

Hi Charlie!

Your students interested working in the government accounting, budget or finance areas should be going on USAjobs.com regularly ( I have several positions that will be posted this coming month) – once the formal budget analyst announcement is posted – I will share the exact link. But is should be up there end of this week –early next week. It will only be posted for 10 days – I will keep you posted.

**Lynn Marie Heathcoat, MHA**

**Chief Financial Officer**

**Tennessee Valley Health System**

**(615) 225-4520 - Office**

**(615) 2254521 - Fax**

**Job Title:**Budget Analyst (Recent Graduates Program)

**Department:**Department Of Veterans Affairs

**Agency:**Veterans Affairs, Veterans Health Administration

**Job Announcement Number:**VHA-626-13-895537-ESE

**SALARY RANGE:** \$38,790.00 to \$74,628.00 / Per Year

**OPEN PERIOD:**

**SERIES & GRADE:** GS-0560-07

**POSITION** Full Time - Recent Graduates

**INFORMATION:**

**PROMOTION POTENTIAL:**

11

**DUTY LOCATIONS:** 1 vacancy in the following location:  
Murfreesboro, TN United States

**WHO MAY APPLY:** Individuals who have obtained a qualifying degree or certificate within the previous 2 years or as described under "Job Summary - Eligibility Requirements

**JOB SUMMARY:**

Vacancy Identification Number (VIN) 895537

**OUR MISSION:** To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

**PLEASE READ THIS ANNOUNCEMENT CAREFULLY AND IN ITS ENTIRETY TO ENSURE THAT ALL REQUIRED DOCUMENTS ARE SUBMITTED WITH YOUR APPLICATION PACKAGE.**

**\*\*\* Please Note: This announcement will close on midnight, central time, of the first day that 75 applications are received or the closing date of this announcement (whichever occurs first).**

**YOU CAN MAKE A DIFFERENCE**

**Special Employment Consideration:** VA encourages persons with disabilities to apply.

**EQUAL EMPLOYMENT OPPORTUNITY:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization or other non-merit factors.

PLEASE READ THIS ANNOUNCEMENT CAREFULLY AND IN ITS ENTIRETY TO ENSURE THAT ALL REQUIRED DOCUMENTS ARE SUBMITTED WITH YOUR APPLICATION PACKAGE. FAILURE TO SUBMIT A COMPLETE APPLICATION PACKAGE WILL RESULT IN LOSS OF CONSIDERATION

**\*\*NOTE:** EFFECTIVE 6/2012 NEW FORM OF-306 dated October 2011. YOU WILL NEED TO UPDATE THIS FORM IN YOUR APPLICATION MANAGER. PLEASE SEE LINK IN THE INSTRUCTION ON FORMS REQUIRED.

Vacancy Identification Number (VIN): TAG: VacancyID (Include on all documents)

This position is being filled under the TCF Recent Graduates Program. TCF is a national workforce development program within VHA that was designed to replenish technical staff in critically identified positions. The TCF career fields represent those technical fields where VA-specific knowledge and experience is desirable for success in the field.

Individuals selected for these positions are trained, coached, and supervised by a preceptor. Preceptors are selected annually, through an extensive application process, for their technical expertise, their commitment to training and the suitability of their facility as a training location.

If selected for the TCF Recent Graduate Program, you will follow a formal training plan for 2 years. During the first year, you will be under a temporary appointment in the excepted service. Participants who are successfully meeting the requirements at the end of their first year are eligible for conversion to a permanent appointment or a term appointment (1-4 years in duration) without further competition. This conversion is at the agency's discretion.

In order to be eligible for an appointment under the TCF Recent Graduate Program you must meet the following requirements:

- You must be a recent graduate who has completed, within the previous two years, an associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution such as an accredited technical or vocational school; a 2- or 4-year college or university; a graduate or professional school (e.g., law school, medical school); or a post-secondary home school curriculum. Note: Certificate program is defined as post-secondary education in a qualifying educational institution equal to at least one academic year of full-time study that's part of an institution equal to at least one academic year of full-time study that's part of an accredited college-level, technical, trade, vocational, or business school curriculum.

- Veterans (as defined in 5 USC 2108) who, due to military service obligation, were precluded from applying to the Recent Graduates Program during any portion of the 2-year eligibility period described above have a full 2-year period of eligibility upon their release or discharge from active duty; however, this eligibility period cannot extend beyond 6 years from the date of completion of the requirements of an academic course of study.

**Note: Selectees will be required to sign Mobility, Training, Continued service and Participant agreements.**

### **KEY REQUIREMENTS**

- You must be a U.S. citizen to be eligible for conversion
  - Subject to a background/suitability investigation.
  - Designated and/or random drug testing may be required.
- 

### **DUTIES:**

**Work Schedule:** Monday- Friday 8:00 am to 4:30 pm; Full-time

**Budget Analyst (Recent Graduate)/PD#: 70129-0**

**Relocation Expenses:** Relocation expenses are not authorized for this position.

This position is located at the Alvin C. York VA Tennessee Valley Healthcare System and will require travel between both campuses and other VISN facilities as needed.

Incumbent serves in a developmental capacity, performs routine and recurring budget administration duties which facilitate the conduct of more complex and detailed review and analysis functions conducted by the supervisor and higher-graded coworkers. Work performed by the incumbent supports the budget for personnel salaries and expenses in activities financed through direct annual appropriation.

Incumbent also:

- Gathers, extracts, reviews, verifies, and consolidates a variety of narrative information.
- Crosschecks the accuracy of budget and program data
- Changes or recommends the adjustment of inconsistent totals, subtotals, and individual entries.
- Compares figures in current estimates of funding needs by line item
- Researches guides to extract legal, regulatory, program, and budgetary information.
- Prepares preliminary budget estimates and reviews justifications for a few relatively stable program and/or support activities.
- Receives, screens, and recommends approval, disapproval, or modification of budget execution documents.
- Performs other duties as assigned.

**Promotion Potential:** This position will be filled at the GS-7 level with promotion potential to the GS-9 and the GS-11 grade level. The selectee may be promoted to the full performance level without further competition when all regulatory, qualification, and performance requirements are met. Selection at a lower grade level does not guarantee promotion to the full performance level.

---

### **QUALIFICATIONS REQUIRED:**

Candidates must meet the qualification requirements consistent with VA and OPM qualification standards applicable to the position being filled. For information on basic qualifications, which includes information on whether you may substitute education for specialized experience, please click on the following: <http://www.opm.gov>

**Time-in-Grade Restriction** - Applicants who are current Federal employees and have held a GS grade any time in the past 52 weeks must also meet time-in-grade requirements. The grade may have been in any occupation but must have been held in the Federal service.

You must meet all qualification and eligibility requirements for the position by the closing date of the announcement.

**GS-7:** Applicants must have one or more years of specialized experience which was equivalent to at least the GS-5 grade level. Examples of specialized experience that has equipped the applicant includes: knowledge of budget procedures, policies, objectives, regulations, and guidelines related to budget planning, formulation, and

execution. To be creditable, specialized experience must have been equivalent to at least the next lower grade level

**OR**

1 full year of Graduate level education

**OR**

Superior academic achievement

*Combining Education and Experience:* Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used.)

**PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly. If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.

**Physical Requirements:** Physical Requirements: Work is sedentary, being performed for the most part while seated comfortably at a desk or table. A moderate amount of standing and walking is required when attending meetings and conferences, and in visiting other offices and building throughout the installation.

**Veterans' Preference:** When applying for Federal Jobs, eligible Veterans should claim preference on the Occupational Questionnaire in the section provided and provide a legible copy of your DD214(s) and/or documentation related to your active duty service which shows dates of service, character of service (honorable, general, etc.), or dates of impending separation.

Additionally, disabled veterans and others eligible for 10-point preference (such as widows or mothers of eligible Veterans) must also submit an SF-15 "Application for 10 Point Veterans Preference" with required proof as stated on the form. For more information, please review the information for disabled Veterans in the application [checklist](#) or visit <http://www.fedshirevets.gov/job/vetpref/index.aspx>

## **HOW YOU WILL BE EVALUATED:**

Candidates for appointment under the Recent Graduates appointing authority in the occupation of Budget Analyst. GS-0560 are required to undergo the Administrative Careers with America (ACWA) assessment process. The VA Delegated Examining Unit (DEU) in Atlanta, GA administers this process. Applicants must follow the instructions below under "How To Apply."

---

## **BENEFITS:**

VA offers a comprehensive benefits package. [This link](#) provides an overview of the benefits currently offered.

### **You are eligible for FEHB coverage if:**

- your full-time or part-time temporary appointment has a regular tour of duty and follows a position in which you were insured, with a break in service of no more than 3 days;
- you are a Presidential appointee appointed to fill an unexpired term; or
- your appointment follows, with a break in service of no more than 3 days, a position in which you were insured.

## **OTHER INFORMATION:**

**This job opportunity announcement may be used to fill additional vacancies.**

---

## **HOW TO APPLY:**

**HOW TO APPLY: All applicants are encouraged to apply online.**

**To apply for this position**, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on TAG: Closing Date to receive consideration.

1. To begin, click **Apply Online** to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

2. Click the **Submit My Answers** button to submit your application package.

It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

**Note:** Applicants who meet the basic eligibility requirements will be provided with further instructions on how to complete the Administrative Careers With America (ACWA) assessment which is described in the "How You Will Be Evaluated" section above.

### **REQUIRED DOCUMENTS:**

Please use this [checklist](#) to make sure you have included other documents required for your application, such as a copy of your transcript (if using education to qualify), documentation to support Veterans Preference claims, or ICTAP/CTAP documentation (for displaced Federal employees). You will not be contacted for additional information.

### Faxing Applications or Supporting Documents:

You are encouraged to apply online. Applying online will allow you to review and track the



status of your application.

**NOTE:** If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

**If you completed the occupational questionnaire online and are unable to upload supporting document(s):**

1. To fax your documents, you must use the following cover page

<http://staffing.opm.gov/pdf/usascover.pdf> and provide the required information. The Vacancy ID is 895537.

2. Fax your documents to 1-478-757-3144. If you cannot complete the Application Package online, you may fax all of your materials.

If you cannot complete the Application Package online, you may fax all of your materials. The complete application package must be submitted by 11:59 PM (EST) on Friday, November 15, 2013 to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

**To complete the occupational questionnaire and submit via fax:**

1. Click the following link to view and print the occupational questionnaire.

[View Occupational Questionnaire](#)

2. Print the 1203FX form (<http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>),

follow the instructions and provide your responses to the occupational questionnaire items

3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

**AGENCY CONTACT INFO:**

*Phetraphone M. Khamhuang*

*Phone: (615)873-7557*

*Fax: (615)873-8101*

*Email: PHETRAPHONE.KHAMHUANG@VA.GOV*

*Agency Information:*

*VHA Tennessee Valley HCS*

*Department of Veterans Affairs*

*Murfreesboro, TN*

*37129 Fax: (615)873-8101*

**WHAT TO EXPECT NEXT:**

After the vacancy announcement closes and a referral certificate is issued, an electronic notification letter - or e-mail - will be sent to applicants who provide an e-mail address notifying them of their application status. If no e-mail address is provided, you will receive this notification letter via the U.S. Postal Service within 2 to 4 weeks.

Those candidates who are referred to the hiring official for further consideration will be

contacted if an interview is requested. Once a selection has been made and confirmed, all non-selected candidates will be notified of their non-selection.

**Note:** Applicants who meet the basic eligibility requirements will be provided with further instructions on how to complete the Administrative Careers with America (ACWA) assessment which is described in the "How You Will Be Evaluated" section above.