



Naval Academy Business Services Division

Job Announcement Number: 26-026

Vacancy Open: February 25, 2026 – March 4, 2026

Area of Consideration: Current USNA NABSD NAF Employees

Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Fabric Worker - Tailor, NA-3105-09

Full Time (35-40 hours weekly, Benefited)

\$23.96/Hour

Positions Available: 2

Benefits & Perks 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. Daily or Weekly OT, Holiday Pay, Pay/Step Increases

The Tailor Shop at the United States Naval Academy is located on our spectacular Campus, surrounded on two sides by the Chesapeake Bay, and on one side by the Severn River. You will have the opportunity to work with highly trained and skilled professionals, working for our Future Leaders, as well as the officers, enlisted, and civilians who train and mentor them. This is a uniquely rewarding experience.

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 Fabric Worker - Tailor repairs articles that are difficult to plan, lay out, construct, and fit because of figure irregularities, uncommon shapes and sizes, unusual designs, or intricately constructed parts. The incumbent may require to make suits, coats, and other dress clothes to fit wearers.

DUTIES & RESPONSIBILITIES

- The incumbent does repairs and alterations to garments using straight stitching or zigzagging.
- The incumbent locates and mends ripped seams, missing or broken buttons, torn pockets and frayed linings. Alters bottoms of garments following fitter's makings. Replaces zippers in pants, skirts, coats and jackets.
- Incumbent stripes and sews insignias on clothing. The incumbent sews on lace, patches ribbons, nametags and hand fells garments after major alterations following tailors basting.
- The incumbent makes cloth nametags.
- Incumbent uses various electrical machines (sewing, monogramming, cutting) to achieve desired results.
- Incumbent is required to keep work area clean and obey all safety regulations.
- Measures customer, fits, and marks garments.
- Performs complicated hand basting and tacking operations on tailored garments; pinning or basting flag parts together in intricate designs preparatory to sewing, measuring, fitting, and marking garments for minor alterations such as: the tapering of skirts, trousers, and shirt; hemming; and adjusting waistlines and sleeve lengths. Replaces zippers in skirts, coats, and jackets.
- Manufactures Brigade Flags. Stripe and sew insignias on clothing. Constructs ribbons, mounts medals, and reconditions old button holes.
- Incumbent is required to fit garments that are received by the U.S. Naval Academy Uniform. Incumbent is also required to visibly observe garments for proper fit.
- Is required to keep work area clean and obey all safety regulations.
- Incumbent works in a rapid pace of heavy workloads.
- Exertion is not heavy, but incumbent is required to sit for long period with continual movement of hands, arms, and fingers. The incumbent may also be required to stand at worktables while operating sewing machines or hand sewing.

- Required to do a considerable amount of stooping, bending and kneeling and continually use arms, hands, and fingers in pulling and positions materials, sewing and using tools such as shears and electric knives.
- Frequently lifts and carries items that weigh up to thirty pounds and occasionally lifts heavier items with assistance. May be required to receive items from the Uniform Department Transporting equipment, such as shopping carts, will be provided if necessary. Packages may vary in size and weight.

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 the ability and experience to perform complex alterations to suits, coats, dresses, and gowns. These alterations must include tapering sides, resetting vents, raising and lowering collars, and other complex alterations as may be needed to reconstruct garments per a customer's wishes. 3+ years of experience performing complex alterations is preferred.
2. Incumbent must possess an understanding of garment construction and design, with experience fitting and performing alterations.
3. Customer service experience, and strong communication skills to understand requests and successfully perform fitting for alterations, sizing for uniform issues.

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
- Probationary period: Full Time employees serve a one-year probationary period.
- Participation in Direct Deposit
- Must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

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. Applicants may be required to provide proof of education, complete a pre-hire health screening, etc. 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 may be 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.