



District of Columbia National Guard

Accelerated Hiring Announcement

Title 5 Civilian

DC-AHA-AR-26-016



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| <p style="text-align: center;">APPLICATION MUST BE FORWARDED TO:</p> <p style="text-align: center;">IN ORDER TO RECEIVE CONSIDERATION</p> <p style="text-align: center;">COL Robert J. Goodin robert.j.goodin.mil@army.mil</p> | <p>OPENING DATE: 27 June 2026</p> | <p>CLOSING DATE: 26 July 2026</p> |
| | <p>Position Title: Program Manager Title 5 (Civilian) Grade: GS-0340-14</p> | |
| | <p>AREA OF CONSIDERATION: GROUP I Current on board DCNG Title 32 and Title 5 Federal Employees only</p> | |
| <p>Position Location: United States Property & Fiscal Office, Joint Base Anacostia Bolling</p> | <p>NOTE: This position is subject to provisions of the DoD Priority Placement Program.</p> | |
| <p>INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below.</p> <p style="text-align: center;">REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience. Note: starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length. 2. Please submit completed packages to: COL Robert J. Goodin robert.j.goodin.mil@army.mil | | |
| <p>GENERAL EXPERIENCE: Experience, education, or training in managing or directing, one or more programs, including appropriate supporting service organizations. Supervisory, managerial, professional, or technical work experience and/or training which has provided knowledge of management principles, practices, methods and techniques. Experience using computer and automation systems.</p> <p>SPECIALIZED EXPERIENCE: Specialized Experience time requirements of 1 year equivalent to at least next lower grade level. Applicants specialized experience includes analyzing problems, identifying significant factors, gathering pertinent data, and recognizing solutions; preparing reports, plans, policies and various correspondence; evaluating objectives and develop plans to facilitate the availability and effective utilization of various resources. Must have knowledge of the organization and its mission and utilized the organizational staff procedures. Experience applying analytical and evaluative techniques to issues or studies concerning the efficiency and effectiveness of program operations</p> | | |

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Position: Program Manager

carried out by administrative or professional personnel, or substantive administrative support functions. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

Position Duties:

1. This position is located in the Office of the United States Property and Fiscal Officer (OUSPFO). The primary purpose of this position is to serve as a full deputy to the United States Property and Fiscal Officer (USPFO). As the Deputy, serves as the alter ego to the USPFO, fully sharing in the direction of all phases of the organization's program, which includes managing the day-to-day operations of the OUSPFO, to include receipt, accountability, contracting, disbursement and certification of all federal resources (funds, equipment, supplies, services) provided to the State for which the USPFO is responsible. The Deputy USPFO will take appropriate action, immediately notifying the USPFO, the Adjutant General (AG) and/or CNGB (as appropriate), to report irregularities, misuse or abuse of Federal property or funds issued to the State's National Guard within their jurisdiction. If there are any irregularities identified in the USPFO's absence, it will be reported to NGB-PF for appropriate action. Limitations of the Deputy USPFO are procedural in nature due to regulatory and statutory requirements.

2. Plans, organizes, and oversees the activities of the USP&FO. Develops goals and objectives that integrate organization and state objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term priorities, and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balances workload and provides overall direction and vision to the subordinate unit chiefs on a wide range of property, logistics, financial and administrative issues. Establishes metric and analysis systems for units managed to assess efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources submitted by subordinate supervisors, and balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Plans and schedules work in such a manner that promotes a smooth flow and even distribution and ensures effective use of organization resources to achieve organization goals and objectives as well as installation customer needs. Establishes review systems for the organization that make certain government needs are met and validated, and that economy and quality of operations are maintained or improved. Accepts, amends, or rejects work of subordinate supervisors. Reviews work and management techniques of subordinate supervisors and is held accountable for actions taken and advice provided by staff of subordinate units. Makes decisions on work problems presented by subordinate supervisors. Directs self-assessment activities of subordinate supervisors. Reviews training recommended by subordinate supervisors to ensure it is proper and promotes effective operation of the organization as a whole.

3. Exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher level management or headquarters. Selects candidates for subordinate non-supervisory positions and recommends selections for subordinate supervisory positions taking into consideration skills and qualifications, and mission requirements. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors and employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees. Initiates action to correct performance or conduct problems of employees directly

supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinate supervisors and non-supervisory employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave for subordinate supervisors and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Explains classification determinations to subordinate employees. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Supports the agency's EEO program through allocation of personnel to participate in community outreach and recruitment programs, ensures full cooperation of employees with EEO office officials. Addresses subordinates concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Ensures that subordinate supervisors have effective interpersonal, communication, and managerial skills to supervise in a workplace with diverse employees.

4. In addition to performing duties/responsibilities as a full deputy to the USPFO, the position is required to perform the following additional duties/responsibilities:

a. Plans and coordinates logistics policies to implement Federal law and higher-level directives. Provides optimum support to subordinate organizations in asset acquisition, storage, distribution, and accountability. Responsible for ensuring the stock record account is properly maintained. Ensures proper operation of supply/storage distribution points within the state National Guard and maintenance of required records. Ensures property books are maintained in accordance with applicable regulations. Advises the AG and appropriate staff on matters pertaining to security and storage of Federal property issued to the state National Guard.

b. Manages commercial movements of supplies and equipment; and the transportation of technicians, AGR personnel, and traditional service members.

c. Manages the operation of a fiscal station. Responsible for properly obligating, accounting, reporting, and administratively controlling all Federal funds allotted to the state by NGB and other government agencies in accordance with statute, regulation, and NGB policy. Provides technical fiscal assistance and advice to the AG and staff personnel. Ensures maintenance of fiscal accounting records for all Federal funds as prescribed by DA and NGB directives. Authenticates requirements, certifies authority and authorizes the expenditure of Federal funds for facilities, supplies, equipment, services, payrolls, and transportation. Performs duties as a financial Program or Account Manager as required.

d. Manages the operation of an information management activity to facilitate statutory data collection and reporting responsibilities with respect to accountability for Federal funds and property. Provides for the integrity and security of the Federal database of records. Provides information management support for fiscal, logistics, and personnel applications to the AG and the serviced National Guard organizations and units.

e. Manages contracting functions for supplies and services in support of programs essential to state National Guard daily operations, training, and readiness missions.

f. Ensures statutory/regulatory compliance and optimum development of the state's National Guard financial program support through the use of external inspections and reviews (e.g., GAO, Inspector General, DFAS, NGB, etc.). Coordinates preparation for external and internal evaluations and inspections.

g. Upon mobilization and demobilization of a supported unit, establishes and directs staff operations to ensure maximum support necessary for the transition of the mobilized entity into active Federal service. Such responsibilities include logistics, supplies and services, yellow ribbon initiatives, transportation, financial resourcing, financial support services, procurement support, and other duties related to home station operations and functional responsibilities.

h. Ensures Federal resources are properly obtained, programmed, and executed in support of new and emerging missions. Establishes and adjusts long-range and short-range plans for the development and improvement of logistics and fiscal programs to ensure that plans meet mission requirements and incorporate the latest technological advances.

i. Serves on various decision-making or advisory boards, councils, or committees at the national, state, and regional level. These include, but are not limited to, the Program Budget Advisory Committee (PBAC), Readiness Council, Safety and Occupational Health Council, Strategic/Future Planning Committee, ARNG Executive Advisory Group for Logistics Excellence, ARNG Resource Management Committee, Information Management Advisory Council, Acquisition Advisory Council, ARNG Stationing Advisory Committee, or other ARNG/ANG committees and councils.

j. Responsible for continued and effective management of directorate functions to ensure sound program management, which is constantly open to close scrutiny and critical analysis; for effective administration of the directorate; and to ensure the elimination of fraud, waste, abuse, and mismanagement.

k. Utilizes fiscal law expertise to fully understand the proper implementation of laws, regulations, and policies as they apply to every facet of directorate operations.

5. Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

1. This is a Financial Management Level 3 Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, subtitle F-financial management, Section 1599d. Incumbent shall comply with the requirements of this certification program.
2. Incumbent is required to submit a Financial Disclosure Statement, OGE-450, (5CFR Part 2634, Subpart I USOGE, 6/08). Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7-R, Joint Ethics Regulation, dated 23 March 2006.