

## Job Announcement Number

NE-12370022-AF-24-041

# Overview

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<b>Job Title</b> BUDGET OFFICER	<b>Department</b> Department of the Air Force
<b>Agency</b> Air National Guard Units	<b>Hiring Organization</b> N/A
<b>Open &amp; Closing Dates</b> 04/01/2024 to 05/31/2024	<b>Application Count</b> N/A
<b>Salary</b> \$86,962.00 to \$113,047.00 Per Year	<b>Pay Scale &amp; Grade</b> GS-12
<b>Locations</b> Lincoln, Nebraska	<b>Remote Job</b> No
<b>Telework Eligible</b> Yes - as determined by the agency policy.	<b>Travel Required</b> Occasional travel - You may be expected to travel for this position.
<b>Relocation Expenses Reimbursed</b> No	<b>Appointment Type</b> Temporary; INDEF
<b>Work Schedule</b> Full-time	<b>Service</b> Excepted
<b>Promotion Potential</b> None	<b>Job Family (Series)</b> 0560 - Budget Analysis
<b>Supervisory Status</b> No	<b>Security Clearance</b> Secret
<b>Drug Test</b> No	<b>Position Sensitivity And Risk</b> Noncritical-Sensitive (NCS)/Moderate Risk
<b>Trust Determination Process</b> Credentialing, Suitability/Fitness	

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# Summary

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## Summary

This National Guard position is for a BUDGET OFFICER, Position Description Number D1678000 and is part of 155 CPTF, Nebraska Air National Guard.

**THE MAN YEAR FOR THIS POSITION IS OBLIGATED TO A TECHNICIAN ON MILITARY DUTY. SSELECTEE MAY BE CONVERTED TO PERMANENT APPOINTMENT IF THE INCUMBENT DOES NOT REQUEST REEMPLOYMENT. INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE AND WILL LAST MORE THAN ONE YEAR BUT NO MORE THAN SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT.**

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# Learn More About This Agency

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## Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

## Marketing Link

<http://ne.ng.mil/Pages/Home.aspx>

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# This Job Is Open To

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## Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

## Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2 and 3 applicants

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# Videos

## Marketing Video Link 1

N/A

## Marketing Video Link 2

N/A

# Duties

## Duties

As a BUDGET OFFICER, GS-0560-12, duties include:

(1) Operates the Resource Management System, a network of commanders, resource advisors, cost center managers, and technical advisors aligned to the Wing/GSU organizational structure and oriented towards the management of appropriated funds and workdays for the accomplishment of unit missions. Provides resource managers with necessary guidance, information, knowledge, and training to accomplish mission goals and objectives. Designs presentation materials for, chairs, conducts, and documents the quarterly meetings of the Financial Working Group (FWG). Designs materials for, briefs, and documents the quarterly Financial Management Board (FMB). Designs, develops, conducts, and documents resource management training for all personnel responsible for the management and expenditure of appropriated funds and workdays. Training includes initial review or continuation training of resource management processes, procedures, and requirements. Maintains the training records for all resource managers. Ensures that continuity documentation maintained by organizational resource managers is complete, up-to-date, and relevant.

(2) Serves as the principal author for local resource management policy development and publication. Interprets guidelines issued by the Office of Management and Budget (OMB), Congress, the Department of Defense (DoD), the United States Air Forces and Joint Services, the National Guard Bureau (NGB), and NGB/FMA and issues supplementary authoritative budget guidance. Ensures compatibility with financial goals and objectives issued by higher authority. Reviews, consolidates, approves, modifies, or disapproves budgetary data and reports submitted for consistency with goals, objectives, reasonableness, and accuracy. Presents budgetary briefings with supporting statistical data to senior leadership who use the data to defend budget and manpower requirements and as a basis for making military decisions. Presents the command's financial position and defends budget requirements to visitors and budget examiners. Develops data required for examining various options or scenarios related to budgetary issues that may adversely affect the organization. Develops and presents data in professional and readily usable form via electronic or hardcopy presentation.

(3) Serves as the principal budgetary advisor to senior leadership and top management personnel in maintaining balance, efficiency, and economy of operations to accomplish programmed objectives. Exercises technical authority and discretion in distributing appropriated funds and workdays, approving or disapproving expenditures, validating or invalidating unfunded requirements submissions, and determining the required degree of funds control measures based on interpretations of fiscal law, the ANG Financial Guidance, generally accepted accounting principles, and locally developed resource management policy. Exercises judgment and provides advice to commanders and resource advisors to ensure efficient, economical, and balanced use of funds. Provides executive direction based on program review and analyses of budgetary operations. Participates with senior leadership in policy development and program planning for Air National Guard, USAF, and Joint activities, including the recommendation of reprogramming actions to ensure the adequacy of funds for such missions and a balance between aviation and support activities.

(4) Performs other duties as assigned.

# Requirements

## Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.

Males born after 31 December 1959 must be registered for Selective Service.

Obtain/maintain the level of security clearance/background check required.

May be required to successfully complete a probationary period.

Direct Deposit is mandatory.

Individuals with military incentive bonuses may be subject to recoupment.

## Qualifications

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

**FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA AIR NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-1172.**

**OPEN AREAS OF CONSIDERATION:** AREA 1, 2, and 3

**DEFINITION OF AREA(S) OF CONSIDERATION:**

**AREA 1:** Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.

**AREA 2:** All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

**AREA 3:** Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

**AREA 4:** All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

**MILITARY REQUIREMENTS: Compatible military grade and assignment required prior to the effective date of placement.** This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Air National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

**Military Grades: Maximum: O4; Minimum: O1;** Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

**Note: Open for COMMISSIONING OPPORTUNITY:** Start date of appointment would be contingent upon graduating from AMS. Must be able to complete the Academy of Military Science before 35th birthday (possibility of an age waiver, up to age 40). Must be a college graduate with a minimum of a Bachelor's Degree from an accredited School. Transcript must show a minimum of 24 Semester hours in economics, accounting, finance, management and statistics (at least 6 hours in accounting). No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. Never received non judicial punishment under the Uniform Code of Military Justice (UCMJ) or convicted by military courts-martial for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132. AFQT scores must meet minimum verbal score of 15 and minimum quantitative score of 10. Submit current scores, but a new test may be required prior to being offered the position. Must submit copies of college transcript awarding bachelor's degree.

**(IF SELECTED AS A COMMISSIONING OPPORTUNITY APPLICANT WILL APPOINTED AS A GS-11 IN PD D1698000 BUDGET ANALYST UNTIL COMMISSIONED.)**

**(MSgt Kyle Eddy is the recruiting POC for any commissioning or accession questions related to joining the NEANG - kyle.eddy@us.af.mil or 402-309-1173)**

**Military Compatibility: Compatibility will be followed in accordance with 32 USC 709(b) and 10 USC 10216** Compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

**Security Clearance/Background Check requirements:** In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

**Nebraska National Guard Information Security Specialist - jason.l.shroeder4.civ@mail.mil; 402-309-1129.**

**GENERAL EXPERIENCE:** 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.

**SPECIALIZED EXPERIENCE:** 1-year specialized experience, education, or training equivalent to at least the next lower grade level. Must have experience, education, or training that provided in-depth knowledge of financial principles and procedures. Candidate must have a comprehensive understanding of the principles and concepts of the National Guard financial budget business program requirements. A candidate must have expanded experiences and training that demonstrates the abilities to lead, follow directions, read, retain, and understand a variety of instructions, regulations, policies, and procedures. Some positions at this grade level require at least 12 months of broadening finance, accounting, or audit program experiences in leading, planning and scheduling program work in a manner that promotes an even flow and distribution of assigning work requirements. Experiences may include training and guiding employees on finance programs and assigning tasks. Experience in structuring assignments that created effective and efficient procedures with measured and improved task processes.

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## SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT.

### Education

**Substitution of Education for Specialized Experience.** To qualify for GS-0560 dual status technician positions on the basis of 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. Technician applicants, who completed the Army or the Air Force Financial Technical School course and were awarded the applicable and compatible military skills, are considered minimally qualified for the GS-07 or GS-09 entry-level position.

### AS A GENERAL RULE, ONE QUARTER COLLEGE CREDIT HOUR EQUALS .67 SEMESTER COLLEGE CREDIT HOUR.

For example, to compute the number of semester hours an applicant earned, after he/she successfully completed 36 quarter credits in accounting discipline courses by:

1. Use the data point of .67 to compute Quarter Hours into Semester Hours:

36 Quarter Hours X .67 Semester Hour = 24 Semester Hours.

**OR**

2. May compute the number of semester hours an applicant has earned, after he/she successfully completed 36 quarter credits in accounting discipline courses: 36 Quarter Hours /1.5 = 24 Semester Hours.

**Hint:** Whether you are converting Semester Hours into Quarter Hours; or, Quarter Hours into Semester Hours, the applicable computation data points are correct.

### Additional Information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

### CONDITIONS OF EMPLOYMENT & NOTES:

This is a Financial Management Level Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599d. Incumbent shall comply with the requirements of this certification program.

Certification Level 2: THIS IS A FINANCIAL MANAGEMENT Level 2 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d. Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action.

### Benefits Link

<https://www.abc.army.mil/>

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## How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Budget Execution, Concepts, Policies, and Principles of Budget, and Customer Service

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12370022>

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## Required Documents

### Required Documents

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

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. College Transcripts showing undergraduate degree from an accredited college/university. The degree must be in finance; or, in a related field such as, business administration, business management or public administration that included - or - was supplemented by 24 semester hours in accounting. The 24 hours may include up to six hours of credit in business law.

**3. Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50

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## How To Apply

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### How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

## Agency Contact Information

### Questions About This job

Jon Sronce  
Phone: 402-309-8173  
Email: [jon.c.sronce.civ@army.mil](mailto:jon.c.sronce.civ@army.mil)

### Agency Information

NE 155 CPR FT  
2420 W Butler Ave  
Lincoln, NE 68524

## Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants

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## Release URL

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Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/784408900>