



# Purser

## JOB OPPORTUNITY ANNOUNCEMENT

Announcement #	26-701-01EXOC <b>**AMENDED BASE SALARY**</b>		
Title, Series, Grade (Code)	Purser, WM 9988-28(701)		
Base Salary:	East: 106,946 Per Annum		
Type of Appointment:	Excepted Service Career-Conditional		
Opening Date:	May 20, 2026	Closing Date	Open Continuous with Periodic Cut-offs
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	<p>All United States citizens and current Military Sealift Command Civil Service Mariner (CIVMAR) eligible to apply under the Veterans Employment Opportunities Act (VEOA). Active Duty Service Members (ADSMS) must submit a certification (i.e., statement of service) at the time of application which certifies that the service member is expected to be discharged or released from Active Duty service under honorable conditions not later than 120 days after the date the certification is submitted. Relocation expenses are not authorized for this position.</p>		
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. Advisor to the Master</p>		

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 Pursers. 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 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 inport 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

	<p>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 Resource Advisories and other command correspondence in a timely fashion. Supports the command's merit promotion program. Participates in merit promotion boards as necessary. 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>
<p>Minimum Eligibility Requirements:</p>	<p>Must possess and maintain:</p> <ol style="list-style-type: none"> <li>1. U.S. regular Passport (also referred to as a tourist or blue passport) with minimum of ten (10) months remaining from expiration date.</li> <li>2. Transportation Workers Identification Card and /or Department of Defense (DOD) Command Access Card (CAC) with a minimum of ten (10) months remaining from expiration date.</li> <li>3. United States Coast Guard Merchant Mariner's credential (MMC) endorsed as: Ordinary Seaman (OS), Wiper, and Steward Department (FH) or higher <ul style="list-style-type: none"> <li style="text-align: center;"><b>AND</b></li> <li>• Certificate of Registry (COR) for Purser or Chief Purser: <ul style="list-style-type: none"> <li style="text-align: center;"><b>AND</b></li> </ul> </li> </ul> </li> <li>4. USCG Medical Certificate <ul style="list-style-type: none"> <li style="text-align: center;"><b>AND</b></li> </ul> </li> <li>5. Must Have:</li> </ol>

	<p>a. <b>(*)</b> Two years of documented commercial or government experience in Business Administration, Disbursing Operations or Accounting and Finance;</p> <p style="text-align: center;"><b>OR</b></p> <p>b. <b>(*)</b> Two years of U.S. military experience (E6 and above) in one of the below rates/Military Occupational Specialty (MOS):</p> <ul style="list-style-type: none"> <li>• Navy: Disbursing Clerk, Personnel Specialist, Yeoman</li> <li>• Army: Financial Management Technician (36B), Senior Human Resources Officer (42HO), Human Resources Officer (42BO), Human Resources Specialist (42A), Human Resource Technician (42OA)</li> <li>• Marine Corps: Finance Technician (3432), NAF Audit Technician (3441), Financial Management Resource Analyst(3451), Personnel/Administrative Chief (0193)</li> <li>• Air Force: Yeoman Personnel (3SOX1), Financial Management and Comptroller (6FOX1)</li> <li>• Coast Guard: Yeoman</li> </ul> <p><b>(*) 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.</b></p>
<p>Evaluation Criteria:</p>	<p><b>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 applications are being considered.</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of and ability to manage the disbursement of government funds and prepare related financial reports and returns.</li> <li>2. Ability to interpret and apply rules, regulations, standard operating procedures pertaining to fiscal, personnel, travel, and/or general administrative procedures.</li> <li>3. Knowledge of and ability to work with various computer software applications and programs to include Defense Travel System.</li> </ol>

	<p>4. Knowledge of and ability to manage mail operations, file maintenance, and record keeping.</p> <p>5. Knowledge, Use, Training and Administration of Department Head Administration Management System (DHAMS).</p> <p>To earn the highest rating possible, you are encouraged to submit detailed information of the knowledge, skills, and abilities listed above.</p> <p><b>Related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</b></p>
<p>Conditions of Employment:</p>	<ol style="list-style-type: none"> <li>1. CIVMAR positions are subject to drug urinalysis testing and require participation 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.</li> <li>2. Able to obtain and maintain security clearance eligibility and assignment to a sensitive position.</li> <li>3. 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>4. Able to successfully pass the physical examinations (arranged by MSC) and maintain MSC medical, dental, and mental requirements. Participate in vaccine immunization; including a tuberculosis (TB) screening test is also required. TB screening is not provided at the MSC-arranged medical examination, but can usually be obtained from your personal medical provider or free at any local public health clinic. If you have previously had a positive TB skin test (i.e. a CONVERTER or REACTOR), another skin test is not required. You must instead provide the medical department written proof that you have completed treatment with medicine (i.e. INH), or that you have started treatment with medicine, or that such treatment is not warranted as determined by competent medical authority.</li> <li>5. Attend and successfully complete all mandatory training courses, including personal survival, which requires the ability to float in the water for a minimum of sixty (60) seconds.</li> <li>6. Be ready, willing, and able to physically perform the duties of this position worldwide at all times.</li> </ol>

	<p>7. Be ready, willing, and able to work in a shipboard environment and wear protective equipment worldwide at all times.</p> <p>8. Entry-level positions require candidates to pass an English language competency test.</p> <p>9. Participate in direct deposit/electronic funds transfer as the standard method of payroll payments.</p> <p>10. Capable of speaking, understanding, reading and writing the English language.</p> <p><b><u>NOTE:</u></b></p> <p>a. The tentative offer of employment will be rescinded if the selectee fails to report to any of the scheduled appointments, fails the physical examination, fails the language competency test, fails the drug test, fails to disclose employment information, fails to report to new employee orientation, or is unable to obtain a security clearance.</p> <p>b. On a case-by-case basis, an applicant who accepts a tentative offer of employment will be required to provide a VA Rating Decisions and/or Office of Worker's Compensation Program (OWCP) Scheduled Awards.</p>
<p>How to Apply:</p>	<p>All applications for employment with Military Sealift Command must be submitted through <a href="http://www.sealiftcommand.com/start-the-process">www.sealiftcommand.com/start-the-process</a>.</p> <p>To begin the process you must submit an <u>Information Request Form (IRF)</u>.</p> <p>Your IRF submission will create a secure online profile after which you will receive an email to verify your account. Once verified, you will be able to complete the application process. Applications for this position can only be submitted during the announcement open period (Eastern Standard Time). Please note the email address you create will be used by the Command to correspond with you.</p> <p>In addition to meeting the minimum conditions of employment, you will be required to <b>scan and upload .jpg or .pdf</b> files of the following documents:</p> <p>1. Front and back of United States Coast Guard Merchant Mariner's Credential (MMC), Transportation Worker Identification Credential (TWIC), United States Coast</p>

	<p>Guard license, and/or STCW certificate, and U.S. Passport.</p> <p>2. Relevant professional certificates as applicable for this position i.e. American Culinary Federation (ACF), Environmental Protection Agency (EPA) Universal, Global Maritime Distress and Safety System (GMDSS), Security Plus, etc.</p> <p>3. If you are a current or former federal government employee, a copy of your most recent Notice of Personnel Action (SF-50).</p> <p>4. If you served in the U.S. military service, you must provide a copy of your Certificate of Discharge (DD-214) that shows the type of discharge you received. This information is located under the "Character of Service" block of your DD-214. If you are claiming 10 points or higher veteran's preference you must provide supporting documentation such as a completed Application for Preference (SF-15) <a href="http://www.opm.gov/forms/pdf_fill/SF15.pdf">www.opm.gov/forms/pdf_fill/SF15.pdf</a>. Additional information on veteran's preference is available at <a href="http://www.fedshirevets.gov/">http://www.fedshirevets.gov/</a>. You will also be required to provide a copy of the VA Rating Decisions upon accepting the tentative offer of employment.</p> <p>5. Last five (5) years of performance evaluations (if available) and training certificates applicable to the position you are applying for.</p> <p>6. Job related honors, awards, and special accomplishments; for example, military, government or recognized professional organizations related to the maritime field and performance awards.</p> <p><b>You will be able to upload and store versions of these documents in your secure online profile. NOTE: It is the applicant's responsibility to ensure that the documents scanned and uploaded are legible. You have the ability to crop and view each document that is uploaded.</b></p> <p><b>You will not be able to submit an application unless you have uploaded the required documentation as indicated here.</b></p> <p><b>Applicants may be interviewed prior to being selected for employment.</b></p>
<p>How To Contact Us:</p>	<p>If you require technical support, please use the support tab located in the top right corner of the Start the Process page <a href="http://www.sealiftcommand.com/start-the-process">www.sealiftcommand.com/start-the-process</a>. This will generate an email message for you to submit your issue. Emails will be responded to during business hours M-F 0800 - 1700 CST.</p>

	<p>If you have any questions regarding the position or to follow up on an application submitted, please email us at <a href="mailto:civmar@sealiftcommand.com">civmar@sealiftcommand.com</a> or call us at (757) 341-4610 or (757) 341-4611, or our toll-free recruitment hotline at 1-877-562-7672 during the hours of 0700 to 2000 EST.</p>
<p>NOTE:</p>	<p><b>FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY.</b></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> <p><u>Employment of Federal Civilian Annuitants:</u> Selection of CIVMAR annuitants for MSC positions must be approved by the COMSC Director/Deputy Director, N1 Total Force Management. Annuitants serve at the will of the appointing officer.</p> <p><u>Benefits Information:</u> In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or re-determined annuity for the reemployed period. Discontinued service retirement annuitants (i.e., retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <a href="http://www.dtic.mil/whs/directives">http://www.dtic.mil/whs/directives</a>.)</p> <p>Annuitants are not eligible for recruitment and retention incentives.</p> <p><b>YOU MAY NOT BE HIRED IF YOU FAIL TO REPORT:</b></p> <ol style="list-style-type: none"> <li>1. Previous security clearance issues (intents to deny or the revocation of security clearances).</li> <li>2. Debts.</li> <li>3. Previous felony convictions where actual time was served in jail for more than one (1) year.</li> </ol> <p>Any questions relative to this issue should be directed to the CIVMAR Support Center at 866-562-7672.</p>
<p>MILITARY SEALIFT COMMAND IS AN EQUAL</p>	<p>All applicants meeting minimum qualifications will receive consideration without regard to age, sex, race, color, religion, national origin, lawful political</p>

OPPORTUNITY EMPLOYER.	affiliation, non-disqualifying disability, marital status, ethnicity, or other personal condition unrelated to the applicant's basic ability to perform satisfactorily. Please visit <a href="https://civmar.sealiftcommand.com/eeo">https://civmar.sealiftcommand.com/eeo</a> for more information. Determinations of whether an accommodation is appropriate shall be made by the agency as soon 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 call our CIVMAR Support Center at the above number and refer to the "How to Apply" section of this announcement.
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