



## **Budget Analyst (560) – Full Performance (GG-11/GG-12/GG-13)**

Are you a financial mastermind? Are you a business, finance or accounting major looking for an exciting challenge? Does analyzing, formulating and defending multi-year budgets for reconnaissance satellite systems to ensure the safety and security of the United States interest you? Does a career with an “out of this world” mission sound fascinating?

If so, the National Reconnaissance Office (NRO) is looking for you!

Currently, the NRO Cadre is looking for Budget Analysts.

Major responsibilities and duties include:

- Prepare multi-year program estimates; perform financial analysis, cost accounting, financial management and government program accounting.
- Perform work in all phases of budget administration, including formulation of budget and cost estimates to support plans, programs and activities; presenting and defending budget estimates
- Perform budgetary, finance and accounting, management analysis of expenditures to ensure propriety and compliance with applicable directives; help develop final budget and program products for moderately complex projects
- Advise Contracting Officer Technical Representatives (COTRs), the Budget Director and Program Manager in making sound budgetary decisions

Don't forget to check out our [excellent benefits](#)!

You must be a U.S. Citizen to apply. This position requires that you obtain and maintain a TS/SCI security clearance. You will also be subject to pre-employment and periodic drug testing and polygraph examinations.

### **Qualification Requirements**

Applicant must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities, and competencies necessary for immediate success in the position.

If qualifying based on education, please submit copies of your transcripts.

#### **Full Performance (GG-11 to GG-13)**

2019 Salary range for Washington DC Area: \$69,581 – \$128,920

A PhD in a related occupation is qualifying for the GG-11 level. If qualifying based on education, please submit a copy of your transcripts.

Or you may qualify based on experience.

Qualifying experience may have been acquired in any public or private sector job, but will clearly

demonstrate past experience in the application of the particular competencies/knowledge, skills and abilities necessary to successfully perform the duties of the position. Examples of qualifying experience are: Applying detailed, intensive knowledge of the policies, precedents, goals, objectives, regulations, and guidelines of a functional area such as financial oversight, budget formulation, and/or budget execution sufficient to: analyze and evaluate continual changes in program plans and funding and their effect on financial and budget program milestones; and analyze financial and budgetary relationships to develop recommendations for financial and/or budgetary actions under uncertainty due to short and rapidly changing program and financial/budgetary deadlines and objectives; gaps and conflicts in program and financial/budgetary information; lack of predictive data; conflicting program and financial/budgetary objectives; and/or changing guidelines for the work.

## **Directions for Applying:**

### **Please read and follow these directions carefully.**

Send an email to [NRO-Cadre-Jobs@nro.mil](mailto:NRO-Cadre-Jobs@nro.mil). As the subject of the email, list “Application for Budget Analyst, Full Performance.” Please note that an application through this email address is separate from an application to any specific position posted on USAJobs.gov. If you would like to be considered for a specific position posted on USAJobs.gov, you must also apply to that job posting.

Within this email, please include the following items at a minimum:

- 1) The position and work level you are applying for: Budget Analyst, Full Performance
- 2) If you are a current Federal employee, please specify your current GG grade and step. If you are not a current Federal employee, please note the GG grade and step you are targeting, if applicable.
- 3) How you heard about the NRO and this position
- 4) Attach your resume that clearly demonstrates that you meet the Qualification Requirements listed above
- 5) Attach your transcripts if you are qualifying based on education (first block out all sensitive personally identifiable information, such as your birth date, social security number, etc. before sending these documents)

\*\*\*Please do **NOT** include SF-50s or any other documents that include your birthdate, social security number, or other sensitive, personally identifiable information (PII).\*\*\* Should we need this information in the future, we will request it then.

### **DCIPS Coverage**

These positions are a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 USC 1601.

## **Additional Information About Working for NRO Cadre**

**Basic Eligibility** for a position with NRO:

- U.S. Citizenship is required
- You must be able to obtain and maintain a TS/SCI security clearance
- You will be subject to pre-employment and periodic drug testing
- You will be subject to pre-employment and periodic polygraph examinations

**Hiring Incentives**

The NRO may offer hiring incentives and other entitlements at management's discretion.

**Trial Period**

All new DCIPS employees will be required to serve a 2-year trial period.

**Veterans' Preference**

DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 USC, in accordance with the procedures provided in DoD Instruction 1400.25, Vol 2005, DCIPS Employment and Placement. If you are a veteran claiming veterans' preference, as defined by section 2108 of Title 5 USC, you must submit documents verifying your eligibility with your application package.

**Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

**Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.