

# FINANCIAL MANAGEMENT ANALYS

DEPARTMENT OF THE NAVY

Bureau of Naval Personnel

## Summary

You will serve as a FINANCIAL MANAGEMENT ANALYS at PERS WASHINGTON.

GS-12 Pay Table = \$86,962 to \$110,148

GS-13 Pay Table = \$103,409 to \$130,988

## Overview

Accepting applications

### Open & closing dates

 04/09/2024 to 04/15/2024

### Salary

\$86,962 - \$134,435 per year

### Pay scale & grade

GS 12 - 13

### Location

3 vacancies in the following location:

 **Naval Air Station Pensacola, FL**

### Remote job

No

### Telework eligible

Yes—as determined by the agency policy.

### Travel Required

25% or less - You may be expected to travel for this position.

### Relocation expenses reimbursed

No

### Appointment type

Permanent -

## Work schedule

Full-time -

## Service

Competitive

## Promotion potential

13

## Job family (Series)

[0501 Financial Administration And Program](#)

## Supervisory status

No

## Security clearance

[Secret](#)

## Drug test

No

## Position sensitivity and risk

[Noncritical-Sensitive \(NCS\)/Moderate Risk](#)

## Trust determination process

[Suitability/Fitness](#)

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## Announcement number

ST-12372375-24-JDW

## Control number

785679200

# This job is open to



### [Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



### [Internal to an agency](#)

Current federal employees of this agency.



### [Land & base management](#)

Certain current or former term or temporary federal employees of a land or base management agency.



### [Military spouses](#)



### [Special authorities](#)

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.



## Clarification from the agency

Current DoD employees, Former federal employees DoD Military Spouse Preference (MSP) eligible, 30% and VEOA eligible, current or former time-limited employees that occupied a position located at a Defense Industrial Base Facility (DIBF) or Major Range and Test Facilities Base (MRTFB)

## Duties

- You will analyze and determine the programmatic impacts associated with Congressional, OSD, and Navy issues/marks as well as the impacts associated new or revised financial regulations policies, and practices.
- You will monitor and analyze program financial requirements and the associated execution and providing input to the Comptroller, BSO and FMB on the prioritization of resources.
- You will formulate budget estimates to support plans, programs, and activities through the future years defense program (FYDP).
- You will review and evaluate resource requests from program managers including analyzing civilian personnel (CIVPERS) requirements and advising leadership on solutions to emergent program requirements that exceed existing resources.
- You will assess, compile and analyze historical statistical and narrative data relating to budgetary planning to determine the impact of higher-level decisions and possible Budget Line-Item impact.
- You will provide advice, assistance, and guidance on budgeting and related information and conducts analyses, reviews, and special studies of budgets and/or related information to Budget Submitting Office (BSO) activities.

## Requirements

### Conditions of Employment

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit [e-verify.gov](https://e-verify.gov)
- Generally, current federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. Time-in-grade requirements must be met by the closing date of this announcement.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service.
- You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.
- This is a Financial Management Level II certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. You must achieve this level within prescribed timelines. Certification requirements are in DoD Instruction 1300.26
- This position may require travel from normal duty station to CONUS and OCONUS and may include remote or isolated sites. You must be able to travel on military and commercial aircraft for extended periods of time.

- You will be required to complete training, obtain, and maintain a government credit card for travel and travel-related purchases.

## Qualifications

### For GS-13

Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-12 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: 1) Formulating budget estimates to support plans, programs, and activities through the Future Years Defense Program (FYDP), presenting and defending budget estimates from the Comptroller and/or Budget Submitting Office (BSO) to Office of Budget (FMB), reviewing and evaluating resource requests from program managers including analyzing civilian personnel (CIVPERS) requirements, and advising leadership on solutions to emergent program requirements that exceed existing resources. 2) Analyzing and determining the programmatic impacts associated with Congressional, Office of the Secretary of Defense (OSD), and Navy issues/marks as well as the impacts associated with new or revised financial regulations policies, and practices. 3) Monitoring and analyzing program financial requirements and the associated execution and providing input to the Comptroller, Budget Submitting Office (BSO) and Office of Budget (FMB) on the prioritization of resources. 4) Reviewing and analyzing budget submissions, ensuring information reflects the actual organizational financial structures and preparing reports to document findings and recommendations.

### For GS-12

Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-11 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: (1) Utilizing budgetary policies, precedents, procedures, and regulations. (2) Utilizing financial management system (e.g., funds management system, Enterprise Resource Planning [ERP] system, or similar system) to prepare financial management, accounting, or budgetary information. (3) Developing alternative solutions to resolve conflicts in achieving budget problem goals and objectives. and (4) Assisting program managers and staff officials in interpreting the impact of and planning for financial/budgetary and program changes.

Additional qualification information can be found from the following Office of Personnel Management web site:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (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.

## Education

This job does not have an education qualification requirement.

## Additional information

This position is covered by the Department of Defense Priority Placement Program.

Additional vacancies may be filled by this announcement.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

Federal annuitant information: The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at:

<http://www.secnave.navy.mil/donhr/Documents/CivilianJobs/FedCivAnnuitants.pdf>

PPP applicants will be placed at the FPL, if determined Well Qualified (WQ). To receive priority consideration, the FPL must be the same grade level or equivalent of the retained grade or the grade held immediately prior to separation.

ICTAP Applicants: To be considered well-qualified and exercise selection priority as an ICTAP candidate, displaced Federal employees must satisfy all qualification requirements for the position and receive a rating in the highly qualified category (score 85) or higher. ICTAP candidates must provide copies of all of the following documentation at the time of application: 1) agency notice; 2) most recent performance appraisal; and 3) most recent SF-50 or notification of personnel action that includes position, grade level, and duty location. Applicants who do not provide this documentation will not receive consideration as an ICTAP candidate. For more information about ICTAP eligibility please review the following link: <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/career-transition/>

Military Spouse Preference applicants will be placed at the highest grade for which they have applied and are determined Best Qualified (BQ). A BQ military spouse possesses knowledge, skills, abilities, and competencies comparable to others who meet the competitive referral criteria for the specific position.

Vacancies filled from this announcement may be filled at any grade level listed.

If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

## Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](#)

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[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the Occupational Questionnaire, along with your supporting documentation to determine your ability to demonstrate the following

competencies:

- COMPUTER LITERACY
- CUSTOMER SERVICE
- FINANCIAL MANAGEMENT ANALYSIS
- FINANCIAL MANAGEMENT SYSTEMS
- FINANCIAL REPORTING
- WRITTEN COMMUNICATION

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

If after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

All eligibility, qualifications, and time-in-grade requirements must be met by the closing date of this announcement.

## Required Documents

**You are required to provide documentation that supports the eligibility and qualification claims made in your resume and assessment questionnaire.** You must submit the applicable documents listed here and those listed with the eligibilities you select in the announcement questionnaire with your application package. Applicants who do not provide supporting documentation that fully support their claims will not be referred to the hiring manager. Cover letter is optional.

**A complete resume is required.** Your resume must show relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Mo/Yr), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience. TIP: A good way to ensure you include all essential information is to use the Resume Builder in USAJOBS to create your resume.

**Are you applying for a promotion?** For GS positions, to be considered for promotion, you must provide SF-50(s) that shows you held the next lower GS grade for at least one year. SF-50s that have an effective date within the past year (e.g., General Adjustment SF-50 from this year or Within Rate/Grade Increases (WRI/WGI) SF-50 within a year) do not clearly show that you meet the one-year time-in-grade requirement. That means if you submit an SF-50 dated within the last year, you must submit another SF-50 that is dated more than one year ago to clearly demonstrate you meet the time-in-grade requirements. If you are a DoD employee, you can obtain a copy of your SF- 50(s) from [MyBiz](#).

**Are you claiming membership in any professional organizations, or possession of a license, certificate or credentials?** Check the **Conditions of Employment** section above to see if any are required. If you claim membership, license, certification, or credentials, you must submit a copy of said document in your application package.

**Are you a veteran claiming 5-point veterans' preference or claiming sole survivorship preference?** You must submit a copy of your latest DD-214 Certificate of Release or Discharge from Active Duty (any copy that shows all dates of service, as well as character of service [Honorable, General, etc.] is acceptable) OR a VA letter that shows dates of service or service connected disability AND

character of service. If you have more than one DD-214 for multiple periods of active duty service, submit a copy for each period of service. If you were issued a DD-215 to amend aforementioned information on the DD-214 you must submit that too. If you are not sure of your preference eligibility, visit the Department of Labor's website: [Veterans' Preference Advisor](#)

### **Are you a disabled veteran or claiming 10-point veterans' preference?**

If you are eligible to claim 10 point veterans preference you must submit a DD-214 Certificate of Release or Discharge from Active Duty as described above for 5-point preference.

You must also provide the applicable supporting documentation of your disability (e.g. disability letter from the VA) as described on Standard Form-15 (SF-15). [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)

**Are you an active duty service member?** Active Duty Service Members are required to submit a statement of service printed on command letterhead and signed by the command. The statement of service must provide the branch of service, rate/rank, all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.).

Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents contain personal information such as SSN and DOB and some documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove said personal information before you submit your application. You must provide an un-sanitized version of the documents if you are selected.

## **How to Apply**

Click the Apply Online button to create an account or log in to your existing USAJOBS account.

To apply for this position, you must provide a complete Application Package which includes:

1. Complete resume with relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume, but it is acceptable to provide elsewhere in your application package: employer's name, starting and end dates (Mo/Yr), hours per week, and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience. TIP: A good way to ensure you include all essential information is to use the Resume Builder in USAJOBS to create your resume.

2. Complete assessment questionnaire. For a quick preview of the assessment questionnaire click here:

<https://apply.usastaffing.gov/ViewQuestionnaire/12372375>

3. Supporting documentation

Failure to submit a complete application package will result in an ineligible rating and loss of consideration.

Your complete application (resume, assessment questionnaire, and all supporting documents) must be received by 11:59 pm Eastern Standard Time (EST) on 04/15/2024. Applications received after 04/15/2024 will generally result in an ineligible rating and loss of consideration. If more than one resume is received, only the last resume received and processed will be reviewed.

**Note:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account:

<https://mydon.usajobs.gov/Account/Login>

select Application Status, and click on the more information link under the application status for this position. Your uploaded documents may take several hours to clear the virus scan process so please plan appropriately.



You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

Do not email or send hard copy resumes/applications to the Contact Information or Agency Information listed in this vacancy announcement. All resumes/applications received at the addresses listed in the Contact Information or Agency Information will be destroyed and will not be considered for this vacancy announcement.

It is the applicant's responsibility to verify that all information in their resume and documents are legible and accurate. HR will not modify answers/documents submitted by an applicant.

## Agency contact information

### Department of Navy EIC

#### Email

[doneic@us.navy.mil](mailto:doneic@us.navy.mil)

#### Address

PERS WASHINGTON  
701 South Courthouse Road  
Arlington, VA 22204  
US

[Learn more about this agency.](#)

## Next steps

When the application process is complete, your complete application (resume, assessment questionnaire, and all supporting documents) will be reviewed to determine if you meet the hiring eligibility and qualification requirements for which you requested consideration. You will be rated based on the information provided in your resume and responses to the questionnaire, along with your supporting documentation to determine your level of knowledge, skill, and ability related to the job requirements.

Generally, only best qualified candidates will be referred to the hiring manager. Sometimes well qualified and minimally qualified candidates are referred. Occasionally, candidates eligible for priority consideration are referred, and no other candidates are referred.

The hiring manager may choose to conduct interviews.

You will be notified of our rating and referral decision. If you are referred, you will be notified when a hiring decision is made.

NOTE: If you have any questions or need assistance, please email the DON Employment Information Center at [DONEIC@us.navy.mil](mailto:DONEIC@us.navy.mil)

## Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)



