



# District of Columbia National Guard

## Accelerated Hiring Announcement

### Title 5 Civilian

#### DC-AHA-AR-26-009



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION</b></p> <p>COL Robert Goodin  <a href="mailto:robert.j.goodin.mil@army.mil">robert.j.goodin.mil@army.mil</a></p>	<p><b>OPENING DATE:</b> 09 March 2026</p>	<p><b>CLOSING DATE:</b> 12 March 2026</p>
	<p><b>Position Title:</b> FINANCIAL MANAGEMENT ANALYST  <b>Title:</b> Title 5  <b>Grade:</b> GS-0501-09</p>	
	<p><b>AREA OF CONSIDERATION: GROUP I</b>  Current on board DCNG Title 32 and Title 5 Federal Employees only</p>	
<p><b>Position Location:</b>  USPFO  Joint Base Anacostia-Bolling</p>	<p><b>NOTE:</b> This position is subject to provisions of the DoD Priority Placement Program.</p>	
<p><b>INSTRUCTIONS FOR APPLYING:</b>  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>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.  <i>Note: starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length.</i></li> <li>Please submit completed packages to:  <b>Robert J. Goodin</b>  <a href="mailto:robert.j.goodin.mil@army.mil">robert.j.goodin.mil@army.mil</a></li> </ol>		
<p><b>GENERAL EXPERIENCE:</b>  In addition to OPM general experience, evaluate applicant's knowledge, skills, and abilities for:</p> <ul style="list-style-type: none"> <li>- Skill in collecting and analyzing data effectively, efficiently, and accurately;</li> <li>- Skill in applying procedures and directives by reading and interpreting program material;</li> <li>- Skill in presenting formal training presentations and briefings;</li> <li>- Ability to prepare reports and presentation formats.</li> </ul>		
<p><b>SPECIALIZED EXPERIENCE:</b>  All personnel must be certified at the next higher level before being eligible for that level. Experiences gained through military technical training schools are included in the one year on-the-job experience. Must have fundamental working experiences with a validated understanding of the basic principles and concepts of the occupational series and grade. The applicant's educational degree study program or military or civilian academic courses may substitute for some specialized experience.</p>		

**Announcement Number:** DC-AHA-AR-26-009

**Position:** FINANCIAL MANAGEMENT ANALYST

### **EDUCATION REQUIREMENTS:**

**Undergraduate Education:** Successful completion of a full 4-year course of study in *any field* leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements that specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a *particular field(s)*, or (2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

**Graduate Education:** Education at the graduate level in an accredited college or university in the amounts shown in the table meets the requirements for positions at GS-7 through GS-11. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

For certain positions covered by this standard, the work may be recognized as sufficiently technical or specialized that graduate study alone may not provide the knowledge and skills needed to perform the work. In such cases, agencies may use selective factors to screen out applicants without actual work experience.

### **SUPERIOR ACADEMIC ACHIEVEMENT:**

The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

**COMBINING EDUCATION AND EXPERIENCE:** Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used.)

### **DUTIES:**

1. The incumbent is responsible to have extensive knowledge of all pay operations that are handled by the Pay and Exam branch. The incumbent must be able to work independently to conduct comprehensive examinations/reviews of pay accounts for Soldiers, Civilians and Vendors. Examines, analyzes, and interprets finance and accounting data, records, and/or reports to determine conformance to federal appropriation law. Evaluates facts presented to ensure validity, accuracy, and completeness of claims for customers. Request additional information and/or documentation, as required in order to make determinations on a payment's status to ensure timely and accurate payment. A thorough knowledge of the DJMS, DCPS, GFEBs, WAWF, DTS, and CAPS systems are required to examine, review, research, and correct payment transactions for pay accounts not covered by standard rules and regulations. Verifies that substantiating documents are in proper order for authorized entitlements, support payments, to include command approval. Reviews and processes special pay actions or problem cases generated by computer processing problems. Uses system generated data to identify information in the system causing problems. Reviews substantiating and supporting pay authorization documents for propriety, authentication, and

accuracy for compliance with applicable regulations, policies, and precedents. Computes and corrects any pay irregularities or if action is to be returned to input source, provides specific guidance for corrective action. Maintains suspense on all actions returned and ensures all actions are processed within the specified time frame.

2. Resolves the most difficult pay problems including extensive research, review, and application of prior pay and tax laws, regulations, and entitlements. Applies GAO decisions, policies, and procedures. Determines eligibility of pay entitlements using current and superseded rules and regulations governing each type of pay. Computes payments using manual computations when required. Reviews pay accounts to settle the most problematic situations affecting entitlements and payments.

3. Apply pay and tax laws, regulations, directives, and policies to all cases. Based on the analysis of pay accounts prepare necessary documentation to pay or collect entitlements and adjust effected taxes. Examines records, original orders, and all substantiating documentation to determine whether pay entitlements and/or tax refunds exist and if credit and/or payment of pay and allowances are in accordance with prescribed administrative regulations and procedures. Responsible to assess travel settlements military permanent change of station (PCS) claims, to include possible dependent travel settlements, dislocation allowance entitlements, do-it-yourself moves (DITY) claims, and temporary duty travel (TDY) vouchers for wounded soldiers and their family members.

4. Must have the ability to effectively communicate with different levels within the State's command and with external agencies, to include Financial Services and National Guard Bureau.

5. Ensures work is processed in accordance with established guidelines, regulations, policies, and procedures. Reviews work within prescribed timeframes. Ensures workload is completed timely. Prepares and reviews various reports. Reviews for accuracy and timeliness on of all supported customers pay entitlements through appropriate DFAS Systems.

6. Responsible to assist in the training and development of the Financial Services Technicians assigned to the section. Required to have extensive knowledge coding in GFEB, CAPS-W, MYUNITPAY, JSS, DMO, DTS, and DCPS. Entrusted to act as the backup TASO and certifier in systems directed by the Supervisory Financial Technician.

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.