



## **Naval Academy Business Services Division**

**Job Announcement Number: 26-013**

**Vacancy Open: January 6, 2026 – January 23, 2026**

**Area of Consideration: All Qualified Persons**

**Must be at least 18 years of age to obtain required security clearance**

**Security Level: Tier 3 – US Citizenship Required**

### **POSITION DETAILS**

Purchasing Agent, NF-1105-03

Full Time (35-40 hours weekly, Benefited)

\$22.49 - \$28.50/hour

Positions Available: 1

Benefits include: Medical, Dental, Life, and Long-Term Disability Insurance; Health Savings Account (HSA); Flexible Spending Account (FSA); Automatic Retirement Enrollment, 401(k), Roth 401(k), and 401(k) Loan options; and Paid Vacation and Sick Leave Accrual.

Seeking candidates skilled in working in a fast-paced environment to represent all five of the US Naval Academy's Non-Appropriated Fund Instrumentalities (NAFIs). The five NAFIs include Naval Academy Business Services Division (NABSD), Naval Academy Preparatory School (NAPS), Midshipmen Food Service Division (MFDS), Midshipmen Welfare Fund (MWF), and Candidate Guidance Fund (CGF). This role requires fostering collaboration among colleagues to ensure adherence to policies and procedures in support of the Brigade of Midshipmen. A Non-Appropriated Fund (NAF) contracting warrant must be obtained for this position. The position operates Monday through Friday, with occasional weekend work and after-hours support for special events.

### **JOB SUMMARY**

This position is located within the NABSD Procurement Office in the U. S. Naval Academy's (USNA) NAFI, Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress.

The Purchasing Agent implements procurement strategy and policies and provides support to NABSD department managers by obtaining requested goods and services. The incumbent purchases and manages basic category(s) or a narrow range of retail and food service merchandise, which includes participating in market planning, stock assortment determination, items selection, pricing, vendor negotiation, and delivery. The incumbent is also responsible for the administration of the NABSD purchase card program.

### **DUTIES & RESPONSIBILITIES**

- The position demands the highest degree of public trust and integrity. Performs a wide variety of activities associated with the procurement of goods and services, to include the establishment of Blanket Purchasing Agreement (BPAs) and Blanket Ordering Agreement (BOAs) in both resale and non-resale departments.
- Works closely with NABSD management personnel to coordinate activities involved with procuring goods and services for NABSD administrative, retail store and food service departments.
- Responsible for buying products, materials, parts, supplies and equipment in a timely and cost-effective manner while maintaining appropriate quality standards and specifications.
- Purchases technical items, services and routine commercial or special purpose items manufactured to order.
- Researches catalogs, brochures, correspondence, and other appropriate reference material to find potential suppliers/vendors.
- Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule.
- Responsible for preparing necessary purchasing documents and/or reviews and processes request for purchases within scope of authority to ensure procedural and regulatory requirements are met.
- Maintains manual or computerized procurement records, such as items or services purchased, costs, delivery, product quality or performance and inventories.

- Discusses defective or unacceptable goods or services with management personnel, vendors, and others to determine source of trouble and takes corrective action.
- Liaison with Accounts Payable Department to ensure accurate and timely payment of invoices, as necessary for the business with the supplier.
- Use Procurement Software and/or tools to manage and track contract/BPA status and report to managers on a regular basis.
- Monitor contracts and BPAs and report any performance, budgetary or contractual deficiencies to the Contracting Officer and/or manager.
- Assist in developing SOW, cost estimates, conduct market research for requirements.
- Prepare closeout paperwork as directed by Contracting Officer.
- Assists in administering and managing Approved Business Partner/Approved Vendor/Preferred Vendor contracts in support of its operations. This includes ensuring that all Approved Business Partners comply with the requirements as outlined in the contract.

### **KNOWLEDGE, SKILLS and ABILITIES (KSAs) requirements for this position are as follows:**

**\*\* Your application must include narratives for each KSA, using specific examples to demonstrate your qualifications and experience.**

1. Incumbent must have at least one (1) year of specialized purchasing/procurement experience in a professional office setting. Experience should include tasks such as budget management, travel coordination, scheduling, and customer service. Experience working in a federal purchasing/procurement office preferred.
2. Must be knowledgeable in federal, departmental, and local laws, regulations, and procedures applicable to contracting procedures, methods and contract types, including BPAs, BOAs, purchase orders and purchase cards. Experience as a federal purchase card holder is preferred.
3. Incumbent must have the Department of Defense (DOD) certification and/or the ability to acquire a NAF contracting warrant or APF transferable warrant, or be a qualified DoD Contracting Officer Representative. Experience working in a Purchasing/Procurement role in one of the following areas preferred: catering event/food truck industry, and/or vehicle and inventory management.
4. Must be able to communicate orally and in writing; and possess skill in developing and maintaining professional working relationships with contractors, vendors, and co-workers.
5. Incumbent must be proficient with Google Suite, MS Office Suite, PowerPoint. Experience preparing and analyzing reports, and recommending corrective actions preferred.

### **QUALIFICATIONS & CONDITIONS OF EMPLOYMENT**

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must be able to obtain and maintain a security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- Probationary period: Full Time & Part Time employees serve a one-year probationary period.
- U.S. Citizenship is required for Tier 3 Positions
- Must be able to understand and communicate in English

### **APPLICATION INSTRUCTIONS**

A complete online application **must** be submitted no later than NOON on the closing date to be considered for a USNA NAF/NABSD position. Please visit the employment website <https://www.usnabsd.com/about/careers/> or email [nabsdjobs@usna.edu](mailto:nabsdjobs@usna.edu) if you need assistance.

Resumes must not exceed 2 pages.

**Apply Here:** <https://www.usnabsd.com/about/careers/application-for-federal-employment-of-612/>

## EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **ICTAP (Interagency Career Transition Assistance Plan):** Most recent SF50 (or equivalent) and RIF (Reduction in Force) notice.
- **Military Spouse:** Most current military member's PCS orders, submit spousal request form – (***Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below***)
- **Veteran:** Page four (4) of the DD-214

*Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after Noon on the closing date listed above will not be considered.*

*Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, complete a pre-hire health screening, etc. All selections are contingent on obtaining satisfactory employment reference checks.*

*We are an E-Verify participant. Please be informed that applicants will be required to submit a federal government background check.*

*As a condition of employment, the selectee will be required to participate in direct deposit as specified in the negotiated agreement.*

*Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.*

*DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, or other non-merit factor.*

*Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case-by-case basis.*