

COMPTROLLER CAREER PROGRAM DEVELOPMENTAL ASSIGNMENT

Special announcement for developmental assignment in the Comptroller Proponency Office, Office of Assistant Secretary of the Army, (Financial Management and Comptroller) (OASA (FM&C)).

POSITION: All Comptroller Civilian Career Program (CP 11) Series, GS 12/13/14 or NSPS equivalent. This position may be filled at the full performance level at any of the grade levels or in any CP 11 series. Applicants must indicate the grade (s) for which they are applying.

AREA OF CONSIDERATION: Department of Army employees in the following categories:

- On permanent appointment to the competitive service;
- Excepted service or nonappropriated fund employees, with personal competitive status.
- Eligible for competitive conversion or appointment to the competitive service (e.g., family members eligible under EO 12362 as amended);
- Currently registered or eligible to register in the Comptroller Civilian Career Program (CP 11)
- Employees must have a minimum of three years' specialized experience as defined for the Two-Grade Interval Administrative, Management, and Specialist Positions series in the Office of Personnel Management (OPM) Handbook X-118, Qualifications for Positions under the General Schedule. Selectee will be reassigned at present permanent grade level, i.e. GS-12, 13, or 14 or NSPS.

TOTAL NUMBER OF POSITIONS: Two **LENGTH OF PROGRAM:** 6 or 12 months

LOCATION OF ASSIGNMENT: Comptroller Proponency Office, SAFM-PO, Office of the Assistant Secretary of the Army, Financial Management and Comptroller (OASA (FM&C)). POC is DSN 225-7655, (703) 695-7655.

DESCRIPTION OF ASSIGNMENT/DUTIES: This assignment will be under the direct supervision of the Office Chief, SAFM-PO. Assignment may be extended for additional time by mutual agreement between the Office Chief and the parent organization. The office is responsible for career management, oversight of individuals assigned to the Comptroller Civilian Career Program (CP 11) and military Branch Code (BC) 36, Financial Management. Assignment will involve a variety of duties to broaden the selectee's perspective of Department of the Army career management issues. The selectee will work with members of the OASA (FM&C), Human Resource Command (HRC), HQDA staff, major command resource management staffs, and career program registrants.

ASSIGNMENT DUTIES: The selectee's duties will include but not be limited to administering, coordinating, reviewing, analyzing, evaluating, and recommending improvements to any of several Army civilian personnel management programs affecting the CP 11 community. Examples are Army Civilian Training, Education and Development System (ACTEDS) short-term training, career intern program and programs for mentorship, performance enhancing job experiences, human resource development, professional awards, and future initiatives.

SUPPLEMENTAL EXPERIENCE STATEMENT: On a separate sheet of paper to demonstrate how you meet each of the knowledge, skills, and ability (KSA) requirements described below. Failure to address each of them may result in removal of your application from further consideration.

1. Skill in interpersonal relations, in the context of effective "dealing with the public" regarding assigned programs.
2. Skill in written communication, e.g., writing reports, analyses, information papers and correspondence for senior officials.
3. Skill in oral communication, e.g., developing and giving presentations to senior officials on the results of assigned study efforts and in participating in meetings with senior officials.

Desirable:

- Experience in the utilization of program assessment methods.
- An understanding of the Army's organization, financial management structure and management practices.
- Ability to master complex tasks rapidly and accurately.
- Ability to be a self-starter, seek additional assignments, and demonstrate innovative problem-techniques.

CONDITIONS OF EMPLOYMENT: Candidates must currently possess or be able to obtain and maintain a SECRET security clearance. Unfavorable adjudicated clearance investigation may be grounds for removal from the assignment and/or the Federal service.

SALARY: Selectee's salary will be paid by the selectee's permanent employing organization. If the selectee is from outside the commuting area of the developmental assignment, the costs of travel and up to 100% of the maximum payable local per diem will be centrally funded, contingent on funding availability.

SELECTION PROCEDURES: Employees nominated under this announcement will be evaluated from information provided on experience (including job-related outside activities), education, training, motivation, awards, and statements submitted addressing the above KSAs. Performance ratings will be considered at time of selection.

WHAT TO SUBMIT:

1. CP 11 Resume Form
2. One-page statement of interest & motivation for the assignment.
2. SF 50 showing current status, grade, and salary.
3. Signed confirmation of SECRET security clearance.
4. Three most recent annual performance ratings (DA Form 7222 or other)

EQUAL EMPLOYMENT OPPORTUNITY: All eligible candidates will receive consideration for the developmental assignment without regard to race, religion, color, national origin, age, sex, disability, political affiliation, or any other non-merit factor.