



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503**

July 29, 2010

Dear Sir or Madam:

Each year the Office of Management and Budget (OMB) offers a select group of Federal employees the opportunity to gain unique insight into the preparation, compilation, and production of the President's annual budget. These employees, on loan from their sponsoring agencies, work with permanent OMB staff on a non-reimbursable detail assignment for two to three months. This year's detail is expected to commence in late November 2010. Annual leave during this assignment will be limited and some overtime, including weekend work, may be expected.

The benefits of this training opportunity include exposure to the budget decision-making process at the agency, OMB, and White House levels and detailed involvement with the underpinnings of the Federal budget. Particularly valuable is the hands-on experience gained through day-to-day interaction with OMB staff and use of OMB budget system applications to identify and resolve technical and conceptual discrepancies in the budget materials. Although permanent staff members will provide training and support, temporary staff members should be self-motivated, independent, and comfortable working with large amounts of data. In our consideration of candidates, we will be looking for those who can quickly grasp complex and unfamiliar concepts, take initiative, manage multiple tasks, and work as responsible and amiable team members.

As with prior budgets, the efficient preparation of the President's FY 2012 Budget depends in large part on the willingness of agencies to provide qualified candidates for this assignment. We would be pleased to consider candidates on your written recommendation, including individuals not directly involved in budgeting. Please provide prospective candidates with a copy of the enclosures, which include detailed descriptions of assignments, as well as an application and contact information. Thank you for helping us identify potential candidates for this opportunity.

Sincerely,

A handwritten signature in black ink that reads "Matthew J. Vaeth".

Matthew J. Vaeth
Chief, Budget Review Branch

Enclosures

PREPARATION OF THE PRESIDENT'S FY 2012 BUDGET

Description of Detail Assignment

This assignment provides an opportunity for qualified Federal employees to work with Office of Management and Budget (OMB) staff on a temporary, non-reimbursable basis for a period of approximately two to three months.

While on assignment with OMB's Budget Review Division, detailees will help compile and produce data and textual materials comprising the President's FY 2012 Budget. Detailees will gain exposure to the budget decision-making process and learn details of the budget process, underlying budget concepts, and the computerized network linking OMB and the agencies.

Previous budget or accounting experience is recommended but not required. Applicants from all areas of Government are encouraged to apply. In the past, there has been strong participation by those pursuing rotational assignments for the Presidential Management Fellows Program, the Executive Leadership Program, the Executive Potential Program, and others.

ROLES AND RESPONSIBILITIES

Budget Season detailees are assigned to a team composed of both permanent and temporary staff. Candidates may express a preference for the type of team (described below) on which they would prefer to serve, but assignments will ultimately be made by Budget Review Division staff based on an individual's skills and specific team needs.

The teams are looking for detailees who can take initiative, tackle ambiguous situations and develop relationships with stakeholders throughout OMB. The detailee should be comfortable working simultaneously on multiple projects, possess strong communication skills, and have an eye for detail. Many of the work products are now automated so the applicant should be comfortable with using technology.

Budget *Appendix* Teams

Several detailees will work on teams that prepare the *Appendix* volume of the President's Budget. Typically, detailees serve as the point person for one or more *Appendix* chapters. They help resolve technical and conceptual problems in agency budget submissions, monitor development of the database that supports the budget, and ensure error-free printing of assigned sections of the *Appendix*.

Budget Concepts Team

Some detailees will work on the Budget Concepts team to analyze data, coordinate projects, and prepare special reports. Responsibilities include working with OMB staff to produce sections of the *Analytical Perspectives* volume (e.g., the chapters on Federal Investment, Federal Borrowing and Debt, and Trust Funds and Federal Funds) and preparing special reports to accompany the President's Budget.

Budget Analysis Branch Team

The Budget Analysis Branch team detailee will work on various projects throughout budget season. Specific tasks may include analyzing agency data via automated reports and budget database entries; reviewing text and data for the Trust Fund chapter; generating and editing tables for the Budget Information for States and User Fee chapters; assisting in the development of the Budget Briefing Book; and other duties as assigned.

Budget Analysis Branch Team - Federal Credit

The Budget Analysis Branch credit crew detailee will work with other parts of OMB and Federal agencies to review cost estimates, proposals, and documents for the budget. Specific tasks include working with agencies on subsidy cost estimates for Federal Credit programs; reviewing credit data in the budget database and working with OMB examiners and agencies to ensure accuracy; collecting and compiling summary information on credit programs for policy decisions and *Budget* volumes (e.g., the *Analytical Perspectives* Credit and Insurance chapter); assisting in the development of the Federal Credit Supplement through an online application; and other duties as assigned.

Budget Review Branch Team

The Budget Review Branch team detailees will work on several different projects. These include: supporting the production of the main *Budget* volume, as well as the *Terminations, Reductions, and Savings* volume; coordinating and compiling the briefing materials used by the OMB Director for congressional testimony; and being the point of contact for collecting budget information for cross-cutting programs. In addition, detailees could be assigned *ad-hoc* projects that are unpredictable in scope, requirements, and response times.

Budget Systems Team

Detailees with the Budget Systems team will gain insight into the technical side of budgeting, as well as exposure to cutting-edge information technology. The detailee(s) will work with OMB staff to provide technical and administrative support for projects that support the President's Budget as well as projects that support other OMB initiatives. For example, they could help with the Budget Formulation and Execution Line of Business.

TRAINING

During their first week at OMB, detailees will attend orientation and training sessions regarding the scope of the assignment, content of the budget documents, and the basic elements of the budget preparation process. These sessions are typically held during the mornings, with the afternoons reserved for reading, hands-on sessions with the database, and individual team or branch meetings.

WORK ENVIRONMENT

Depending on the timing of budget decisions, the complexities of the issues, and requirements of the production schedule, detailees should be prepared for the possibility that their workload could be unpredictable. Different sets of challenges are presented each year so flexibility, motivation and personal maturity are critical.

Most alternative work schedules are suspended and annual leave is limited but can be negotiated with their respective team leaders. The amount of overtime varies, depending on the different challenges a team will face. The detailee's sponsoring agency's policies and rules will govern the accounting for any overtime pay or compensatory time that may result from the assignment.

Staff will be located in close physical proximity with their teams, which can mean a moderate level of noise and visual distraction but it also provides an opportunity for detailees to learn from other team members and leaders.

Despite all of this, the assignment can be a lot of fun. The close quarters and shared stress can create close friendships and strong team spirit. Former detailees have consistently emphasized their personal satisfaction regarding their accomplishments when the assignment is completed.

SELECTION PROCESS AND SCHEDULE

The selection process has become increasingly competitive over the last several years. It is anticipated that approximately 10 temporary detailees will be selected. Interviews are strongly encouraged and are scheduled to take place at the end of September. Due to the large number of team leads involved in the selection process, interviews are conducted in groups. Detailees will be notified of their selection in late-October.

Please be aware that a background security "name check" will be undertaken upon selection.

Detailees will be expected to start work on Monday, November 29, 2010. The detail assignment will begin with a week of training. Budget season work will already be in progress, and as noted earlier, annual leave will be limited and should be negotiated with the team leads. The detail assignment will conclude around the time the Budget is transmitted to the Congress, which, pursuant to law, is scheduled for February 7, 2011.

HOW TO APPLY

Candidates should submit all of the following documents **preferably by Friday, September 3, 2010** to allow enough time to schedule an interview in late September:

1. Application (download attached Word form);
2. 1-2 page Resume; and
3. Letter of recommendation from the candidate's supervisor.

Please submit application materials by e-mail to Mikko Makarainen or Rosemarie Crow, who are also available to answer questions.

Mikko Makarainen
mmakarainen@omb.eop.gov
Phone: 202-395-1490

Rosemarie Crow
rcrow@omb.eop.gov
Phone: 202-395-7515

[CLICK HERE TO DOWNLOAD APPLICATION](#)

**Office of Management and Budget
FY 2012 Budget Preparation
Detail Assignment Application**

Personal Information

Full Name: *Last:* _____ *First:* _____ *M.I.:* _____
Address: *Street Address:* _____
City: _____ *State:* _____ *Zip Code:* _____
Phone: _____

Current Employment

Employer: _____
Division/Branch: _____
Address: *Street Address:* _____
City: _____ *State:* _____ *Zip Code:* _____
Job Title: _____ GS / Band Level: _____
Phone: _____ E-mail: _____
Supervisor's Name: _____
Supervisor's Phone: _____ Supervisor's E-mail: _____

Major responsibilities in current position (400 characters maximum):

What do you consider to be your greatest achievement in your career so far? (400 characters maximum)

Education

Highest Level of Education Attained: _____ Year Degree Awarded: _____
Name of School: _____
Field of Study: _____

Reasons for Applying

Please describe why you are interested in an OMB budget season detail assignment (400 characters maximum):

To complete your application, please e-mail this form, along with a resume and a letter of recommendation from your supervisor by September 3, 2010, to Mikko Makarainen (mmakarainen@omb.eop.gov) and Rosemarie Crow (rcrow@omb.eop.gov)

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FY 2012 Budget Preparation
Detail Assignment Application**

Security Information

The following information below is needed to clear you into the building for the interview and to process the background security "name check" if you're selected for the detail.

Security background information:

Social Security Number (XXX-XX-XXXX): _____

Place of Birth (City, State or Foreign
Country): _____

Birth Date (MM/DD/YYYY): _____

American Citizen (Yes or No): _____