

## Expression of Interest

### United States Department of Agriculture Agricultural Research Service (ARS)

#### Development Opportunity Placement Program (DOPP)

**Opportunity Identification Number:** ARS-07-DOPP-002

**Opening Date:** April 16, 2007

**Closing Date:** April 30, 2007

**Position Title:** Budget Analyst or Management Analyst

**Series & Grade:** N/A (Detail to set of Duties)

**Duty Locations:** Agricultural Research Service  
South Atlantic Area  
Budget and Fiscal Office  
950 College Station Rd  
Athens, GA 30605

**Duration of Assignment:** 30 days

**Remarks:** This is an Expression of Interest, not a competitive vacancy announcement. Priority consideration will be given to eligible and qualified Class Agents under the Basu Settlement Agreement for the first eighteen (18) months of the program.

#### **Who Is Eligible for Consideration**

This Expression of Interest is limited to USDA permanent employees who meet the requirements described below under "Qualification Requirements".

#### **Development Opportunity Assignment**

This assignment will be in the Budget and Fiscal Unit of the South Atlantic Area Office in Athens, GA. During this assignment the incumbent will increase their knowledge of the agreement and accounting systems used by ARS. The incumbent will perform tasks that are necessary in the review and analysis of agreements and their corresponding accounts in order to close both the agreements and the accounts. This may require research into obligations and expenditures to clear problems delaying the close out.

## **Major Duties**

The person would be responsible for closing out agreements in FFIS (the accounting system). This would include having access to FFIS and BRIO (accounting reports). The person would pull the agreement file; print the accounting table in FFIS and CAS (the old accounting system). Make sure the obligations & disbursements match. If so, the paperwork is processed to send to NFC. If not, then the person would have to research the open item summary reports and get the necessary corrections made to complete the close out process. Also, the plans would have to be amended in FFIS to show the correct amounts spent and/or any funds that would be returned to the cooperator. If funds are to be returned, the person would contact the vendor to make sure the information is correct in FFIS. If it is not, then submit correction to NFC. Once corrected, the paperwork is sent to NFC to officially close out the file.

## **Submission Requirements** (Incomplete packages will not be considered)

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following **MANDATORY** documents to the address indicated on the last page of this announcement:

- \* Resume or OF-612.
- \* Most recent Notification of Personnel Action (SF-50).
- \* Most recent performance appraisal.
- \* Narrative (not to exceed one page) of how the assignment will be commensurate with your interests, background and developmental needs and will enhance your career goals.
- \* Description (not to exceed one page) of skills and knowledge you will bring to the assignment.
- \*Development Opportunity Placement Program Coversheet.

**\*\*Your submission must be received by 5:00 p.m. Eastern Time on the closing date of this Expression of Interest. Please submit your documents to the following address:**

U.S. Department of Agriculture  
Office of Human Capital Management (OHCM)  
Attention: Office of Special Projects  
1400 Independence Avenue, S.W.  
Room 302-W  
Washington, D.C. 20250-9892  
Fax: (202) 720-9148

**For more information:** Please direct questions on the administrative process to the OHCM, Office of Special Projects at (202) 720-0822, and questions regarding the nature of the assignment to Phyllis B. Johnson on 706-546-3162 or via email at [phyllis.johnson1@ars.usda.gov](mailto:phyllis.johnson1@ars.usda.gov).

**Information on Status, Benefits and Relocation Expenses**

Travel expenses associated with the assignment will be reimbursed in accordance with applicable Government travel regulations.

**Reasonable Accommodation Statement**

USDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the submission process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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