

## Supervisory, Intelligence Research Specialist, GS-0132-15

**Job Title:** Supervisory, Intelligence Research Specialist, GS-0132-15

**Agency:** Department of Energy

**Hiring Organization:** Office of Intelligence and Counterintelligence

**Job Announcement Number:** 17-0006

**SALARY RANGE:** \$131,767 to \$161,900 / Per Year

**OPEN PERIOD:** Thursday, August 24, 2017 – Wednesday, August 30, 2017

**SERIES & GRADE:** GS-132-15

**POSITION INFORMATION:** Full Time – Permanent

**PROMOTION POTENTIAL:** GS-15

**DUTY LOCATIONS:** 1 vacancy – Washington, DC Metro Area, DC, US

**WHO MAY APPLY:** Current IN Federal Employees Only

**SECURITY:** Q – Sensitive

**SUPERVISORY STATUS:** No

### JOB SUMMARY:

#### About the Agency:

This position is located in the Office of Intelligence and Counterintelligence, Intelligence Analysis Directorate (IN-10), Nuclear Material Security Division (IN-13). The Nuclear Material Security Division houses the interagency Nuclear Materials Information Program (NMIP), which serves as a national resource for providing comprehensive, integrated and coordinated information about worldwide nuclear materials.

The Office of Intelligence and Counterintelligence (IN) is responsible to the Department of Energy (DOE) for timely information, direct policy support and analyses. It provides technical expertise in support of the nation's nonproliferation and national security interests, and is responsible for developing and implementing an effective Counterintelligence (CI) Program for the Department. IN also ensures the effective use of intelligence information regarding nuclear weapons, nuclear proliferation, nuclear materials, terrorist-related activities, and potential threats to the DOE complex; facilitating homeland security-related issues; nuclear energy, and nuclear energy security in support of the Secretary of Energy, other DOE senior policy officials, senior policy officials at other agencies, and the Intelligence Community (IC).

As the Supervisory, Intelligence Research Specialist, you must be able to obtain and maintain a DOE "Q" clearance with access to Sensitive Compartmented (SCI) Access/Security Clearance. These clearances and accesses are an absolute requirement for this position. It is imperative that the incumbent maintain eligibility for them. Without these clearances and accesses, it is not possible to perform these functions. Loss of these clearances will require dismissal.

This position is in the Excepted Service. For information the Excepted Service, please visit: Excepted Service Appointing [Authorities@http://www.opm.gov/policy-data-oversight/hiring-authorities/excepted-service/](http://www.opm.gov/policy-data-oversight/hiring-authorities/excepted-service/)

Excepted Service includes all position in the executive branch of the Federal Government which is specifically accepted from the competitive service by or pursuant to statute, by the President, or by the Office of Personnel Management, and which are not in the Senior Executive Service.

### **TRAVEL REQUIRED**

- 0-25%

### **RELOCATION AUTHORIZED**

- No

### **KEY REQUIREMENTS**

- U.S. Citizenship is required.
- Background and/or Security Investigation are required.
- THIS POSITION IS NOT IN THE BARGAINING UNIT COVERED UNDER NTEU.
- Relocation expenses will not be paid.
- All supplemental documentation MUST BE received by the closing date.
- Meet all qualification requirements by the closing date.

### **MAJOR DUTIES:**

Serve as the Director for IN's Nuclear Material Security Division and National Program Manager for the Nuclear Materials Information Program (NMIP) as the lead agent for an interagency national-level program. The incumbent's primary duties encompass expert-level leadership, program planning and management of all aspects of NMIP, including: budget formulation and execution; human resource management and workforce development; milestone development and projection; adherence to security requirements and policies; oversight of the Trinity project (the NMIP information/database system development and architecture), a critical deliverable of the program; analyzing and evaluating program requirements and milestones, while identifying and implementing trade-offs as necessary; preparing and analyzing program and project documentation required by DOE, the Intelligence Community and OMB requirements. The incumbent also directs and implements a communications strategy to secure buy-in with internal and interagency stakeholders, such as the National Nuclear Security Administration, National Counterproliferation Center and Department of Homeland Security, as well as international partners. Defines, directs and advocates the NMIP vision and strategic direction with current stakeholders while promoting, identifying and developing new partnerships and products. Represents the Deputy Director for Intelligence, Office of Intelligence and

Counterintelligence, in his absence, at senior executive branch, Intelligence Community, and congressional meetings on nuclear material security issues.

Provides expert, authoritative knowledge on nuclear material issues, to include MPC&A, site security, material transportation, and material characterization. Directs analytic production of nuclear material analysis, and supervises research and analysis of time-sensitive finished intelligence reports, reviews, as well as short- and long-term assessments on nuclear material issues. Ensures interagency collection strategy implementation designed to reduce or eliminate intelligence gaps on nuclear material issues. Provides oversight for all United States Government nuclear materials-related intelligence activities performed at DOE facilities through the Strategic Intelligence Partnership Program.

Briefs senior Intelligence Community (IC) and DOE policymakers, to include the Secretary of Energy and Deputy Secretary of Energy, on nuclear materials intelligence issues. Interacts with senior policymakers, including the Homeland and National Security Council, other Government agencies, the National Laboratories, and contractor agencies as the U.S. government focal point for nuclear materials-related issues. Develops and maintains extensive contacts within the IC concerning nuclear materials matters at both the operating and policy levels.

#### **QUALIFICATIONS REQUIRED:**

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience. You must meet the following requirements by the closing date of this announcement.

This position requires authoritative expert knowledge of nuclear material security issues and characteristics, and intelligence issues related to nuclear nonproliferation. Thorough knowledge of a variety of intelligence collection disciplines and techniques, and the process by which intelligence information is gathered, in order to assess the accuracy and reliability of data; identify gaps; and determine the need for more data or from different sources as it relates to nuclear material security and characterization.

Exceptional diplomatic and communication skills and experience interacting with senior government officials across the government, the Congress and with international partners.

Authoritative knowledge of managing a multi-million dollar, multi-agency and multi-lab program and extensive experience in working with senior policy officials and conducting international liaison.

Comprehensive knowledge of the operational and organizational structure and mission of the Intelligence Community, DOE/NNSA, and their component departments/agencies, key programs and roles.

Ability to direct and review ad-hoc analysis and provide quick-turn expert judgment, incorporating current all-source intelligence pertaining to nuclear material security, nuclear material characteristics or nuclear nonproliferation activities.

**You must meet all qualifications and eligibility requirements by the closing date of this announcement.**

#### **EDUCATION:**

Education must be obtained from an accredited institution recognized by the U.S. Department of Education. Foreign education must be reviewed by an organization recognized by the U.S. Department of Education. For special instructions pertaining to foreign education and a list of organizations that can evaluate foreign education, see [the Department of Education website](#).

#### **OTHER REQUIREMENTS:**

- Drug Testing
- Security clearance: must be able to obtain and retain a "Q" security clearance with Special Compartmented Information (SCI) access.
- Must successfully complete a CI Evaluation, which may also include a CI-scope polygraph examination. . These clearances and accesses are an absolute requirement for this position. It is imperative that the incumbent maintain eligibility for them. Without these clearances and accesses, it is not possible to perform these functions. Loss of these clearances may constitute grounds for dismissal.

#### **HOW YOU WILL BE EVALUATED:**

The HR Office and/or Subject Matter Expert (SME) will conduct a quality review of your application and supporting documentation to ensure you have been placed into the appropriate quality category.

Your application is rated based on the extent and quality of your experience, education (when applicable), and training as described in your resume and applicant assessment. Your credentials are measured against the established duties of the position at the grade level(s) being advertised.

*If your resume is incomplete or does not support the responses you provided in your online questionnaire, or if you fail to submit all required documentation before the vacancy closes, you may be rated 'ineligible', 'not qualified', or your score may be adjusted accordingly.*

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#### **BENEFITS:**

You can review our benefits at: [https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits)

#### **OTHER INFORMATION:**

- **The U.S. Department of Energy fosters a diverse and inclusive workplace and is an Equal Opportunity Employer.**
- Veterans and persons with disabilities are encouraged to apply. For more information, please visit the links at the bottom of this page or visit the FedHireVets website.
- More than one selection may be made from this vacancy announcement.

- Some positions may require completion of a probationary period of up to 1 (one) year.
- Many positions require successful completion of a background investigation.
- All males born after December 31st 1959 must abide by laws regarding Selective Service registration. To learn more about this law, visit the Selective Service web page, Who Must Register. If you are not registered and don't have an approved exemption, you will not be eligible for employment with the Federal government.

EEO Policy: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Telework: [www.telework.gov](http://www.telework.gov)

Selective Service Registration: <http://www.sss.gov/>

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## HOW TO APPLY:

Resumes and supplemental documentation will be accepted via email to [DOE-INHRAApplications@doe.gov](mailto:DOE-INHRAApplications@doe.gov). To be considered for this position, you must submit your complete application no later than 11:59pm U.S. Eastern Time on the closing date of this announcement. Requests for extensions will not be granted.

### Steps to submit a complete application:

NOTE: This is an Internal Announcement for Current Federal Employees Only that are currently working for the Department of Energy, Office of Intelligence and Counterintelligence.

1. Go to <http://energy.gov/office-intelligence-and-counterintelligence> to review the Vacancy Announcement listed under **"CAREER OPPORTUNITIES"**.
2. Carefully review the entire application. You must respond to all applicant assessment questions, if requested, carefully following all instructions provided.
3. Once you are ready to submit your application, click **APPLY** (located at the top of the announcement page) or initiate an email to [DOE-INHRAApplications@doe.gov](mailto:DOE-INHRAApplications@doe.gov). Include the Job Announcement Number in the Subject line of the email. You are now able to submit your resume and other supporting documents.
4. *It is ultimately your responsibility to make sure all required documents are uploaded. If you are unsure that your documents were properly submitted, please contact the HR Specialist listed on the announcement BEFORE the vacancy closes.*

*If your resume does not support the responses in your application questionnaire, or if you fail to submit required documentation before the vacancy closes, you may be rated 'ineligible', 'not qualified', or your score may be adjusted accordingly.*

### NEED HELP?

- If you experience any difficulties with the application process (anything after you have clicked the 'Apply' button) or attempted to send an email, please contact the HR Office listed on this announcement between normal business hours. If you are receiving any kind of error message, please be ready to provide a screenshot or at a minimum, the error message text and number.
- If you are experiencing a significant hardship which hinders your ability to apply online please contact the HR Office listed on this announcement during normal business hours to discuss your situation.

## REQUIRED DOCUMENTS:

**A complete application includes a resume, SF-50, and submission of any required documents, such as a DD-214.** Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position (or may not receive the special consideration for which you may be eligible).

**All applicants are required to submit a resume** by uploading one of their own choosing. (Cover letters are optional.) To receive full credit for relevant experience, please list the month/date/year and number of hours worked for experience listed on your resume.

**VETERANS' PREFERENCE DOCUMENTATION:** There is no formal rating system for applying veterans' preference to appointments in the excepted service. However, the Department of Energy considers veterans' preference eligibility as a positive factor in hiring. This link will provide information on the required documentation needed to support your veteran's status- [veteran eligibility documentation](#) - (i.e., DD-214, VA Letter, Standard Form (SF) 15 as applicable)..

Please carefully review the following list to determine what documentation you need to submit. Some documents may not apply to all applicants. If you are unsure, click the link for each document type to read more.

**ALL APPLICANTS:** You must submit a [resume](#) supporting your specialized experience and responses to the online questionnaire.

- Your resume should list all work experience (paid and unpaid); you should list the full name and address of the each employer.
- Your experience listing should show the start and end dates (include month, day, and year); you must also list the average number of hours per week that you worked.
- Your resume should also include any education and training you have completed (list the program title, subject area, number of hours completed, and completion date).
- For more information about what to include in your resume, please view this [USAJOBS Resume Tutorial video](#) on YouTube.
- You can submit a resume in the format of your choice.
- It is important that you are complete and thorough in your resume. If any of the above information is not included in your resume, we may not be able to fully credit you for your experience.

**If specific educational requirements are indicated for this vacancy:** [Documentation verifying your educational claims](#) which can include unofficial transcripts or any report listing institution, course title, credits earned and final grade. Please see the Education section for more information.

**Persons with Disabilities:** Individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities may apply for appointment through the Schedule A hiring authority. [Certified verification of a disability](#) from a licensed medical professional; a licensed vocational rehabilitation specialist; or any Federal, state, or District of Columbia agency or U.S. territory that issues or provides disability benefits will be required.

## AGENCY CONTACT INFO:

*Sylvia Jackson, Human Resources Specialist (Contractor)*  
Department of Energy  
Office of Intelligence and Counterintelligence, IN  
Phone: 202-586-3648  
Fax – 202-586-1632

[Sylvia.jackson@doe.gov](mailto:Sylvia.jackson@doe.gov)

Or

*Denise Williamson, Human Resources Advisor*

*Department of Energy*

*Office of Intelligence and Counterintelligence, IN*

*Phone: 202-586-6478*

*Fax – 202-586-1632*

[denise.williamson@doe.gov](mailto:denise.williamson@doe.gov)

#### **WHAT TO EXPECT NEXT:**

After each step in the recruitment process, your status will be updated in our application tracking system. Once this happens, if you have elected to receive e-mail updates, you will be notified through your **DOE-INHRAApplications@doe.gov** e-mail address.