSEC Custodian and skilled in training the LE Custodian team of Alternate Custodians and user personnel.</li> </ol>

	<p>5. Ability to perform Risk Assessments on the onboard Network, and possesses the skill and knowledge in the Development of the Disaster Recovery plan for all Communications/Network Systems.</p> <p>To earn the highest rating possible, you are encouraged to submit detailed information of the knowledge, skills, and abilities listed above. <b>Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</b></p>
<p>Conditions of Employment:</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Meet the medical, dental, and mental requirements,</li> <li>• Successfully complete the training requirements,</li> <li>• 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).</li> <li>• Be clear of any adverse or disciplinary action,</li> <li>• Be able to obtain and maintain the appropriate security clearances,</li> <li>• Be ready, willing, and able to physically perform the duty of this position worldwide at all times,</li> <li>• Be ready, willing, and able to, work in shipboard environmental conditions, and wear protective equipment worldwide at all times, and</li> <li>• Have overall "Good" or above evaluation ratings.</li> </ul>
<p>How to Apply:</p>	<p><b>ALL documents MUST be postmarked by the cut off or closing date of this announcement (Eastern Standard Time).</b> 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 <b>WILL</b> disqualify an application from consideration and appropriate administrative or disciplinary action, up to and including removal, <b>WILL</b> 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</p>

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 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](mailto: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 <a href="mailto:MSC_POAInbox@us.navy.mil">MSC_POAInbox@us.navy.mil</a> Inquiry responses will be provided within 2 business days.
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"> <li>• <b>Mail</b> completed packages to: Military Sealift Command Attn: Marine Employment Division N11B2 Bldg SP-64, 471 East C Street Norfolk, VA 23511-2419</li> <li>• <b>Fax</b> completed packages to the MSC Marine Employment Division at <b>(757) 443-3094</b>.</li> <li>• <b>Email</b> packages to: <a href="mailto:MSC_POAInbox@us.navy.mil">MSC_POAInbox@us.navy.mil</a> (Subject line of email should contain the announcement number and position title.)</li> </ul> <p><b>Hand Deliver</b> completed packages to the MSC Marine Employment Division, Bldg SP-312, 581 A Street, Norfolk, VA 23511</p>
<b>NOTE:</b>	<p><b>FAILURE TO PROVIDE THE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</b> 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>
<b>MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.</b>	<p>All applicants meeting minimum qualifications will receive consideration without regard to age, sexual orientation, 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 <a href="https://civmar.sealiftcommand.com/eo">https://civmar.sealiftcommand.com/eo</a> 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 <a href="mailto:MSC_POAInbox@us.navy.mil">MSC_POAInbox@us.navy.mil</a> and/or refer to the "How to Apply" section of this announcement. "How to Apply" section of this announcement.</p>

