

PUBLIC NOTICE FOR POSITIONS BEING FILLED UNDER DIRECT HIRE AUTHORITY (DHA) FOR CERTAIN PERSONNEL OF THE DEPARTMENT OF DEFENSE WORKFORCE

Program Analyst (Financial), GS-0343-07

Join Team PEO STRI where our Motto is: We Work For Our Soldiers – It's The Best Job We've Ever Had!

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Program Executive Office Simulation, Training and Instrumentation (PEO STRI) is a Department of the Army organization with a mission to rapidly develop, deliver and sustain training, testing and information operations capabilities to enhance readiness across the operational spectrum.

PEO STRI's diverse and highly qualified workforce of more than 1,000 military, civilian and contracted personnel work closely with its industry, academia, other military services and government partners to ensure, through continued modernization efforts, Soldiers have the high-fidelity, realistic training capabilities and testing products needed so they remain second to none on the battlefield.

To learn more about PEO STRI, please visit us at <https://www.peostri.army.mil/>

Duty Location: Orlando, Florida

Opening and Closing Dates: 12:00 AM August 30th through 11:59 PM September 19th 2021.

Series/Grade: GS-0343-07 with full performance at GS-0343-12

Salary Range: Initial starting salary will be set at the GS-0343-07 Step 01 level: \$43,683 (which includes locality pay).

GS-0343-07 Step 01: \$43,683

GS-0343-09 Step 01: \$53,433

GS-0343-11 Step 01: \$64,649

GS-0343-12 Step 01: \$77,488

Progression from GS-0343-07 Step 01 to GS-0343-09 Step 01 may occur after 52 weeks and satisfactory performance.

Progression from GS-0343-09 Step 01 to GS-0343-11 Step 01 may occur after 52 weeks and satisfactory performance.

Progression from GS-0343-011 Step 01 to GS-0343-12 Step 01 may occur after 52 weeks and satisfactory performance.

The program offers a 3-year formal training plan with yearly salary increases. Promotions and salary increases are based upon your successful performance and supervisory approval. This is your opportunity to begin a successful civilian career with the United States Army. All training must be completed and regulatory requirements met prior to promotion.

Work Schedule: Full-Time

Appointment Type: Term

Who May Apply: All United States Citizens. Multiple positions MAY be filled using this announcement.

Qualification Requirements: Basic and Minimum qualifications as stated below must be met by September 30th 2021.

Basic Qualification for All Grades: Completion of Bachelor's degree (or higher degree) from an accredited educational institution **OR** specialized work experience.

In addition to the above Basic Qualification, you must also meet the minimum qualification below.

Minimum Qualification for GS-07: Must meet one of the following:

Qualifications

You may qualify if you meet one of the following:

A. I have completed a 4 year course of study leading to a Bachelor's degree from an accredited institution AND have documented Superior Academic Achievement (SAA) at the undergraduate level as follows: 1) Class standing-upper third of the graduating class based on completed courses in the college, university, or major subdivision; 2) Grade Point Average- 2.95 or higher out of a possible 4.0 as recorded on my official transcript or as computed based on 4 years of education or as computed based on courses completed during the final 2 years of my curriculum; OR 3.45 or higher out of a possible 4.0 based on the average of the required courses completed in my major field or the required courses in my major field completed during the final 2 years of my curriculum; 3) Election to membership in a national scholastic honor society (Note: freshman honor society cannot be used to meet the requirements of this position). Submit a copy of your transcript and documented proof of GPA, class standing or honor society membership.

B. I have one full year (18 semester hours or equivalent) of graduate level study, or possess a master's or higher degree, e.g., LL.B, J.D., LL.M., Ph.D., in a field that provided the knowledge, skills, and abilities necessary to do the work. Such fields include finance, business administration and mathematics.
(SUBMIT COPY OF TRANSCRIPT)

C. I have at least one year (12 months) specialized work experience that involves **responsibility in the private sector/pay systems that has equipped you with the particular competencies to successfully perform as a Program Analyst. Examples of such experience include: (1)** Providing advice and guidance to project managers, staff, and clients concerning work assignments, clerical, and administrative matters. **(2)** Creating spreadsheets and reports using Excel and Microsoft Word. **(3)** Assist higher-graded

employees with developing, updating, and correcting agency's policies and directives **(4)** Reviews reports for accuracy, and takes necessary actions to correct errors. **NOTE: This experience must be demonstrated on your resume/supporting documents.** This experience is equivalent to at least the GS-07 level in the Federal service, which could have been obtained in the private or public sectors including military training.

D. I have less than the full amount of graduate education described in "B" and less than the amount of experience described in "C," but I have a combination of the type of education described in "B" and the type of experience described in "C." To compute, first determine your graduate education as a percentage of the education required in "B"; then determine your total qualifying experience as a percentage of the experience required in "C". Add the two percentages. The total percentage must equal to at least 100%. (SUBMIT COPY OF TRANSCRIPT)

*****NOTE***** Experience refers to paid and unpaid experience, including volunteer work done through National Service Programs (i.e., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student and social). Volunteer work helps build critical competencies, knowledge and skills that can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

To view qualifying educational requirements and/or combination of education and specialized experience, click on the following link: [http:// www.opm.gov/qualifications/standards/indexes/numndx.asp](http://www.opm.gov/qualifications/standards/indexes/numndx.asp)

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:

1. Knowledge of basic principles, concepts, and practices of financial concepts.
2. Skill in applying basic principles, concepts, and practices of the occupation sufficient to perform entry-level assignments in financial management.
3. Skill in communicating factual and procedural information clearly, orally and in writing.
4. Ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions.
5. Ability to plan and organize work, and consult effectively with co-workers.

FEDERAL TIME-IN-GRADE (TIG) Requirement for General Schedule (GS) Positions: Applicants must have served at least 52 weeks at the GS-05 or higher grade (or equivalent in an alternate pay system) within the Federal Civil Service to be considered for referral. The purpose of TIG restrictions is to prevent excessively rapid promotions in competitive service GS positions and to protect competitive principles.

PART-TIME OR UNPAID EXPERIENCE: Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

VOLUNTEER WORK EXPERIENCE: Refers to paid and unpaid experience, including volunteer work done through National Service Programs (i.e., Peace Corps, AmeriCorps) and other organizations (e.g.,

professional; philanthropic; religious; spiritual; community; student and social). Volunteer work helps build critical competencies, knowledge and skills that can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

These positions are being filled under the Direct Hire Authority for Certain Personnel of the Department of Defense. The Secretary of the Defense has delegated authority to appoint qualified candidates to certain positions in the competitive service in the Department of Defense; positions are located Air Force-Wide. Positions are filled as permanent with a full-time work schedule. Pay may vary by geographic location.

Education:

IF USING EDUCATION TO QUALIFY you must have completed a 4 year course of study leading to a bachelor's from an accredited institution AND must have documented Superior Academic Achievement (SAA) at the undergraduate level in one of the following:

- a) Class Standing - upper third of the graduating class based on completed courses in the college, university, or major subdivision;
- b) Grade Point Average - 2.95 or higher out of a possible 4.0 as recorded on your official transcript or as computed based on 4 years of education or as computed based on courses completed during the final 2 years of curriculum; OR 3.45 or higher out of a possible 4.0 based on the average of the required courses completed in your major field or the required courses in your major field completed during the final 2 years of your curriculum. If more than 10 percent of total undergraduate credit hours are non-graded, i.e. pass/fail, CLEP, CCAF, DANTEs, military credit, etc., you cannot qualify based on GPA;
- c) Election to membership in a national scholastic honor society (note: freshman honor society cannot be used to meet the requirements of this position). (If qualifying based on class standing or honor society membership, provide appropriate documentation).

Additionally, you **MUST** provide transcripts to support your educational claims. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education.

PLEASE SUBMIT COPIES OF ALL TRANSCRIPTS TO INCLUDE TRANSFERRED HOURS - OFFICIAL COPIES ARE NOT REQUIRED AT TIME OF APPLICATION. IF SELECTED, YOU WILL BE REQUIRED TO PROVIDE OFFICIAL COPIES OF ALL TRANSCRIPTS. ***NOTE*** Degree Audits are not accepted.

Additional Education Information:

You **MUST** provide transcripts or other documentation to support your educational claims by the closing date of this announcement. Unofficial transcripts are acceptable at time of application.

Graduate Education: One academic year of graduate education is considered to be the number of credits hours that your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: [Foreign Education](#)

Additional information:

- This position does not meet criteria for appointment of Reemployed Annuitants. The DoD criteria for hiring Reemployed Annuitants can be found at: <http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/1400.25-V300.pdf>
- **Tour of Duty:** Flexible
- **FLSA:** Non-Exempt
- **Bargaining Unit:** No
- Selectee will be required to serve a trial/probationary period.
- Recruitment/Relocation/Retention Incentive **are not** authorized.

The position of Program Analyst (Finance) is a PEO STRI Apprentice Program opening. PEO STRI uses the Direct Hire Authority to recruit and attract exceptional individuals into the Federal Workforce. Prior to appointment, all candidates will be required to sign a PEO STRI Apprentice Program Conditions of Employment Agreement.

NOTE: During the PEO STRI Apprentice Program, participants will receive specialized formal classroom training, computer-based training, and on-the-job (OJT) training. The training development program will consist of the following:

1. Report initially to the PEO STRI Acquisition Academy for Apprentice Program training.
2. Travel TDY (Temporary Duty Travel) for one week to attend PEO STRI Site visit in Fort Stewart, GA. Dates to be determined due to COVID restrictions.
3. Report to your selected Program Manager for on-the-job (OJT) and developmental training.
4. Return during the three year developmental training to the Acquisition Academy, or other location for assessment/various functional specific training.

Responsibilities/Duties:

- The primary purpose of this position is to serve in the PEO STRI Program Analyst (Finance) Career Field Apprentice Program. This is a developmental position requiring the performance of assignments that are designed to further develop applicable analytical and evaluative skills and techniques.

- Completes classroom and on-the-job training to acquire, exercise, and maintain knowledge of the duties inherent in the performance of Program Analyst duties.
- Receives on the job training to familiarize with the organization mission, objectives, and operations of the program area and work assignments. Gradually increases knowledge, skills and abilities by assisting higher graded Program Analyst perform duties that are progressively more difficult. Completes training assignments according to instructions and using various guidelines such as local and higher level regulations, manuals, directives and policies covering various program areas. The supervisor or a higher graded employee provides guidance when the instructions or guidelines are not applicable to the work.
- Performs analytical and evaluative tasks related to less complex phases of planning, management, budget and acquisition planning, procurement, and funding programs. Incumbent researches, compiles, and analyzes and evaluates program data to identify existing or potential problems and trends. Analyzes program progress and achievements and informs the supervisor of any deficiencies. Prepares reports on program/budget progress and uses established and accepted practices to suggest modifications to program goals, objectives, and milestones.
- The employee applies a knowledge of administrative practices and procedures to prepare routine correspondences, work methods and procedures, and task distribution. Assists with the preparation of reports on program/budget progress and recommends changes to established and accepted practices concerning the modification of program goals, objectives, and milestones. Reviews all documents prior to submission for accuracy.
- In a developmental capacity, all PEO STRI Program Analyst Apprentices will engage in multifunctional teams to perform advanced predictive analysis, develop or assist in the development and communication of program analysis findings and recommendations.
- In a developmental capacity, all PEO STRI Program Analyst Apprentices will engage in integrated project teams to provide technical consultation to stakeholders, customers, all team members.
- In a developmental capacity, attends meetings and professional conferences and exchanges information with other Program Analysts to keep abreast of the latest finance developments within defense acquisition.
- Utilizes effective written and oral communication skills in the performance of Program Analyst duties.

Conditions of Employment:

1. Ability to obtain and maintain a Secret Security clearance.
2. Travel up to 10% may be required.
3. This position will require the incumbent to sign a Financial Disclosure Statement, OGE-450 upon entry and annually thereafter.
4. Will be required to serve a 2-year probationary period.
5. This is an Army Acquisition, Logistics and Technology Workforce position. Selectee must meet the positions requirements for certification at Level II within 24 months of entrance on duty (EOD).
6. This is a Financial Management Level II Certified position. Selectee must meet the position

requirements for DoD Financial Management Level II certification within 24 months of entrance on duty (EOD).

7. Position is subject to Administrative Careers with America (ACWA) Assessment as a validated alternative assessment instrument.

How to Apply:

- To apply via email, send resume and transcripts via email to usarmy.orlando.peo-stri.mbx.stri-application@mail.mil.
- Please ensure your email has the following subject line: Last Name, First Name, Middle Initial, Program Analysis (Finance), DHA for Certain Personnel of the DOD Workforce.
- Please provide your current resume.
- Please provide a copy of your transcript. The transcript must include your name, institution name, conferred/completed date of applicable degree (unofficial copies are acceptable). If graduating in the Winter of 2022, include date of expected graduation.
- Applications will only be considered if received between 12:00 AM August 30th through 11:59 PM September 19th 2021.

Application packages that do not contain resume and transcripts and/or are submitted past the response period will not be considered.

Next steps:

Once your application is reviewed you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility and qualifications for the position. After the evaluation is complete, you will receive another notification regarding the status of your application. NOTE: Notices of Results (NORs) will **not** be sent to applicants under this authority.

Fair & Transparent

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

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.

Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).