CIVILIAN CAREER OPPORTUNITIES IN THE
DEPARTMENT OF THE NAVY
NAVAL ACQUISITION DEVELOPMENT PROGRAM (NADP)

Opens: Annually on 1 October  
Closes: Annually on 30 September

The United States Navy and Marine Corps are supported by over 195,000 civilian employees around the world. Approximately 25% of this workforce is made up of highly skilled professionals that perform “cradle to grave” management of ships, submarines, aircraft, weapons, computer systems, facilities, and supplies as part of the Acquisition Workforce. The Naval Acquisition Development Program aims to grow this workforce and develop future senior acquisition leadership within the Department of the Navy.

Positions Available *

- Engineering Psychologist (0180)
- Program Analyst (0343)
- Logistics Management Specialist (0346)
- Natural Resources Specialist (0401)
- Engineers (08XX)
- Financial Management Analyst (0501)
- Information Technology Specialist (2210)
- Contract Specialist (1102)
- Realty Specialist (1170)
- Chemist (1320)
- Operational Research Analyst (1515)
- Computer Scientist (1550)

*Candidates may be hired at the GS-07 or 09 grade levels depending on qualifications and education requirements  
*Full performance level of positions may be at the GS-12 grade levels

Locations

- Multiple locations available depending upon hiring requirements. Various locations available throughout the continental United States, Hawaii and Guam. Position locations vary each year.

How do I qualify?

- Meet U.S. citizenship requirements.
- Be registered with the Selective Service (males born after 12/31/59).
- Meet qualification requirements as set forth by the Office of Personnel Management (OPM) for the Occupational Job Series and grade. In most cases, a Bachelor’s Degree with a minimum 3.0 GPA (rounded from 2.95) is required. More details regarding qualifications can be found at: http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp.
- Be able to obtain and maintain a Secret security clearance. We will assist you with this process.
- Attain your degree by 30 June in the year of which you are seeking employment.
- Sign a mobility agreement (processed upon selection).

How do I apply?

- The NADP program relies heavily on recruitments via Direct Hire Authority (Name Request) for Recent Graduates and Direct Hire Authority (Name Request) for Certain Personnel of the Department of Defense (Modified).

  - For Direct Hire Name Request referral, review our resources at http://www.sccnav.navy.mil/rdaworkforce/Pages/NADP/Applicants.aspx. Please send along a resume depicting work history, education, and contact information to the NACC Recruiting Division at nadjobs@us.navy.mil.

    - Include in the body of the email, your desired Functional Area (i.e. Contracting, Logistics) and preferred geographic work locations. This will facilitate a referral of your resume to our Command Recruiters. Please take care not to include sensitive
information in your resume such as Social Security number so that your Personal Information is protected. Mailing address, phone number and email address should suffice. If one of our recruiters shows an interest in your resume, they will contact you directly. Submission of a resume is not a guarantee of an interview or temporary job opportunity.

- From time to time, positions are posted on USA JOBS for some hard to fill job locations.
- Visit USA Jobs and familiarize yourself with the functions involved in applying for any position in which you feel qualified for. If you do not have a USA JOBS account, we recommend you establish one as a general matter of practice in the job search. USA JOBS can be found at: https://www.usajobs.gov/. After you acquire the USA JOBS Web Page, click on "create profile" and follow on-line directions.
- For NADP, current open announcements can be found by performing a keyword search for "Naval Acquisition Development Program" or "NADP". To apply, click on the announcement in which you are interested and follows the application instructions. If the search results state "No results matched the query", then there are currently no open announcements. We highly recommend applicants check USA JOBS frequently.

**How much can I earn?** Salary for engineers range from $58K to $70K. Other positions range from $45K to $64K. Most positions pay from $79K’s to $90K’s upon successful program completion. Rapid, performance-based salary increases occur while in the program. Additional government employment benefit information can be found on the Office of Personal Management website at https://www.opm.gov/.

**What is the Navy Acquisition Development Program (NADP)?** The Naval Acquisition Development Program (NADP) is a premier leadership program designed to enhance the professional knowledge and capabilities of personnel recruited into the Acquisition Workforce (AWF) for the Department of Navy (DON). The NADP is managed by the Naval Acquisition Career Center (NACC) in a joint effort with naval commands to fulfill the vacant acquisition workforce positions. The NADP offers an extraordinary opportunity for those who desire to rapidly advance their professional career and feel a sense of pride in supporting the mission of the DON. The NADP supports our talented workforce by providing a challenging environment with opportunities to become certified in a designated functional area, travel for enriching learning experiences, exposure to senior leadership, and upon eligibility pursue a graduate degree if desired. Many successful participants have gone onto high-ranking positions within DON or elsewhere after graduating – a further testament to the power of this program in developing future acquisition leaders.

*Upon successful completion of the NADP, you will become a permanent civil service employee.* On average up to 500 positions are filled annually throughout the Continental United States, Hawaii and Guam.

**Detailed Qualification Standards:** Located on the OPM website at http://www.opm.gov/qualifications/index.asp.

**Questions:** Contact us at nadpjobs@us.navy.mil.

The Department of the Navy is an equal opportunity employer.