

Program Analyst

DEPARTMENT OF THE ARMY

U.S. Army Intelligence and Security Command

INSCOM, Acofs, Resource Mgmt, Program & Budget Division, Budget Execution Team

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Summary

About the Position: This position is in the Defense Civilian Intelligence Personnel System (DCIPS). Employees occupying DCIPS positions are in the Excepted Service and must adhere to U.S. Code, Title 10, as well as [Department of Defense Instruction 1400.25](#). This position is located with the US Army Intelligence & Security Command, Acofs, Resource Mgmt, Program & Budget Division, Budget Execution Team at Fort Belvoir / Fairfax / Virginia

ST-IC-W00YAA US ARMY INTELLIGENCE AND SECURITY CMD.

[Learn more about this agency](#)

Overview

 [Help](#)

Accepting applications

Open & closing dates

 04/26/2024 to 05/09/2024

Salary

\$117,962 - \$153,354 per year

Pay scale & grade

Location

1 vacancy in the following location:

 **Fort Belvoir, VA**

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

25% or less - Must perform temporary duty (TDY) travel approximately 25% of the time

Relocation expenses reimbursed

Yes—You may qualify for reimbursement of relocation expenses in accordance with agency policy.

Appointment type

Permanent -

Work schedule

Full-time -

Service

Excepted

Promotion potential

None

Job family (Series)

[0343 Management And Program Analysis](#)

Supervisory status

No

Security clearance

[Sensitive Compartmented Information](#)

Drug test

Yes

Position sensitivity and risk

Trust determination process

[National security](#)

Announcement number

WTST2498959447788

Control number

788440100

This job is open to

[? Help](#)



[Federal employees - Competitive service](#)

Current or former competitive service federal employees.



[Federal employees - Excepted service](#)

Current excepted service federal employees.



[The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.



[Veterans](#)

Clarification from the agency

See "Who May Apply" in the "Qualifications" section for more information on who is eligible to apply for this position.

Duties

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- Advises Major Command Staff Elements and Major Subordinate Commands on its implementation of program and dollar guidance received from Department of Defense and HQDA, as well as other National intelligence agencies.
- Analyzes input received from Staff Elements and MSCs and develops, coordinates prioritization, monitors, and defends INSCOM's major resource programs submitted to the DCI, OSD, HQDA, Congress, and OMB.
- Analyzes budget estimates and supporting data and provides recommendations to assure compliance with regulatory and legal limitations and restrictions within the resource programs.

- Provides assistance to assigned MSCs and serves as the central point of contact between INSCOM and HQDA, DoD, and other National Agencies on resource management issues.
- Determines availability of funds and distributes funds to ensure maximum utilization throughout the fiscal year as directed.

Requirements

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Conditions of Employment

- Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.
- Two year trial/probationary period may be required.
- In accordance with Change 3 to AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, individual must successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter.
- All INSCOM employees may be subject to extended TDY or worldwide deployments during crisis situations to perform mission essential functions as determined by management.
- Must be able to obtain and maintain a Top-Secret security clearance based on a T5 (or equivalent level) investigation with eligibility for sensitive compartmented information (SCI).
- Temporary Duty (TDY) Travel may be required 25% or less of the time.
- 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. (See additional Information)

Qualifications

Who May Apply:

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected. See [Proof of Eligibility](#) for an extensive list of document requirements for all employment authorities.

- 10-Point Other Veterans' Rating
- 30 Percent or More Disabled Veterans
- 5-Point Veterans' Preference
- Current Army Defense Civilian Intelligence Personnel System (DCIPS) Employee

- Current Department of Army Civilian Employees
- Current Department of Defense (DOD) Civilian Employee (non-Army)
- Current DoD Defense Civilian Intelligence Personnel System (DCIPS) Employee (non-Army)
- Defense Civilian Intelligence Personnel System (DCIPS) Interchange Agreement
- Disabled Veteran w/ a Service-Connected Disability, More than 10%, Less than 30%
- Non-Department of Defense (DoD) Transfer
- Prior Federal Service Employee
- Priority Placement Program, DoD Military Reserve (MR) and National Guard (NG) Technician Eligible
- Priority Placement Program, DoD MR and NG Preference Eligible Tech Receiving Disability Retirement
- Priority Placement Program, DoD Retained Grade Preference Eligible
- United States Citizen Applying to a DCIPS Position

Army DCIPS positions apply Veteran's Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures provided in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement.

In order to qualify, you must meet the requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student).

To qualify based on your experience, your resume must describe at least one year of experience which prepared you to do the work in this job.

Specialized experience is defined as: Experience developing budget to justify resource programs, such as Program Objective Memorandum and Intelligence Program Budget Submission.

This definition of specialized experience is typical of work performed at the next lower grade/level position in the Federal service (GG/GS-12).

You will be evaluated on the basis of your level of competency in the following areas:

- Budget Administration
- Manages Resources

- Technical Competence

Education

This job does not have an education qualification requirement.

Additional information

[Read more](#)

Benefits

How You Will Be Evaluated

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

Once the announcement has closed, a review of [your application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine whether you meet the qualification requirements listed on this announcement. If you are minimally qualified, your resume and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

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.

Benefits

Required Documents

Required Documents

WARNING: DO NOT INCLUDE CLASSIFIED INFORMATION IN YOUR APPLICATION PACKET!

Application packages that contain Classified information **WILL NOT** receive consideration for this position. Should you submit a resume or any other document as part of your application package and it is confirmed that any of the information is Classified, in addition to being found ineligible for consideration for this position, your Security Office will be notified to determine if any further action is warranted.

The documents you are required to submit vary based on the authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc). Please review the following links to see which documents you need to provide to prove your eligibility to apply: [Applicant Checklist for Internal/Merit Promotion Announcements](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

1. Your resume:

- Your resume may be submitted in any format and must support the specialized experience described in this announcement.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as incomplete and you may not receive consideration for this position.
- For additional information see: [What to include in your resume](#).

2. Other supporting documents:

- Cover Letter, optional
- Most recent Performance Appraisal, if applicable
- **Proof of Eligibility to Apply:** Your application must include the documents which **prove you are eligible to apply** for the vacancy. The [Proof of Eligibility](#) document describes authorities commonly used in merit promotion recruitment and what document(s) are required to prove you meet the requirements of the authority. You must meet the requirements of at least one of the authorities listed in the **Who May Apply** section above to receive further consideration.

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

How to Apply

[? Help](#)

[Read more](#)

Agency contact information

 Army Applicant Help Desk

Email

USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@ARMY.MIL

Website

https://portal.chra.army.mil/hr_public?id=app_inq

Address

ST-IC-W00YAA US ARMY INTELLIGENCE AND SECURITY CMD
DO NOT MAIL
Fort Huachuca, AZ 85613
US

[Learn more about this agency.](#)

Next steps

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

Fair & Transparent

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

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

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)

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[Special-Sensitive \(SS\)/High Risk](#)

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[National security](#)

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