



District of Columbia National Guard (DCNG)

Accelerated Hiring Announcement (AHA)

Title 5- Internal Control Analyst

DC-AHA-AF-25-015

APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION tiffany.coleman.11@us.af.mil	OPENING DATE: 11 Sept 2025	CLOSING DATE: 18 Sept 2025
	Position Title: Internal Control Analyst Min Grade: GS-0501-11 Max Grade: GS-0501-11 AFSC: GRADE: GS-0501-11	
	AREA OF CONSIDERATION: GROUP 3 Current or former uniformed service members (Active, Reserve, Guard) nationwide who are eligible for military membership in the (DCANG/DCARNG).	
Position Location: DC Air National Guard 113 Comptroller Flight-CPTF 3252 East Perimeter Road Joint Base Andrews, MD 20762	NOTE:	

INSTRUCTIONS FOR APPLYING:

You must send applications electronically to the email addresses listed below.

REQUIRED DOCUMENTS:

1. On your resume, please highlight your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience.
2. Current SF-50.
3. Documentation substantiating DCANG military affiliation and rank.
4. Please submit completed packages to:

SMSgt Tiffany Coleman

tiffany.coleman.11@us.af.mil

MINIMUM EXPERIENCE: In addition to OPM general experience, evaluate applicant's knowledge, skills, and abilities for:

- Skill in collecting and analyzing data effectively, efficiently, and accurately.
- Skill in applying procedures and directives by reading and interpreting program material.
- Skill in presenting formal training presentations and briefings.
- Ability to prepare reports and presentation formats.

SPECIALIZED EXPERIENCE: All personnel must be certified at the next higher level before being eligible for that level. Experiences gained through military technical training schools are included in the one-year on-the-job experience. Must have fundamental working experiences with a validated understanding of the basic principles and concepts of the occupational series and grade. The applicant's educational degree study program or military or civilian academic courses may substitute for some specialized experience.

FM Certification Level-Level II

EDUCATION REQUIREMENTS: Completed undergraduate or graduate education, the awarded college degree should be in one of, or a combination of the following disciplines: accounting, business, finance, economics, math, statistics, industrial management, marketing, quantitative methods, or organizational management. Apply the education requirement for qualification using the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions.

MILITARY REQUIREMENTS: For Dual-Status Technician positions service affiliation under Title 32 USC 709 is required. Military skill set is determined by AFSC/MOS requirements. Upon selection, individuals must be assigned to a compatible military AFSC/MOS in accordance with statutes and National Guard Bureau regulations and must obtain/maintain all requirements of the AFSC/MOS. Specific requirements are found in: references listed below, NGB Compatibility tables and your local Military Personnel section. To determine the required education and certifications for each position's compatible and allowed military skill (ARNG Officer; ARNG Warrant Officer; ARNG Enlisted; ANG Officer; or, ANG Enlisted), refer to the Service specific military classification regulations. Military positions with financial management occupational specialties require financial management certification within 2 years of notification of applicable certification requirements or the period of any extension.

Position Description: NGT59034P1

A. INTRODUCTION: This position is in an Air National Guard (ANG) wing, Comptroller's Flight; The purpose of the position is to function as the Financial Management (FM) focal point for the Financial Improvement and Audit Readiness (FIAR) initiative, as well as advise the Comptroller and Wing Commander in all matters relating to FM FIAR within the FM community. The incumbent will provide direction and leadership, under the Comptroller's authority, towards the planning, implementing and achievement of the FM FIAR initiative within the Wing. This work requires knowledge and skill in the application of related laws, regulations, precedents, methods, and techniques of budgeting.

B. DUTIES AND RESPONSIBILITIES:

1. Provides administrative oversight of the Quality Assurance (QA) Program. Provides technical assistance and advice to the Financial Manager (FM) and staff. Examines all areas to determine the effectiveness of procedures and determines if supervisors are recording quality data upon which accurate management conclusions and decisions are based. Ensures effective and efficient quality standards and internal controls are in place at base level operations. Ensures the unit is performing in accordance with established standards. Research develops, modifies, and maintains qualitative standards for use in evaluating and monitoring performance indicators. Use verifiable and objective measures and develop statistically reliable and valid measures whenever possible. Provides technical internal control advice on military pay, civilian pay, travel pay, disbursing and collection, accounting, vendor and contract pay, budget, and systems administration. Maintains a schedule of all reports, audits, inspections, and internal control reviews. (40%)

2. Independently conduct various reviews to assess organizational performance. Manages self-inspection programs. Examines all pay-related and accounting and financial functions to ensure internal accounting systems and administrative controls are sufficient to reasonably ensure all obligations and payments comply with applicable laws. Ensures funds are safeguarded against waste, loss and misappropriation, and all remittances and payments are properly accounted. Reviews military pay vouchers, travel payments, and entitlement documents to ensure supporting documents are applicable and valid. Perform post-audit voucher review. Works closely with the financial management staff to extract needed information for targeting and studying suspected potential weaknesses. Identifies existing and potential material weaknesses and works with affected officials to develop a schedule of corrections. Understands and identified material weaknesses in this context relate to the monetary value and the perceived command, public, or political sensitivity associated with a particular function. Monitors assess levels and dual access to financial systems and prepares or oversee the preparation of all internal control reports. Examines all functional areas and determines the effectiveness of procedures, the integrity of financial and accounting data, and other decision-support criteria used by management. Ensures quality assurance standards and internal controls are in place within the comptroller office and reports discrepancies to the FM. (30%)

3. Focal point for fraud prevention. Reviews retrieval data provided by the local systems branch to screen for any unauthorized access level or dual access between the payable systems and the general accounting system. Reports discrepancies to the FM for further research. Based on general supervisory guidance, reviews and coordinates, with management and affected supervisors, new or modified applications affecting automated systems. Identifies needed system changes and conducts system change tests to ensure changes produce the desired matches such as, duplicate payments, collections, and reconciliations. Responsible for analyzing findings and recommendations. Reports discrepancies to the FM. Gathers data, tracks discrepancies, prepares trend charts, and facilitates discussions with personnel at financial or QA meetings. Ensures all open discrepancies are consistently and aggressively addressed and resolved through completion. Prepares monthly Discrepancy Tracking Report to management for review. Cross-feeds various reports and bulletins, on a routine basis, through various electronic communications such as, emails and websites throughout the Wing financial management community. (20%)

4. Facilitates monthly QA meetings and prepares minutes. Based on study results, it determines the need for refresher and supplementary training. Develops, schedules, and conducts training. (10%)

5. Performs other duties as assigned.

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