



## Naval Academy Business Services Division

Job Announcement Number: 26-019

Vacancy Open: January 20, 2026 – February 2, 2026

Area of Consideration: Internal - Current USNA NABSD NAF Employees

Security Level: Tier 3 – US Citizenship Required

### POSITION DETAILS

NABSD General Manager, NF-1101-04

Full Time (40 hours weekly, Benefited)

\$30.00-\$40.00/hour

Positions Available: 6+

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.

***Are you ready to level up your leadership? Grow your management and leadership skills, expand your NABSD business knowledge, and build a powerful new network along the way. The NF4 Cohort is about to begin—don't miss your chance to be part of it!***

***This is a temporary position, not to exceed two years, with the possibility of a permanent position at the end of the assignment. Cohort members may find themselves temporarily assigned to other departments to enhance their learning opportunities.***

### JOB SUMMARY

The NABSD General Manager (GM) position is located within the Naval Academy Business Services Division (NABSD) at the U.S. Naval Academy. The incumbent functions under the general supervision of the NABSD Operations Manager within the department to which the incumbent is assigned. The GM is a generalist who is familiar with all areas of the business and can coordinate processes and operations across the organization. A general manager must speak the languages of finance, accounting, operations, sales, marketing, human resources, research and development, and customer service.

### DUTIES & RESPONSIBILITIES

Works closely with the NABSD Manager and reports to them on operations, projects, and priorities of the NABSD Division. Responsibilities include planning, directing, organizing, and managing all day-to-day operations of the assigned business unit, ensuring they are following NABSD Policies and Procedures. The duties of the position directly affect all organizational components of the organization.

- Assist in Overseeing daily operations of the business unit assigned to.
- Ensure the creation and implementation of a strategy designed to grow the business.
- Coordinate the development of key performance goal for functions and direct reports.
- Provide direct management of key functional managers and executives in the business unit.
- Ensure the development of tactical programs to pursue targeted goals and objectives.
- Ensure the overall delivery and quality of the unit's offerings to customers.
- Engage in key or targeted customer activities.
- Oversee key hiring and talent development programs.
- Evaluate and decide upon key investments in equipment, infrastructure, and talent.
- Communicate strategy and results to the unit's employees.
- Report key results to Director and Deputy Director of NABSD.
- Engage with senior leadership in broader organizational strategic planning.
- Plan and advise in the area of personnel administration, e.g. classification and compensation, recruitment and examination, employee relations, training and development, and employee benefits.
- Perform 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. The incumbent must have four years of equivalent managerial/supervisory experience in one of the following industries: Government, Retail and Sales, Services, or Business. NAF experience at the NF3 or NF4 level preferred.
2. The applicant must be well versed in NAF retail operations to facilitate and coordinate processes and operations across the Naval Academy Business Services Enterprise.
3. The applicant must have knowledge in determining the goals and objectives of a program; assuring execution and implementation; developing measures that evaluate performance; making recommendations for program improvement, including customer service and managing property resources.
4. The applicant must be able to demonstrate their business knowledge (i.e. financial, inventory, management internal controls, etc.), as well as their ability to lead personnel in accordance with NAF regulations (including CNICINST M-5300.1).
5. The applicant must be task oriented and demonstrate the ability to meet personal and organizational deadlines. Applicant must demonstrate how they improved and/or streamlined operational processes and ensured standard operating procedures were documented and followed.

## **CONDITIONS OF EMPLOYMENT COHORT PARTICIPATION**

Members selected to participate in the Cohort Program will be required to fulfill the requirements listed below. Failure to meet all requirements may result in removal from the Cohort Program.

- Must obtain and maintain a Tier 3 Background Investigation – U.S. Citizenship is required.
- Probationary period: Full Time & Part Time employees serve a one-year probationary period. Employees in a Supervisory or Managerial position also serve a one-year probationary period.
- Mandatory participation in monthly meetings for the two-year period. Missing 3+ meetings may result in removal from the Cohort Program.
- Maintain a Full-Time schedule.

## **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. Resumes must not exceed 2 pages.

Please visit the internal vacancies website <https://www.usnabsd.com/about/internal-postings/> or <https://www.usnabsd.com/about/careers/application-for-federal-employment-of-612/> to apply!

## **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:

- **Military Spouse:** This position is not eligible for Spousal Preference, limited to 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 will not be considered. All selections are contingent on obtaining satisfactory employment reference checks. 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.*