



## **NRO Cadre**

### **Budget Analyst (560) – Entry Developmental (GG7/GG9)**

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. This is a developmental position with training and guidance provided for career progression. The incumbent performs developmental duties and responsibilities in the assigned area of work.

Major responsibilities and duties include:

- Supports the preparation of multi-year program estimates; performance of financial analysis, cost accounting, financial management and government program accounting.
- With guidance, performs 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
- With guidance, performs 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
- With guidance, advises Contracting Officer Technical Representatives (COTRs), the Budget Director and Program Manager in making sound budgetary decisions

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.

Employee must achieve, or be capable of achieving, DoD Financial Management Certification Level I, and possibly Defense Acquisition Workforce Improvement Act (DAWIA) Business-Financial Management Certification Level I, within 24 months of start date.

### **Entry/Developmental (GG-07 to GG-09)**

Salary Range for Washington DC Area: \$45,972 - \$73,105

A Bachelor's/Master's Degree in a related occupation (Accounting, Business, Finance, etc.) is qualifying for this level and is highly desirable.

Or you may qualify based on experience.

Qualifying experience may have been acquired in any public or private sector job or through coursework, 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 knowledge of standardized budget

rules, procedures, and/or operations; ability to identify and articulate potential trends, and develop courses of action to maintain a positive budget program; and ability to resolve problems by enabling performance of a full range of standard accounting/financial assignments, procedures, and limited projects; and provide recommendations for solutions.

Send your resume and transcripts to [NRO-Cadre-Staffing@nro.mil](mailto:NRO-Cadre-Staffing@nro.mil) and include two letters of reference relevant to your field. Be sure to include how you heard about us and your position of interest in your email.

### **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.