



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



November 21, 2006

Memorandum

To: Maureen Kinley, Executive Director  
Self-Governance Communication and Education  
Tribal Consortium

From: Ken Reinfeld, Acting Director  
Office of Self-Governance

Please post the attached Job Announcement Number MM125273 for a Financial Management Specialist GS-501-13/14 on the tribalsegov web site. The job announcement can be also accessed online using the following address:

<http://jobsearch.usajobs.opm.gov/getjob.asp?JobID=50422432>

The job announcement is for a Financial Management Specialist in the U.S. Department of the Interior; Office of the Secretary; Assistant Secretary - Indian Affairs; Deputy Assistant Secretary - Policy and Economic Development; Office of Self-Governance.

Salary Range: \$77,353 to \$118,828 per year.

Series and Grade: GS-0501-13/14.

Promotion Potential: 14

Open Period: Friday, November 17, 2006 to Monday, December 11, 2006

Position Information: Full Time Career/Career Conditional


Duty Location: 1 Vacancy - Washington, D.C.

Thanks for your prompt attention to this request.

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Department: Department Of The Interior  
Agency: Office of the Secretary of the Interior  
Job Announcement Number:  
OS-MZ-07-MM125273

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### FINANCIAL MANAGEMENT SPECIALIST GS-501-13/14

**SALARY RANGE:** 77,353.00 - 118,828.00 USD per year  
**OPEN PERIOD:** Friday, November 17, 2006 to Monday, December 11, 2006

**SERIES & GRADE:** GS-0501-13/14  
**POSITION INFORMATION:** Full Time Career/Career Conditional

**PROMOTION POTENTIAL:** 14  
**DUTY LOCATIONS:** 1 vacancy - Washington, DC

**WHO MAY BE CONSIDERED:**  
U.S. Citizens and Status Candidates

**JOB SUMMARY:**  
*Love your country? We, at the Department of Interior (DOI), do too! The DOI is devoted to protecting and preserving the resources of this great nation, including National Parks and Landmarks, natural resources, and the well-being of communities, including those of Native American, Alaska Natives and affiliated Islanders. We are seeking individuals who share a passion for our country's most valuable resources.*

The Office of the Secretary is announcing a prime opportunity in its Washington, DC offices for an experienced financial specialist. A significant task of the Financial Management Specialist will be the management of self-governance allotment and tribal allocation plans for each Departmental bureau, and supervising fund control at the allotment, obligation, and disbursement levels.

If selected, you will hold a key position to maintain the financial integrity in the allotment and distribution of all funds appropriated and transferred to self-governance tribes nationwide. If you have a strong background in financial management, good working knowledge of the federal budget execution process, and the drive to succeed in a challenging position, then please consider this rewarding opportunity.

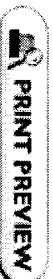
This position is located in the U.S. Department of the Interior; Office of the Secretary; Assistant Secretary- Indian Affairs; Deputy Assistant Secretary- Policy and Economic Development; Office of Self Governance in Washington, DC.

**Note: relocation expenses will not be paid.**

**KEY REQUIREMENTS:**

- U.S. Citizenship

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## FINANCIAL MANAGEMENT SPECIALIST GS-501-13/14

**Additional Duty Location Info:** 1 vacancy - Washington, DC

### MAJOR DUTIES:

The major duties of the Financial Management Specialist include (but are not limited to):


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- Serve as the chief financial management specialist and advisor to the Director, Office of Self-Governance and is responsible for the financial integrity of each self-governance funding agreement by ensuring that negotiated amounts comply with the President's budget.
- Oversee the consolidation of final self-governance funding agreements for presentation to the Director and to the Deputy Assistant Secretary – Policy and Economic Development.
- Supervise all budget execution and formulation activities, accounting and report processing to ensure compliance with tribal funding agreements and federal laws, regulations and guidelines.
- Conduct frequent inspections and reconciliations of the total allotments approved against obligations and disbursements in tribal accounts performed by the financial staff to ensure financial integrity.
- Serve as the principal financial liaison to program managers on funding under their control and work with them in resolving issues or problems encountered.
- Manage the preparation of tribal budget estimates and justifications for inclusion within the appropriate bureau's budget formulation process.

- Manage and review reports prepared by staff on tribal obligations and disbursements as well as any reports required by the respective bureau, Department, Office of Management and Budget, Treasury, or Congress.
- Design user training, user manuals and other instructional guidance on the use of financial processes and automated systems for tribal and federal staff.

The above duties are for the GS-14 grade level. If hired at the GS-13 grade level, you will be expected to gradually assume assignments that are more complex and will work with less independence than you would if hired at the GS-14 grade level.

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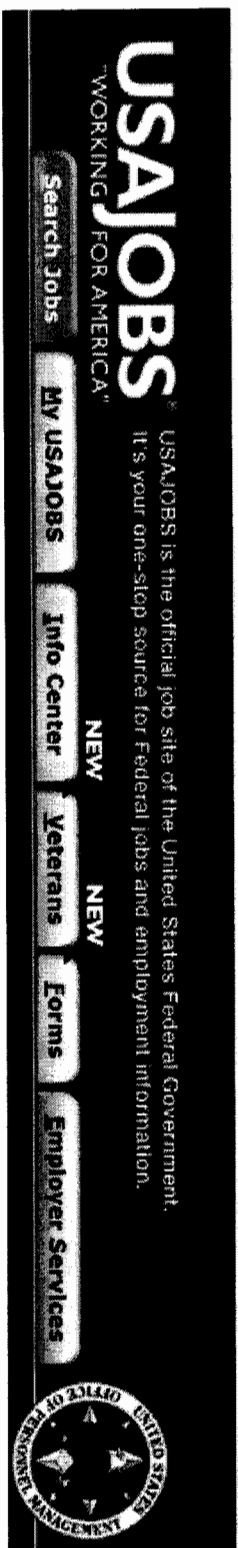
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**FINANCIAL MANAGEMENT SPECIALIST GS-501-13/14**

**QUALIFICATIONS REQUIRED:**

**GS-13**

To qualify at the GS-13 grade level you must have at least one full year of specialized experience equivalent to the GS-12 grade level. This specialized experience should be related to financial management and include experience with the federal budget execution process; review of precedents, controls and/or guidelines applicable to budget execution and formulation; and, review of appropriations laws and regulations related to fund control.

**GS-14**

To qualify at the GS-14 grade level you must have at least one full year of specialized experience equivalent to the GS-13 grade level. This specialized experience should be related to financial management and include experience with the federal budget execution process; review of precedents, controls and/or guidelines applicable to budget execution and formulation; review of appropriations laws and regulations related to fund control; and service in a leadership role for special projects, tasks, and assignments related to financial management.

## REQUIREMENTS

You must meet all qualification requirements outlined within this vacancy announcement by the closing date. In addition, Merit Promotion candidates must meet Time-in-Grade requirements by the closing date.

If you are using current or previous federal employment experience to qualify you must provide documentation that demonstrates you have a fully successful performance appraisal or higher on your most recent appraisal before you may be brought on board.

## CONDITIONS OF EMPLOYMENT

**A preliminary background check must be completed before a new employee can begin work with the U.S. Department of the Interior.** The preliminary background check consists of a search of Office of Personnel Management and Department of Defense background investigation files and an FBI National Criminal History Fingerprint Check; it may take up to 3 weeks to complete. If selected for this position, you will be extended a **tentative** offer of employment pending a satisfactory background check. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Bureau Security Office.

**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.

If selected for this vacancy, you may be required to file the OGE Form 450 (Financial Disclosure Statement) prior to your appointment to this position. For additional information regarding this requirement and the form, please visit [http://www.usoge.gov/pages/forms\\_pubs\\_otherdocs/forms\\_pubs\\_other.html](http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other.html)

## HOW YOU WILL BE EVALUATED:

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## EVALUATIONS

A review of your application package will be made following the closing date of this vacancy announcement to determine whether you meet the minimum qualifications for this position. Qualified candidates will be assigned a score between 70 and 100 depending on their possession of the knowledge, skills, and abilities required for the vacancy. In most instances, only the three highest scoring candidates will be referred for further consideration; however, additional candidates may be referred under merit promotion procedures.

All qualified candidates who are eligible for a special appointing authority, such as VRA, 30% Disabled Veterans' Appointment, Schedule A, etc., will be referred regardless of their score.

**VETERANS' PREFERENCE:** Certain veterans may be eligible to receive preference for this position or to apply under a non-competitive appointing authority. To read more about veterans' preference or special appointing authorities for veterans, please click on the link at the bottom of this announcement (located below the control number).

**CTAP/ICTAP PREFERENCE:** If you are a displaced Federal employee who is eligible for the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP), you may apply for special selection over other candidates for this position. *Please see the Frequently Asked Questions section for more information.*

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## FINANCIAL MANAGEMENT SPECIALIST GS-501-13/14

### BENEFITS:

*The Federal Government offers a number of exceptional benefits that are unmatched by most other organizations. As a Federal employee, you will be eligible for health benefits from your choice of a wide variety of providers, long-term care insurance, generous sick and annual leave accruals with 10 paid holidays, a family-friendly work environment, flexible spending options, and a comprehensive retirement plan unparalleled by most private-industry organizations.*

This link provides and overview of the benefits currently offered to Federal employees.  
<http://www.usajobs.opm.gov/ei61.asp>

### OTHER INFORMATION:

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## FREQUENTLY ASKED QUESTIONS

***Why does the online questionnaire ask me how I would like to be considered? What does this mean?***

There are a number of ways you may be appointed to a Federal position. Typically, candidates who are entering Federal service for the first time from the private sector will need to apply through the **competitive examining process**, in which you are rated and ranked against all other

applicants for the vacancy. Certain veterans may be eligible for preference under this authority.

There are currently two special appointing authorities for veterans: **the 30% disabled veterans' special appointment and the veterans' recruitment appointment (VRA)**. If you are applying under these authorities, you do not undergo the rating and ranking process and are automatically referred providing you meet the minimum qualifications for the job. **ELIGIBILITY REQUIREMENTS:** The disabled veterans' special appointment is open only for those veterans with a 30% disability or greater. A VRA appointment is available for veterans who meet any one of the following criteria: disabled veterans at any percentage, veterans who have served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized, veterans who have received an Armed Forces Services Medal, or veterans who have separated from active duty within the last three years. VRA appointments are applicable for GS-1 to 11 positions only, and you will not have this option for this vacancy.

Certain candidates may be eligible for non-competitive appointment under a **special appointing authority**, such as appointment under a schedule A disability, postal service, Peace Corps, etc. These candidates are not rated or ranked and are automatically referred providing they meet the minimum qualifications for the job.

Candidates who are currently or have previously held a position in the competitive service may be eligible under **merit promotion procedures**. If you are a current Federal employee and do NOT apply under the merit promotion process, you may be required to serve a new probationary period if selected.

***What are the advantages of applying non-competitively?***

Candidates who are eligible for a non-competitive appointment are not required to "compete" against other candidates for this vacancy. This means that, providing you meet the minimum qualifications for this position, you will be referred for further consideration regardless of your overall rating. Although they are not required to hire you for the position, the chances of having your resume seen by the hiring official are increased.

***What documentation should I submit if I am applying under merit promotion procedures?***

If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit an **SF-50 "Notification of Personnel Action"** that reflects career or career-conditional tenure **AND** your **most recent Performance Appraisal**. Be sure that your SF-50 displays your tenure code (box 24), position occupied code (box 34), and

your current pay plan and grade (boxes 16 and 18). If you are currently serving in (or have ever held in the past) a position with a full performance level of GS-14 or higher, you will need to submit an SF-50 verifying that full performance level.

***What information should I submit to apply for a 30% disabled veterans' appointment or for veterans' preference?***

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference or a 30% disabled veteran appointment, you must attach an SF-15 ("Application for 10-Point Veterans' Preference") plus the proof required by that form. Veterans' preference will NOT be awarded if proper documentation is missing.

Additional information on veterans' preference can be found here:

<http://www.opm.gov/veterans/html/vetguide.asp>

***What information must I submit to verify my eligibility for appointment under a Special Appointing Authority?***

You must submit any documentation that has been provided to you as proof of your eligibility. For questions about which documentation is required for a specific authority, please contact the human resources office at the number listed on this announcement.

***How can I apply for priority consideration under CTAP/ICTAP regulations?***

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 90 or above on the rating criteria for this position. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

For more information about Transition Assistance Programs, please visit OPM's website at:

[http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp](http://www.opm.gov/rif/employee_guides/career_transition.asp)

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## **FINANCIAL MANAGEMENT SPECIALIST GS-501-13/14**

### **HOW TO APPLY:**

Please read all of the instructions below before completing the occupational questionnaire.

**1. Prepare a resume and save it as a file on your computer (Step 1b below) OR you may use a resume saved in the *USAJobs Resume Builder* (Step 1a below).**

**1a)** If your resume is going to come **from** the USAJOBS Resume Builder, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your resume will be attached only to the Occupational Questionnaire you complete and Submit **from this session**, not to any Questionnaires you may already have saved or submitted. **IMPORTANT:** Simply saving a resume in your USAJOBS account does NOT link it to this job application – you must follow these instructions for it to be received. An agency HR representative will not have access to your USAJOBS account to view your resume unless it is linked.

**1b)** If you already have a resume saved as a file on your computer, then you may proceed directly to the Occupational Questionnaire at this link:

**Link to the Occupational Questionnaire: [Online Questionnaire](#)**

If you used the Resume Builder in Step 1a, it is not necessary to return to this link. You will be led directly to the Online Questionnaire after completing your work in the Resume Builder.

*Note for ALL resumes: If you do not include employment dates accompanied by the duties you performed while serving in each specific position you may not receive credit for this experience; if you have previous federal employment experience and you do not also include the grades you held while serving in each specific experience you may not receive credit for this experience. Failure to comply may prevent you from qualifying for this position.*

*Please ensure that your resume also contains the basic information outlined under the Applying for a Federal Job link: <http://www.opm.gov/forms/pdfimage/of0510.pdf>*

*Additional Note: In order to keep a record of your responses to the occupational questionnaire, we recommend that you print each page of your responses before advancing to the next screen. You will not be able to return to this questionnaire once it is submitted.*

**2. After you have completed the Occupational Questionnaire, you must click both Finish and Submit.** Your Occupational Questionnaire is *not* processed – and your resume is *not* attached – until you click the Submit button, even if USAJOBS says it sent your resume.

You will receive an email notification when your questionnaire is submitted properly.

If you *Submit* more than one Qualifications Questionnaire for this position, the most recent Questionnaire *Submitted* will be the one that is used. Therefore, it is important for you to complete it in its entirety.

**3. You will be prompted to upload your resume and any other supporting documents you have saved on your computer (such as SF-50's, transcripts, veterans' preference documents, Schedule A documents, etc.).** If you do not have your supporting documents available electronically, you may fax them separately by following the directions below; however, you are encouraged to submit your documents by uploading them, as this is the fastest way for us to receive your information. Please follow the means of submission listed; documents received by email to the help desk contact address listed will NOT be attached to your application.

**4. Be sure to submit all other required documents (see the "Required Documents" section below).**

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**TO SAVE AND RETURN LATER TO A QUESTIONNAIRE OR UPLOAD ADDITIONAL DOCUMENTS AFTER APPLYING:**

- If you want to save an incomplete Occupational Questionnaire and return later, select the "Save" button at the top or bottom of each of the application pages and click the "Logout" button.
- If you have saved an incomplete Occupational Questionnaire you may finish it by clicking: <https://www.hr-services.org/USASOnlineApp/USASOnlineApp.aspx> . Enter your Social Security Number and Last Name and click "Login."
- To upload additional documents after you have already applied, click: <https://www.hr-services.org/USASOnlineApp/USASOnlineApp.aspx> . Enter your Social Security Number and Last Name and click "Login." Click on Vacancy ID MM125273. You will be taken to the upload page where you may add your additional documents.

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**HOW TO PROPERLY FAX YOUR DOCUMENTS:**

1. Complete the following fax cover page (the Vacancy Identification Number is MM125273): <http://staffing.opm.gov/pdf/usascover.pdf> (if you do not use this cover page, your documents will not be received)
2. Fax your completed cover page and documents to **478-757-3144**

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**TO VERIFY RECEIPT OF YOUR FAXED AND/OR UPLOADED DOCUMENTS:**

1. Click on the following link and enter your Social Security Number and Last Name: <https://www.hr-services.org/USASOnlineApp/USASOnlineApp.aspx>
2. Select Vacancy Identification Number MM125273
3. You will see a list of all uploaded and faxed documents that we have received from you for this position. Please allow at least two business days for your faxed documents to appear. If they have not appeared after two business days, you may need to resubmit them.

**REQUIRED DOCUMENTS:**

**In addition to your resume and questionnaire, the following documents are required for this position:**

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1. **SF-50(s) and recent performance appraisal (for current or former Government**

2. Veterans' preference documentation (if applicable)
3. Special Appointing Authority documentation, including for 30% Disabled Veterans' and Schedule A appointments (if applicable)

**For more information about which documents you should submit for Merit Promotion, Veterans' Preference, or Special Appointing Authorities, visit the "Frequently Asked Questions" section under the "Benefits and Other Information" tab.**

NOTE: If you do not have Internet access, or require assistance with the application process, you must speak to the point of contact listed on this announcement PRIOR TO THE CLOSING DATE for assistance. If you are disabled and need a reasonable accommodation for any part of the application and hiring process, please notify the contact person. This decision will be made on a case-by-case basis.

**ALL DOCUMENTS MUST BE RECEIVED BY MIDNIGHT ET ON THE CLOSING DATE OF THIS ANNOUNCEMENT (Monday, December 11, 2006).**

If you need further assistance, **after reading entirely through the How to Apply section**, please contact us prior to the close date of this announcement.

For questions on using the USAJobs website, please use the FAQs and Help buttons at the top of this screen. Most common questions can be answered within this site. **Do not send supporting documents to this address.**

For vacancy-specific questions, your contact is:

Human Resources  
(703)787-1446  
Human.Resources@mms.gov

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**WHAT TO EXPECT NEXT:**

All applicants for this position will be notified of their status either by letter or e-mail. Please be patient, however, as this process typically takes two to four weeks from the closing date of the announcement.

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