



# District of Columbia National Guard

## Accelerated Hiring Announcement

### Title 5 Civilian

#### DC-AHA-AR-26-007



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| <p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION</b></p> <p>COL Robert Goodin<br/> <a href="mailto:robert.j.goodin.mil@army.mil">robert.j.goodin.mil@army.mil</a></p>  | <p><b>OPENING DATE:</b><br/>09 March 2026</p>   | <p><b>CLOSING DATE:</b><br/>23 March 2026</p> |
|   | <p><b>Position Title:</b> Budget Analyst<br/> <b>Title 5 Civilian</b><br/> <b>Grade:</b> GS-0560-11</p>                       |   |
|   | <p><b>AREA OF CONSIDERATION: GROUP I</b><br/>           Current on board DCNG Title 32 and Title 5 Federal Employees only</p> |   |
| <p><b>Position Location:</b><br/>           USPFO,<br/>           Joint Base Anacostia Bolling</p>  | <p><b>NOTE:</b><br/>           This position is subject to provisions of the DoD Priority Placement Program.</p>              |   |
| <p><b>INSTRUCTIONS FOR APPLYING:</b><br/>           You must send applications electronically to the email addresses listed below.</p> <p style="text-align: center;"><b>REQUIRED DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience.<br/> <span style="color: red;">Note: starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length.</span></li> <li>2. Current SF-50 (If applicable)</li> <li>3. Undergraduate or graduate transcripts (If applicable)</li> <li>4. Please submit completed packages to:<br/>           COL Robert Goodin<br/> <a href="mailto:robert.j.goodin.mil@army.mil">robert.j.goodin.mil@army.mil</a></li> </ol>   |   |   |
| <p><b>GENERAL EXPERIENCE:</b><br/>           Experience, education, or training involving skills in applying problem solving techniques; and skills in communicating effectively both orally and in writing. Ability to plan and organize work. Competencies in analysis, research, writing, and judgment typically gained through college education or progressively responsible experiences. Ability to follow established methods and procedures; use practical knowledge of the operations, procedures, and policies of specific program areas or functional assignment.</p> <p><b>SPECIALIZED EXPERIENCE:</b><br/>           1-year specialized experience, education, or training equivalent to at least the next lower grade level. Must have experience, education, or training of finance budget competencies that provided knowledge of financial principles and procedures. Candidate must have an excellent understanding of the basic principles and concepts of the National Guard financial budget business program requirements. A candidate must have experiences and training that demonstrates the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies, and procedures.</p> |   |   |

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

To qualify, the applicant must have a completed undergraduate or graduate education, the college degree education must be in one of, or be a combination of the following required disciplines: accounting, business, finance, economics, industrial management, marketing, quantitative methods, or organizational management. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. Applicants, who completed a military financial technical school course and were awarded the applicable and compatible military skills, are considered qualified for GS-09 level positions.

**POSITION DESCRIPTION:**

1. Provides management oversight to the budget process, including planning, programming, budgeting, allocation and execution of funds. Reviews annual appropriation and authorization legislation to determine congressional intent. Reviews and interprets higher headquarters' orders, guidelines and directives, and policies and precedents to assess impact on State programs. Prepares budget requests consistent with guidance issued by NGB. Advises Program Managers (PMs) on the appropriate use of discretionary funds consistent with fiscal law.
2. Certifies funds and coordinates the receipt of Funding Authorizations Documents (FADS) for the state ARNG Comptroller. Develops, coordinates and distributes Funding Allocation Targets to division and PM accounts using the State Automated Budget System and the State Accounting and Reservation System. Produces monthly reports and summary reports on annual funding programs and allotment for these accounts to PMs, senior management, the Chief of Staff, the Adjutant General (AG) and NGB. Responsible for the budgetary planning and programming timetables for new and modified programs, deployments, and mobilizations for the state ARNG. Develops processes and guidance in unique situations without specific guidance.
3. Prepares quarterly resource management reports, monthly analysis of financed orders in relation to forecasting expenses and provides narrative explanation of the causes of variances between actual and budget objectives. Develops supplemental guidance and instructions for operating officials on the preparation and submission of budget estimates and ensures a comparable level of funding to estimates and requests.
4. Reviews transactions including reservations, obligations, and disbursements based on interpretation of laws, regulations, or policy. Responsible for reprogramming and migration of congressional interest program funds based on Program Budget Advisory Committee (PBAC) decisions and changing needs of various organizations. Prepares requests to NGB for budget activity transfers directed by the AG and the PBAC. Trains ARNG personnel in budget and financial management principles, techniques, responsibilities, distribution, and accounting for federal funds. Upon mobilization, makes recommendations on obtaining resources; and computes budget requirements.
5. Provides technical budgetary advice and assistance to federal and state agencies as requested. Works with other Department of Defense (DoD) components to establish business practices to enhance mission accomplishment. Serves as the budgetary primary point of contact for issues relating to the Master Cooperative Agreements.
6. Independently develops and implements guidelines and policies as well as management controls for effective budget execution. Exercises primary oversight of program manager appointments and delegations of authority.
7. Performs other duties as assigned

## **FINANCIAL MANAGEMENT CERTIFICATION REQUIREMENTS:**

The certification will not be used as a mandatory requirement in DoD hiring systems. A member who is not certified may still qualify for a position that requires DoD financial management certification as a condition of employment. The most qualified individual will be selected for a position.

Members of the financial management workforce are required to participate in the Financial Management Certification Program; therefore, achieving certification is a condition of employment. Members of the financial management workforce must achieve the appropriate certification level for their positions within 2 years of notification of applicable certification requirements or the period of any extension.

The financial management certification program supports the professional development of the financial management workforce and provides a framework for a standard body of knowledge across all DoD financial business programs.

The financial management certification requirements will vary for positions dependent on the complexity and responsibility of the positions' financial management supervisory and non-supervisory business programs.

Financial management certification requirements are in the conditions of employment and notes in the position description.

Supervisors of financial management coded positions coordinate with the component administrator and component certification authority to determine financial management certification requirements of employees occupying financial management coded positions.

## **CONDITIONS OF EMPLOYMENT & NOTES:**

1. Must be able to obtain and maintain the appropriate security clearance

2. Incumbent will be required to complete training in fiscal disciplines; Fiscal Law, Resource Management Information Course (RMIC), Contracting Officer Representative (COR), Automated Fund Control Order System (AFCOS).

3. The certification will not be used as a mandatory requirement in DoD hiring systems. A member who is not certified may still qualify for a position that requires DoD financial management certification as a condition of employment. The most qualified individual will be selected for a position. Members of the financial management workforce are required to participate in the Financial Management Certification Program; therefore, achieving certification is a condition of employment. Members of the financial management workforce must achieve the appropriate certification level for their positions within 2 years of notification of applicable certification requirements or the period of any extension. The financial management certification requirements will vary for positions dependent on the complexity and responsibility of the positions' financial management supervisory and non-supervisory business programs.