



Naval Academy Business Services Division

Job Announcement Number: 26-015

Vacancy Open: January 6, 2026 – January 22, 2026

Area of Consideration: All Qualified Persons

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

Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Tour Guide, NF-0090-02

Flexible (0-40 hours weekly)

\$18.00/hour

Positions Available: 10

Be a part of history! The Naval Academy is actively recruiting for tour guides. In this role you will be able to share the story of the Academy to our visitors and be an ambassador for Naval Academy Guide Services.

JOB SUMMARY

This position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD), Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress.

The Tour Guide functions as an ambassador for the USNA by giving guided walking tours of the public facilities and grounds.

DUTIES & RESPONSIBILITIES

- Conducting public and group tours and welcoming domestic and international visitors into the USNA.
- Providing accurate and interesting information on USNA history, midshipman life and the USNA Complex.
- Maintaining a working knowledge of current events involving the USNA and the City of Annapolis.
- Adapting tours to groups of different ages and cultures to provide interesting, informative and entertaining experiences.
- Learning a variety of tours: Historical, educational, leadership, military reunion, Jewish Chapel, Navy Way Boot Camp and other specialty tours designed for pre-formed groups.
- Attending staff meetings, training programs, certification seminars and familiarization tours as required by the ALVC.
- Facilitates as needed when large groups are on the Yard, to include the Chapel and the Crypt of John Paul Jones during the spring educational tour season.
- Performs other related duties as assigned.

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 6 months experience leading groups and presenting tours in the English language. Experience in Historical, educational, leadership, military reunion, Jewish Chapel, Navy Way Boot Camp, and/or other specialty tours is preferred.
2. Incumbent must have the ability to maintain physical endurance for walking tours up to 2 hours in length, and the exposure to climatic elements.
3. Incumbent must have the ability to project voice, must have a memory for facts, dates and figures, and the ability to represent the USNA in a non-political and non-confrontational manner.

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: Flexible employees are employed based on the needs of the business.
- 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 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.