



**NAF Vacancy Announcement**  
**NAF Human Resources Branch**  
**MARINE CORPS BASE QUANTICO**  
 2034 Barnett Ave, Little Hall, Quantico, VA 22134  
 COM: (703) 784-3454 DSN: 278-3454 FAX: (703)784-3460  
 E-MAIL: [Quantico.vacancies@usmc-mccs.org](mailto:Quantico.vacancies@usmc-mccs.org)  
 WEB SITE: [www.quantico.usmc-mccs.org](http://www.quantico.usmc-mccs.org)

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| <b>POSITION:</b>  | <b>Store Detective, NF-02</b>                 |  |  |
| ANNOUNCEMENT #:   | 126-09RET                                     | OPEN:  | November 6, 2009   |
| LOCATION:   | MAIN EXCHANGE                                 | CLOSE:   | November 19, 2009  |
| WHO MAY APPLY:  | ALL SOURCES                                   | SALARY:  | \$10.15-\$10.50 per hour   |
| TYPE OF APPOINTMENT:  | REGULAR FULL-TIME, NON-EXEMPT                 | HOURS:   | <b>Mon-Fri:</b> 0600-2100 <b>Sat:</b> 0800-2100, <b>Sun:</b> 0900-1900; 35-40 hrs/wk ** Hours subject to change based on business requirements** |
| <input checked="" type="checkbox"/> Background Check Required | <input type="checkbox"/> Health Card Required | <input type="checkbox"/> Valid Virginia Drivers License Required |  |

**DUTIES AND RESPONSIBILITIES:** Maintains surveillance during construction period throughout designated activities, observing customers and employees, in an effort to prevent and detect dishonest acts. Detains anyone suspected of a dishonest act and escorts them to the Security Office; prepares reports pertaining to security incidents; gathers facts and evidence; and maintains close liaison with law enforcement authorities. May be required to appear and testify in court or at hearings concerning security cases. Studies inventory losses and conducts inquiries as required, in high shortage areas. Reviews merchandise periodically to ensure proper pricing. Monitors internal and external security systems to ensure they are working properly. Investigate matters relating to security such as customer losses, illegal identification cards, unauthorized patron entry and reports of theft or vandalism against MCCS facilities. Investigate persons on returned check list. May accompany cash runs, verifying money received. Verifies money transferred for vending machines. Reviews closing cash register report.

Provide World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Check for satisfaction on the quality of goods and services. Take action to solve problems quickly. Alert the higher level Supervisor or proper point of contact for help when problems arise.

Adhere to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adhere to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:** A minimum of one year of experience that demonstrates skill in applying security techniques and methods. Have good communication and analytical skills in the application of physical security techniques and methods, and ability to determine necessary actions under various security situations. This is a white-collar position where occasional lifting up to 20 lbs may be required. Perform work that poses physical demands beyond normal requirements.

**GENERAL INFORMATION:**

Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify MCCA HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report. For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made.

Direct Deposit of total **NET** pay is mandatory as a condition of employment for all appointments to positions within MCCA.

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

**FILING INSTRUCTIONS:**

All candidates must submit a complete MCCA application to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397. Fax: 703-784-3460. E-mail: [Quantico.vacancies@usmc-mcca.org](mailto:Quantico.vacancies@usmc-mcca.org)

*INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT **MAY BE** CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.*