



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

September 16, 2008

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 February 2009. Annual leave during this assignment will be severely limited and some overtime, including weekend work, is likely.

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, manage multiple tasks, and work as responsible and amiable team members.

As with prior budgets, the efficient preparation of the President's FY 2010 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, appearing to read "Dianne Shaughnessy", is positioned above the printed name.

Dianne Shaughnessy  
Deputy Chief, Budget Review Branch

Enclosures

# **PREPARATION OF THE PRESIDENT'S FY 2010 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 2010 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 experience is helpful 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.

#### **Budget *Appendix* Teams**

The majority of budget season 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. Detailees help resolve technical and conceptual problems in agency budget submissions, monitor development of the computer database that supports the budget, and ensure error-free printing of assigned sections of the *Appendix*.

As a member of an *Appendix* preparation team, detailees are given a great deal of responsibility. Permanent staff are on hand to provide specialized support to detailees in areas such as budget concepts, systems, and presentation issues. Detailees should be able to take initiative, tackle ambiguous situations, and develop relationships with stakeholders throughout OMB. Team leaders and others will answer questions and offer guidance, advice, and moral support.

#### **Budget Concepts Team**

Several detailees will be assigned to 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 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 the Budget Formulation and Execution Line of Business, the automation of the Budget *Appendix* text, and other projects.

The assignment requires someone with strong communication skills and an aptitude for information technology.

## **Other Teams**

Several detailees may also be brought on board to work on cross-cutting issues, such as Federal credit programs and graphics for the *Budget* volume.

## **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**

Staff will be located in close physical proximity, which can mean a high level of noise and visual distraction. The assignment can, at times, tax patience. In addition to intelligence, dedication, and talent, good "people" skills, personal maturity, and flexibility are critical.

Annual leave is extremely limited during the temporary assignment due to the demands of the work. The amount of overtime varies, depending on the timing of budget decisions, the complexities of the issues, and requirements of the production schedule. 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.

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, in total, 20 temporary detailees will be selected. Interviews are strongly encouraged and are scheduled to take place during late October/early November 2008.

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

Detailees will be expected to start work February 17, 2009. The detail assignment will begin with a week of training. Immediately thereafter, the "budget season" workload will be at full tempo, and as noted earlier, annual leave will be limited. The detail assignment is expected to end in mid-April, although this may be extended.

## HOW TO APPLY

Candidates should submit all of the following documents **preferably by October 10, 2008**, to allow enough time to schedule an interview later in October:

1. [Application \(download attached Word form\)](#);
2. Resume; and
3. Letter of approval from the candidate's supervisor.

Please submit application materials by e-mail to Mikko Makarainen, who is also available to answer questions.

Mikko Makarainen  
[mmakarainen@omb.eop.gov](mailto:mmakarainen@omb.eop.gov)  
Phone: 202-395-1490

[CLICK HERE TO DOWNLOAD APPLICATION](#)

**Office of Management and Budget  
FY 2010 Budget Preparation  
Detail Assignment Application**

**Personal Information**

Full Name: \_\_\_\_\_  
*Last* \_\_\_\_\_ *First* \_\_\_\_\_ *M.I.* \_\_\_\_\_  
Address: \_\_\_\_\_  
*Street Address* \_\_\_\_\_ *Apartment/Unit#* \_\_\_\_\_  
\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code* \_\_\_\_\_  
Phone: \_\_\_\_\_  
Business e-mail: \_\_\_\_\_ Personal e-mail: \_\_\_\_\_

**Current Employment**

Employer: \_\_\_\_\_  
Division/Branch: \_\_\_\_\_  
Address: \_\_\_\_\_  
*Street Address* \_\_\_\_\_ *Apartment/Unit#* \_\_\_\_\_  
\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_  
Job Title: \_\_\_\_\_ Your GS Level: \_\_\_\_\_  
Phone: \_\_\_\_\_ Current Salary: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ 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):

Please describe your familiarity with working with spreadsheets and databases (400 characters maximum):

To complete your application, please e-mail this form, along with a resume and a letter from your supervisor supporting your participation in this detail assignment by October 10, 2008, to Mikko Makarainen ([mmakarainen@omb.eop.gov](mailto:mmakarainen@omb.eop.gov)).

**If selected, the following information will be used for background security "name check" purposes only:**

Social Security Number (XXX-XX-XXXX): \_\_\_\_\_  
Place of Birth (City, State): \_\_\_\_\_  
Birth date (MM/DD/YYYY): \_\_\_\_\_  
American Citizen (Yes or No): \_\_\_\_\_