



Naval Academy Business Services Division

Job Announcement Number: 26-027

Vacancy Open: February 27, 2026 – March 6, 2026

Area of Consideration: Internal – Current USNA NABSD NAF Employees

Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Materials Handler (Motor Vehicle Operator) NA-6907-06

Full Time (35-40 hours weekly, Benefited)

\$21.40/Hour

Positions Available: 1-2

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. Possible Shift Differential Pay, Sunday Premium Pay, Daily or Weekly OT, Holiday Pay, Pay/Step Increases

The Uniform Department is seeking a materials handler who excels in an organized and high energy environment. Our team is growing and you will have the opportunity to be the forefront of our operation to ensure the Brigade of Midshipmen are equipped with the best gear and uniforms. Full Time scheduling with 8-hour daytime shifts Monday – Friday.

JOB SUMMARY

The Materials Handler (MVO) position is located within 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. Incumbent works in the NABSD Warehouse supporting units of the Retail Store, Gift Store, Uniform Store, and Receiving Unit of the Material Section, and other like areas within NABSD, as needed. Performs receiving, storing shipment, laborer, motor vehicle, and janitorial duties as required to resolve the mission of the U.S. Naval Academy NABSD.

DUTIES & RESPONSIBILITIES

- Loads on hand trucks cartons of merchandise of all types as requisitioned by units of the Retail Store and Warehouse and delivers it to respective units. Unloads and opens cartons and removes empty cartons from area. Loads and/or unloads merchandise from cars, trucks, tractor-trailers or other conveyances. Manually lifts cases of all sizes and weights from common carriers, load on hand trucks, delivers proper spaces in warehouse and stacks and stores in a neat, accessible and acceptable manner. Stamps cases with large date stamp.
- Removes cartons from cases and stacks in assigned warehouse bins (such as shoes, socks, underwear, athletic wear and other merchandise) according to titles, to assigned spaces. Packs and seals merchandise in cartons and cases, affixes shipping labels and loads on common carriers for return to dealers. Relocates and shapes for fast and efficient handling. Moves stock within, to, and from receiving, shipping and storage areas. Packs and unpacks boxes, cartons, and other containers. Makes unit loads for shipment lots to individual issue lots or standard unit packages. Reduces large shipment to individual issue lots or standard unit packages. Removes small lots from bulk storage for issue. Stacks and arranges supplies on pallets. Places incoming supplies to bins, tables, racks and various storage areas and conversely makes up shipment lots by selecting items from various bins using itemized lists.
- Determines quantities on hand by counting or weighing. Assists in checking shipments for errors in quantity and/or identification and obvious damage or deterioration. Occasionally moves stocks in warehouse during reallocation of space or taking inventory. Marks packages with identifying data for shipment, transfer or issue. Dates cartons for first-in, first-out issue. Assists in taking regular inventories as scheduled. Receives stock breakout forms from Assistant Manager and/or supervisory sales clerk fills it and delivers to designated sales section.
- Receives and checks against receipt documents of all types of merchandise coming into designated storage area. Checks stock for nomenclature, stock number, SKU bar codes, quantity and condition. Notes overages and shortages and identifies them from knowledge of supplies received or by reference to retail computer price listing. Performs

receiving/shipping functions for NABSD. Receives delivery manifest from drivers of common carrier, unloads freight from tailgate or common carrier, verifies number of items received against indicated on manifest, notes any discrepancies on the manifest, and obtains driver's signature to attest to discrepancies.

- Checks in merchandise received against Purchase Order (PG) by pulling from the open order file the PO, and makes physical count of items received. Records all pertinent receiving data on PO, i.e., date received, condition of shipment, shipping document, and quantity received. Creates supplemental PO if required.
- Assigns Report of Goods Received (RGR) numbers from numerical log for each incoming shipment.
- Temporarily places freight in limited receiving space in order to facilitate fast, safe and efficient removal to proper department or stack location.
- Prepares claims and/or tracers for lost or damaged shipments by contacting dispatchers of delivering carrier and requests proper forms or inspection for damage.
- Packs and ships outgoing merchandise from Store and records all pertinent information or charge back. Maintains shipping tags on items shipped by unit. Determines the method of shipment on outgoing merchandise depending on size, nature, and destination of shipment.
- Maintains open order file, filed alphabetically by department. Maintains merchandise-receiving journal.
- Collects garbage and trash. Cleans working areas. Sweeps, vacuums, scrubs, mops, waxes and polishes floors. Dusts furniture and other equipment. Empties wastebaskets. Cleans windows, walls, blinds and light fixtures. Cleans toilets and washrooms.
- Performs occasional sweeping of walks and cleaning of snow from approaches to assigned building. Occasionally delivers supplies. As directed, locks and secures rooms not in use.
- Operates motor vehicles and fork lifts. Drivers operate motor vehicles, which typically have an approximate gross vehicle weight of more than 14,000 pounds to deliver merchandise to the NABSD retail stores.
- Under the direction/supervision of the Department Manager verifies all receiving in master computer by computer data technician by SKU, item description and retail/cost price. Retail price is also verified at cash terminal for all items received and/or price changes. Discrepancies are reported to computer data entry technician/Assistant Manager. Department inventories must be reviewed daily/weekly/monthly, as required.
- May lift and carry items that weigh 40 pounds. Dollies, hand trucks, hand pallet trucks, and roller tracks are used and other workers assist when heavier weight is handled. Heavy exertion is required only at frequent intervals. Work pace is rapid for long periods of time. Requires considerable walking and lifting. Work is done inside and outside in areas that may be hot, damp, cold, or drafty. Exposed to the possibility of cuts, bruises, falls, and injury from falling stock.

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

**** Your application must include examples to demonstrate your qualifications and experience.**

1. Incumbent must possess a valid state issued driver's automobile license, and have no points or infractions on their DMV record.
2. Incumbent must be able to lift and carry bags, bundles or boxes weighing up to 50 pounds without assistance and up to 100 pounds with assistance.
3. Incumbent must have experience operating a motor vehicle. Drivers operate motor vehicles, which typically have an approximate gross vehicle weight of more than 14,000 pounds to deliver merchandise to and from the NABSD locations.
4. Incumbent must have experience receiving, tracking and organizing merchandise inventory. Experience and knowledge of USNA Uniform Issue is 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
- Probationary period: Full Time employees serve a one-year probationary period.
- 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.