

**IRO Announcement
(Internal Reassignment Opportunity)**

Position Title: Deputy Director, Revolving Funds, ES-0560, Tier 1, (\$158,541 – \$183,300)

Agency: Office of the Under Secretary of Defense (Comptroller)

Location: Pentagon, Arlington, Virginia (Relocation may be authorized)

Who May Apply: Open ONLY to members of the Senior Executive Service within the Department of Defense

DUTIES: The incumbent serves as the Deputy Director for Revolving Funds with responsibility of all budgetary aspects of Working Capital Fund reimbursable activities related to the Military Departments, the Defense-Wide Working Capital Fund activities, and other Defense revolving funds. The incumbent serves as the technical lead for the operating budgets of the Defense Working Capital fund and other Revolving Funds.

- Reviews and analyzes extremely complex and variable revolving fund programs and applies comprehensive knowledge of budget policy and procedures so that the individual programs may be evaluated in relation to the overall Defense funding constraints for the optimal use of Defense resources.
- Evaluates requirements of programs based on strategic military plans and applies judgment as to the level of equipping, stock levels, production lead times, attrition rates, availability of associated equipment of personnel, production capabilities, degree of modernization or modification, extent of reserve, current and future pricing, etc., and reasonable provision for contingencies.
- Develops and applies data analytical tools (including statistical analyses, etc.) in an attempt to master a large volume of facts relating to each program and to interpret trends and conditions in the operating programs for numerous inter-correlated related sources with no possibility of guidance from objective sources.
- Analyzes and evaluates budget estimates (including supplemental and budget amendments) and budget execution programs, including the conduct of such investigations and hearings as may be necessary to determine the relevance, importance, and necessity of various program funding proposals, and prepares written recommendations for presentations to the Comptroller and Secretary of Defense.
- Participates with the senior staff of the Under Secretary of Defense (Personnel and Readiness), the Under Secretary of Defense (Policy), the Under Secretary of Defense (Acquisition and Sustainment), the Under Secretary of Defense (Intelligence and Security), and the Under Secretary of Defense (Research and Engineering) of the DoD in the technical and financial evaluation of operating programs including budget formulation and budget execution.

MANDATORY TECHNICAL QUALIFICATIONS

MUST SUBMIT NARRATIVE RESPONSE TO THE TECHNICAL QUALIFICATIONS. YOU MUST ADDRESS EACH TECHNICAL QUALIFICATION SEPARATELY. PLEASE LIMIT YOUR WRITTEN STATEMENTS TO NO MORE THAN TWO PAGES PER TECHNICAL QUALIFICATION.

1. Demonstrated knowledge and experience in the technical and financial evaluation of defense programs in all phases of the budget process including budget formulation, budget execution, and the reprogramming of appropriated funds. Ability to analyze Working Capital Fund or Revolving Fund program/budget estimates and program execution results to ensure requirements and goals are being accomplished.
2. Demonstrated skill in applying comprehensive knowledge of budget policy and procedures while reviewing and analyzing complex and variable military or other large scale programs. Demonstrated experience in representing and defending the programmatic and budgetary interests of an organization with programs having nationwide scope or impact to the Office of Management and Budget and relevant congressional/legislative committees.

3. Demonstrated ability to analyze and understand complex financial management issues, recommend practical solutions, and communicate effectively yet succinctly, both orally and in writing, on matters concerning technical and financial performance of major programs.

ADDITIONAL REQUIREMENTS:

The executive must be able to obtain and maintain a Top Secret/SCI security clearance.

Financial Management Certification:

As a condition of employment, the selectee must be able to obtain and maintain a Level 3 Financial Management (FM) Certification. The FM Certification Program is a course- and experience-based program consisting of three certification levels. Level 3 certification must normally be completed within two years of the selectee's employment start date.

HOW TO APPLY:

If you are interested in this position, applicants are required to submit an electronic resume (a biography is not sufficient) to whs.pentagon.hrd.mbx.semo-job-application-assistant@mail.mil and Valerie.D.Hopkins.civ@mail.mil.

Questions regarding this position should be directed to Valerie.D.Hopkins.civ@mail.mil.

Applications must be received by 11:59 p.m. on March 29, 2021.