

**COMPTROLLER CAREER PROGRAM DEVELOPMENTAL ASSIGNMENT**

Special announcement for developmental assignment in the Resource Management Directorate, Programs and Operations Branch.

**POSITION:** All Comptroller Civilian Career Program (CP 11) Series, BUDGET ANALYST, GS-0560-11

**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
- Currently registered or eligible to register in the Comptroller Civilian Career Program (CP 11)
- Selectee will be reassigned at present permanent grade level, GS-11.

**TOTAL NUMBER OF POSITIONS:** ONE  
MONTHS

**LENGTH OF PROGRAM:** 6

**LOCATION OF ASSIGNMENT:** U.S. ARMY WHITE SANDS MISSILE RANGE, NEW MEXICO 88002, RESOURCE MANAGEMENT DIRECTORATE, (TEDT-WS-RM), PROGRAMS AND OPERATIONS BRANCH (TEDT-WS-RM-BP) (575-678-4345)

**DESCRIPTION OF ASSIGNMENT/DUTIES:**

This assignment will be under the direct supervision of the Programs & Operations Branch Chief. This position is responsible for a critical Test Mission Directorate budget. The duties are extensive and demanding and cannot be absorbed by other analysts. They include formulation, forecasting, and execution of a multi-million dollar highly complex budget. The Budget Division is currently understaffed by three individuals and has filled three recent vacancies with junior untrained personnel. Non-fill of this position could result in failure to identify budget issues which could seriously impact the entire WSMR program. Knowledge of and skill in applying analytical methods and techniques is required to develop, evaluate, identify, and resolve budget issues.

**ASSIGNMENT DUTIES:** As a Budget Analyst within the Programs and Operations Branch, you will be responsible for managing multiple Test Center budgets. Accounts encompass several different appropriations (e.g., O&M Army, RDTE, Procurement, FMS and private industry, etc.). You will monitor and evaluate execution for assigned programs to ensure funds are executed in accordance with approved operating budgets and other financial requirements. You will ensure that objective determinations are made concerning total program progress, efficiency, and resource management effectiveness. You will develop strategy and documentation for

presenting the WSTC's programs to the WSMR leadership and to higher headquarters. You will analyze and interpret financial trends in resource utilization in comparison to program year funds available. You will review, analyze, and consolidate budget submissions.

**SUPPLEMENTAL EXPERIENCE STATEMENT OF APPLICANT:** Use a separate sheet of paper to demonstrate how you meet each of the knowledges, skills, and ability (KSA) requirements described below.

**Required:**

1. Skill and understanding of analytical techniques.
2. Knowledge of the PPBE process. To include knowledge and understanding of budget and programming functions, interrelated activities, and statutory and regulatory requirements.
3. Ability to be a self-starter and independent worker.

**Desired:**

1. Understanding of Army missions, functions and organizations.
2. Ability to readily use computer applications including Word and Excel.
3. Ability to collect, analyze and interpret resource management data.

**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.

**SELECTION PROCEDURES:** Employees nominated under this announcement will be evaluated from information provided on experience (including job-related outside activities), education, training, motivation, and awards. 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.