

Overview

- Agency: Office of the Under Secretary of Defense (Comptroller)
- Pay scale & grade: GS-11 to -15
- Salary: \$74,950 to \$173,232 per year
- Appointment type: Direct Hire
- Work schedule: Multiple Schedules
- Location: Pentagon or nearby office spaces, Arlington, Virginia
- Telework eligible: Yes
- Relocation expenses reimbursed: No
- Open to: U.S. citizens, nationals or those who owe allegiance to the U.S.

Summary

The Under Secretary of Defense (Comptroller) (USD(C)/Chief Financial Officer (CFO) of the Department of Defense (DoD) is responsible for carrying out the functions assigned by Title 10, United States Code, section 135. USD(C) also is responsible for ensuring that the utmost economy and efficiency is applied to the acquisition programs of the Department through sound business management and effective fiscal planning and control.

[Learn more about this agency](#)

Selectees will serve as a BUDGET ANALYST in the OFFICES OF THE DEPUTY COMPTROLLER FOR PROGRAM BUILDING OR BUDGET AND APPROPRIATIONS AFFAIRS or other section of the OFFICE OF THE UNDER SECRETARY OF DEFENSE (COMPTROLLER).

THIS IS A DIRECT HIRING AUTHORITY (DHA) ANNOUNCEMENT. Section 1109 of the National Defense Authorization Act for Fiscal Year 2020 amended section 9905 of title 5, United States Code (U.S.C.), to permit the Secretary of Defense to noncompetitively appoint qualified candidates to certain positions in the competitive service in the DoD without regard to chapter 33, subchapter I of title 5, U.S.C., other than sections 3303 and 3328. For purposes of this policy, sections 3321, 3323, and 3326 of chapter 33, subchapter I of title 5, U.S.C., and corresponding Code of Federal Regulations provisions will continue to apply.

Duties

Incumbent typical work assignments vary according to the grad level and may include the following:

Directing and coordinating throughout the various phases of the DoD PPBE process the formulation and execution of assigned selected and significant areas of the DoD budget that cross Components and in some instances interagency lines.

Formulating and recommending long-range budgetary requirements, based on established policies and concepts, for each fiscal year, formulate specific policies and basic assumptions

directly applicable to the compilation and presentation of budgetary requests for all phases of assigned responsibilities to include contingency operations.

Preparing completing analyses and evaluations of complex requests included in the Components' Program Objective Memoranda and consistent with DoD policies, are properly priced, and are executable.

Conditions of Employment

- U.S. Citizenship is required
- Males born after 12-31-59 must be registered or exempt from Selective Service (see <https://www.sss.gov/Home/Registration>)
- Total salary varies depending on location of position
- May be required to successfully complete a probationary/trial period
- Must be determined suitable for federal employment
- Required to participate in the direct deposit program
- This position is subject to pre-employment and random drug testing
- The employee must be able to obtain and maintain a Financial Management certification within two years of entrance of this position IAW Public Law 112-81 and DoD Policy.
- The employee must be able to obtain and maintain a Secret security clearance
- This position may be eligible for 100% Remote Work. Salary will be adjusted after selection is made and will be based on the employee's residence and work location

Qualifications

For qualifications determinations, your resume must contain hours worked per week and the month and year of employment for each position listed on your resume (i.e., hours per week and month/year to month/year or month/year to present).

In order to qualify for this position, you must meet the requirements described below.

Basic Requirement:

In accordance with Department of Defense (DoD) Instruction 1300.26, "Operation of the DoD Financial Management Certification Program (DFMCP)," this position requires a Certification under the DoD Financial Management (FM) Certification Program. If the incumbent is not already assigned this certification at this level, the incumbent of this position must obtain a certification within two (2) years of entry on duty into this FM position. Once certified, the incumbent must meet the continuing education training requirement as outlined in DoDI 1300.26. FM workforce members may also present and maintain one of the following five professional certifications to meet any of the three DFMCP certification levels: (1) Certified Defense Financial Manager (CDFM) (Continuing education required: 80 hours every 2 years); (2) Certified Government Financial Manager (CGFM) Continuing education required: 80 hours every 2 years; (3) Certified Information Systems Auditor (CISA) Continuing education required: 120 hours every 3 years; (4) Certified Management Accountant (CMA) Continuing education required: 30 hours every year; (5) Certified Public Accountant (CPA) Continuing education

required: 120 hours every 3 years. To satisfy the DFMCP certification requirement using one of the five professional certifications listed above, FM workforce members must be in an active and current status.

Grade Level Requirement:

You may qualify at the GS-11 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-09 grade level in the Federal service that demonstrates your ability to assist with budget formulation, budget analysis, resources requirements validation and financial reconciliation as it relates to budget programs.

OR

A Ph.D. or equivalent doctoral degree; or 3 full years of progressively higher level graduate education leading to such a degree; or possession of a LL.M. degree, if related.

OR

A combination of education and experience as listed above.

You may qualify at the GS-12 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-11 grade level in the Federal service that demonstrates your experience in budget formulation, budget analysis, trend identification, resources requirements validation and financial reconciliation related to budget programs and appropriations.

You may qualify at the GS-13 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-12 grade level in the Federal service that demonstrates your experience in budget formulation strategies, budget analysis, trend identification and verification, resources requirements validation and financial reconciliation as it relates to budget programs, appropriations, and funds.

You may qualify at the GS-14 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-13 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your knowledge of: (1) The Department's Planning, Programming, Budgeting, and Execution process; (2) The Office of Management and Budget and Congress process; (3) Applying legislative and related policy guidance to determine the effects on budget programs; and, (4) Working in one or more of the following areas supporting DoD's mission: (1) Military Personnel, (2) Operation and Maintenance, (3) Acquisition (Procurement and RDT&E), (4) Military Construction, (5) Family Housing, (6) Revolving and Working Capital Funds, (7) International programs supporting DoD activities or (8) Military Intelligence and Special Access programs.

You may qualify at the GS-15 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-14 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your knowledge of: (1) The Department's Planning, Programming, Budgeting, and Execution process; (2) The Office of Management and Budget and Congress process; (3) Applying legislative and related policy guidance to determine the effects on budget programs; experience ensuring that budget formulation and execution activities correspond to Department's objectives and authorities; (4) Formulating and recommending budget requirements based on established policies and concepts; experience performing functions as a subject matter expert within your respective agency's input to the Congressional budget process; and, (5) Working in one or more of the following areas supporting DoD's mission: (1) Military Personnel, (2) Operation and Maintenance, (3) Acquisition (Procurement and RDT&E), (4) Military Construction, (5) Family Housing, (6) Revolving and Working Capital Funds, (7) International programs supporting DoD activities or (8) Military Intelligence and Special Access programs.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

HOW TO DETERMINE CURRENT AND PAST “GRADE LEVEL”: Current Federal employees have a current grade level that is easily determined. For private sector experiences, salary levels may provide an initial indication. You can find pay – by grade – for DC-area employees at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/DCB.pdf> .

Factor descriptions at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/standards/0500/g0500pa.pdf> provide descriptions of duties associated with various grade levels. Look at factors one through three, per the table below, to help judge associated grade levels of your past/current experiences.

FACTOR LEVELS	GS-05	GS-07	GS-09	GS-11	GS-12	GS-13	GS-14	GS-15
Knowledge	1-5	1-6	1-6	1-7	1-7	1-8	1-8	1-9
Supervisory Controls	2-1	2-2	2-3	2-4	2-4	2-4	2-5	2-5
Guidelines	3-1	3-2	3-3	3-3	3-4	3-4	3-5	3-5

Overall, it makes understanding your resume easier if you include past/current salary information for each experience and/or an indication of your estimate of GS level given duties alongside the hours and month/year information required for each experience in your resume. Further, while not required or a guarantee of success, including language from requisite Factor sections can help certification of your resume.

Education

ARE YOU USING YOUR EDUCATION TO QUALIFY? You MUST provide transcripts to support your educational claims. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE?

You must provide sufficient documentation of your education in your resume. You are strongly encouraged to provide a copy of transcripts or degrees in your application package. It is also acceptable to document your applicable course listing in your resume (course number, credits earned, etc.). Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency. If selected, an official/sealed transcript will be required prior to appointment.

PASS/FAIL COURSES: If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

GRADUATE EDUCATION: One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit:

<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

All qualifications, education, and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.

How You Will Be Evaluated

Ongoing reviews of submitted résumés and supporting documentation will be used to determine whether applicants meet the qualification requirements listed on this announcement. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

All qualified candidates will be documented and categorized for review by hiring managers. The category assignment is a measure of the degree in which your background matches the competencies required for this position.

REQUIRED DOCUMENTS

YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS. You MUST upload the applicable documents with your application package. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

1. Your resume may be submitted in any format that includes your name and contact information (telephone number and/or email).

If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent."

If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you will not be considered for this vacancy.

2. Other supporting documents:

- Cover Letter: Indicate 1) the grade level (e.g. GS-13) for which you believe you are qualified; 2) the minimum grade level you are willing to accept; and 3) limit further content in the required "cover letter" to a one-sentence description of why you are a good fit for this occupation.
- Most recent SF-50, "Notification of Personnel Action" showing you are/were in the Federal government competitive service and the highest grade held, if applicable.
- College Transcript(s), if qualifying based on education.
- DD-214, SF-15 Form and VA letter, or certification of expected discharge or release from active duty from Veterans for consideration under Veteran hiring authorities, if applicable.
- Noncompetitive appointment authority documentation, if applicable (e.g. military spouse, veteran of Peace Corps, have a disability qualifying for "Schedule A," etc.)

How To Apply

To apply for this position, you must complete and submit the documentation specified in the Required Documents section, above, ALL COMBINED INTO A SINGLE PDF DOCUMENT (single PDF document is necessary to facilitate sharing of application with more hiring managers).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement (September 30, 2022) to receive consideration.

It is your responsibility to verify that all information in your resume and documents are legible and accurate.

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. If, and only if, you have not received an email confirming receipt of your application after one week of submission, contact james.w.dillon6.civ@mail.mil. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive general or targeted notifications regarding the status of your application. Multiple position openings will be filled by this announcement, so you may receive many status updates as the process progresses.