



Ship Communications Officer

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

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| Announcement # | 26-201-01MPOC | | |
| Title, Series, Grade, (Code): | Ship Communications Officer WM 9908-28 (201) | | |
| Base Salary: | \$88,675 Per Annum | | |
| Opening Date: | October 1, 2025 | Closing Date: | Open Continuously with Periodic Cutoffs |
| 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#25-201-01MP, must reapply, if they wish to be considered for this position. | | |
| Duties: | <p>The Ship Communications Officer (SCO) 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 is head of the Communications Department and is responsible to the Master for all operational, administrative and maintenance functions of the Communications Department. Incumbent 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. Incumbent is responsible for proper planning, managing, and executing of all Communications Department evolutions and Communications Department's role in ship-wide functions. The incumbent will manage the Command, Control, Communications, and Computer (C4) systems.</p> <p>SPECIFICATIONS</p> <ul style="list-style-type: none"> Assigned as the ship's Communications Security (COMSEC) Local Element (LE) custodian, incumbent is responsible for the centralized distribution and accounting system designed to provide appropriate safeguards for sensitive cryptographic publications, messages, documents, keying material, 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. Responsible for emergency destruction of cryptographic equipment, keying material, documents and all other sensitive material in the Emergency Action Plan (EAP). Required to stand watch along with his/her regular duties as the Communications Officer for the department when assigned to T-ARS, T-AFT, and T-ATS vessels.

- Maintain close liaison with the Master and Operations Officer, staying abreast of the ship's current and future tasking. Incumbent must be cognizant of all communication annexes for current operations or missions assigned to the ship. Incumbent must have detailed knowledge of information found in Naval Warfare Publications (NWP), Naval Telecommunications Publications (NTP) and other associated communication publications, Operational instructions, technical manuals and advisories. Research and implement a Communications Plan based on ocean area of operations, Strike Group operations or other operational tasking.

- Responsible to the ship's Master for ensuring all incoming and outgoing naval message traffic is processed accurately and in compliance with existing regulations. Incumbent will routinely screen message traffic for proper delivery and update the routing matrix as appropriate. Ensure that database files such as; General Message File (GMF), 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's area of responsibility. Schedule training assist visits, conduct drills and exercises, and provide others On-the-Job Training (OJT) in order to establish and maintain proficiency. In coordination with the Master and MSC, the SCO will schedule formal training ashore for personnel within their department.

- Ensure that the 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. Ensure a guard shift message is transmitted in compliance with current instructions and policies. Remain attentive to the

progress of a guard shift and report successful completion or difficulty encountered to the Master.

- Responsible for drafting instructions and implementing plans for contingency communications. In addition, responsible for drafting and implementing the EAP to include destruction and safeguarding of crypto, cryptographic equipment, classified documents and other sensitive material. Schedule and conduct drills frequently to ensure plans can be carried out as envisioned and maintain proficiency of personnel.
- May be designated as the Command Security Manager and Top Secret Control Officer. Incumbent will have thorough knowledge with the contents of and ensure compliance with current policies and instructions. Will ensure personnel under their supervision have the appropriate security clearance for the level of tasking 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. Verify security clearance and provide information to Master for approval. Develop and maintain appropriate procedures to ensure compliance with the access list and access to the space is strictly adhered to. Develop and maintain a list signed by the Master, granting message release authority where applicable.
- 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). Conduct regular training for the 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. Ensure Bi-monthly Safety Meetings are conducted for the department and submit written reports of such meetings to the Safety Officer (Chief Mate and Master) for review. Ensure annual Navy Occupational Safety and Health (NAVOSH) training is conducted within the department, 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 department.

- Responsible for all tests, inspections and routine maintenance of equipment within the Communications Department area of responsibility as required by policy, instruction, directive or competent authority. Coordinate with the Repair Officer (Chief Engineer) on all repairs and maintenance which is beyond the capability of the Communications Department and/or requires funding, personnel, services, parts, technical assistance, calibration, etc., 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 incumbent 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. Incumbent will 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. Incumbent will maintain 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 and will be responsible for operating within a departmental budget as allotted by the Master. Incumbent will assist 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 the Radio Electronics Technician (RET) Watch Bill, assigning RET personnel to watch sections based on their demonstrated knowledge, training and will ensure the Communications Department watch stations are manned by qualified personnel at all times. Incumbent will set and break sea and port watches as required by the circumstance. The incumbent will approve

requests for leave and liberty within the guidelines set forth by the Master. Incumbent will maintain good order and discipline within the department, keeping the Master apprised of any incident and will initiate disciplinary actions when warranted. Incumbent 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. Incumbent 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 the department and provide updates to the Chief Mate upon reassignment. Responsible for ensuring all departmental workspaces are kept in good order and free of rust, oil, dirt, debris, fire hazards, missile hazards, excessive paint build up and HAZMAT. Coordinate with the Chief Mate on any maintenance of departmental workspaces which require paint, 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 Communications Department personnel.

- Immediately upon reporting aboard, the incumbent 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.

- The incumbent may be designated as the Information System Administrator (ISA), Information Assurance Manager (IAM) or Information Assurance Officer (IAO)
- The incumbent will be designated COMSEC Local Element Custodian (Tier III).
- The incumbent may be required to operate Global Maritime Distress and Safety System (GMDSS) equipment.
- Must be able to use applicable software applications.
- Ability to communicate technical communication issues, operational procedures and comprehensive instructions both orally and in writing.
- Expert knowledge of shipboard communications procedures to include but not limited to communications equipment capabilities/limitations, message handling procedures, security and safeguarding of material/information and physical COMSEC and message handling.
- Knowledge of Allied Communications Publications (ACPs), Navy Telecommunications Publications (NTPs), Naval Warfare Publications (NWP), Fleet Telecommunications Publications (FTP), SECNAV and OPNAV instructions, Communications Information Bulletins (CIBs), Communications Information Advisories (CIAs), and Current General Message Files (GMFs). All other communications manuals and instructions not listed, retained inside the Communications Department's publication inventory.
- Ability to interpret Navy, Joint, Allied and Operational instructions in drafting all forms of Operational and Administrative naval messages.
- Expert knowledge in the use of the Radio Frequency (RF) Spectrum, Communication system/circuit operations, and the capabilities and limitations of onboard equipment working within the RF Spectrum.
- Thorough knowledge of shipboard communications watch procedures as related to the duties and responsibilities of the Communications Watch Supervisor.
- Expert ability in setup, operate, monitor, and control operational and tactical communication system/circuits in support of worldwide

telecommunications systems, to include, CUDIXS, MDU, MOS, FSM, NAVMACS II SYSTEMS, NGW, CBSP, NIPRNET/SIPRNET.

- Expert ability to use and interpret system/circuit schematic drawings, and the use of test equipment in troubleshooting communication issues.
- Expert proficiency in proper use of a wide variety of diagnostic programs, electronic test equipment and tools.
- Advanced skills in diagnosing system faults to isolate failures between hardware, system software and application programs and determining appropriate corrective action.
- Expert ability to perform assigned troubleshooting, maintenance and minor repair of Command, Control, Communications, and Computers Systems (C4). Systems to be kept fully operational include ship's capability to handle two or more secure Fleet Broadcast Satellite Communications (FLTBROADCAST) channels for classified traffic, CUDIXS to send and receive message traffic and tactical voice circuits to report or relay operational and administrative information.
- Possess knowledge of electronic theory and competent to perform MSC required equipment troubleshooting, and limited repair to shipboard communications systems.
- Fully proficient with operating radio cryptographic equipment.
- Knowledgeable of the Electrical Safety Program and safety requirements.
- Skilled in observing all safety rules.
- Knowledgeable in working aloft emergency procedures and duties as a safety observer. Knowledgeable of EEO laws, regulations and policies.
- Knowledgeable with software applications which may be afforded Privileged User access to the network and must satisfy MSC's Privileged User requirements.
- Thorough knowledge of shipboard communications watch procedures as related to the duties and responsibilities of the Communications Watch Supervisor.
- Thorough knowledge of COMSEC Policy in Account Management. Thorough and detailed knowledge on managing

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| | <p>the shipboard COMSEC account, as the Local Element (LE) Alternate Custodian.</p> <ul style="list-style-type: none"> • When attached to a unit without an assigned CRET (IAT) or RET1 (IAT), has basic knowledge to troubleshoot LAN outages and perform network system back-ups and scanning. • Ensures continuing application of and compliance with Equal Employment Opportunity (EEO) laws, regulations and policies. • Everything in this Position Description is an essential function of this position. • Performs other duties as assigned. |
| Minimum Eligibility Requirements: | <p>Must possess current and valid:</p> <ul style="list-style-type: none"> • Merchant Mariner Credential (MMC) with entry level endorsements. • 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. (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.) <p>OR</p> <ul style="list-style-type: none"> • Must have three (3) years documented cumulative experience sailing on MSC vessels as a permanent Chief Radio Electronics Technician (CRET) or temporary Ship Communications Officer (SCO). Experience as the shipboard SCO/CRET aboard at least two (2) AKE or EPF class vessels highly recommended. <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</p> |

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| | <p>perform the duties and responsibilities of the position for which applicants are being considered.</p> <ol style="list-style-type: none"> 1. Detailed knowledge of shipboard communications procedures, equipment maintenance, and training. 2. Detailed knowledge and application of all forms of administrative and operational naval message drafting for U.S., Allied and Joint Components. 3. Detailed knowledge and experience of communications troubleshooting, maintenance and repair. 4. Ability to effectively, manage, organize, direct, coordinate and assess the work of others. 5. Thorough knowledge of Communication Security Material (CMS) System Policy in Account Management and C4S (Command, Control, Communications, and Computers) responsibility as fitted to NFAF ships. <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: <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. |

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| 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 and are to be packaged in the following order:</p> <ul style="list-style-type: none"> a. Completed MSC Promotion Application. b. Resume. All resumes must show sufficient |
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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

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| | <p>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 http://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</p> |

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| | 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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