

CONDUCTING THE JOB / TASK ANALYSIS

DOE-STD-1171

Safeguards and Security FAQ

Step 1 Identify and evaluate tasks

- Develop a comprehensive list of tasks that define the job.
 - o A great starting point is the list of Duties and Responsibilities from the FAQs.
 - o Give careful thought to additional tasks that could be considered.
 - o Don't worry about deleting tasks at this point – that is a part of the process further down.
- List the tasks (and their sources, e.g., Duties and Responsibilities #1) in the chart below.
- Discuss each task as a group and come to a consensus pertaining to Importance and Frequency of the task (i.e., each team member can consent to the assigned value, even if they don't exactly agree with it).
- When all values have been assigned, consider as a group deleting tasks that receive low scores for Importance.

Job Analysis Worksheet for Tasks

Task	Source	Importance	Frequency
#1-Program Planning & Management (PPM)	NAP-21 DOE O 470.4B DOE O 226.1B HSPD-3 PDD-39 DOE O 370.3B DOE O 473.3B DOE O 151.1C DOE O 471.6 DOE 360.1C	4.31	3.22
#2 Physical Security (PS)	DOE O 473.3B NAP-70.2 DOE O 470.4B DOE O 370.3B	4.29	3.29
#3 Protective Force Operations (PFO)	DOE O 473.3B DOE O 370.3B DOE O 470.4B 10 CFR 1046	4.29	3.29
#4 Information Protection (IP)	DOE O 471.6 NAP-70.4 10 CFR 1016 32 CFR 2003	3.76	2.37
#5 Personnel Security (PER Sec)	10 CFR 710 10 CFR 712 DOE O 472.2	4.59	3.66
#6 Nuclear Material Control and Accountability (NMC&A)	DOE O 474.2 Chg1	3.76	2.71
#7 Cyber Security (CS)	DOE O 205.1B DOE O 226.1B P.L 107 347, Title	4.08	3.29

Task	Source	Importance	Frequency
	III Federal Information Security Management Act of 2002 CNSS Policies (1253, 22) NIST Standards		

Importance Scale	Frequency
How important is this task to the job?	How often is the task performed?
0 = Not Performed	0 = Not Performed
1 = Not Important	1 = Every few months to yearly
2 = Somewhat Important	2 = Every few weeks to monthly
3 = Important	3 = Every few days to weekly
4 = Very Important	4 = Every few hours to daily
5 = Extremely Important	5 = Hourly to many times each hour

Step 2 Identify and evaluate competencies

A competency is a measurable pattern of knowledge, skills, abilities, behaviors and other characteristics that an individual needs in order to perform work roles or occupational functions successfully.

- Identify the competencies directly related to performance on the job.
- Discuss each competency as a group and come to a consensus pertaining to Importance and Need at Entry of the competency.
- When all values have been assigned, consider as a group deleting tasks that receive low scores for Importance.

Job Analysis Worksheet for Competencies

Competency	Source	Importance	Need at Entry
A. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the standardized approach for protection program planning that will provide an information baseline for use in integrating Departmental Safeguards and Security (S&S) considerations, facilitating management evaluation of program elements, determining resources for needed improvements, and establishing cost-benefit bases for analyses and comparisons.	DOE-STD-1171-2009 Competency # 1	4.0	2.83
B. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the requirements of the Homeland Security	DOE-STD-1171-2009 Competency # 2	2.5	3.5

Competency	Source	Importance	Need at Entry
Advisory System.			
C. Describe the DOE SECON system and the measures to be taken in the five levels.	DOE-STD-1171-2009 Competency # 3	4.33	2.17
D. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the objective and elements that are contained in a SSSP and SSP.	DOE-STD-1171-2009 Competency # 4	3.17	3.0
E. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the objective and elements that are contained in the VA Program.	DOE-STD-1171-2009 Competency # 5	3.83	2.83
F. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the objective and elements that are contained in the Performance Assurance Program.	DOE-STD-1171-2009 Competency # 6	4.0	2.83
G. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the objective and elements contained in the DOE Oversight Policy.	DOE-STD-1171-2009 Competency # 7	4.62	2.33
H. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the objectives and elements that are contained in the surveys, reviews, and self-assessments conducted by different levels of DOE management, and demonstrate the ability to conduct surveys, reviews, and self-assessments.	DOE-STD-1171-2009 Competency # 8	4.83	2.67
I. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the Foreign Ownership, Control, or Influence (FOCI) Program requirements and criteria to facilitate the initial and continued Facility Clearance (FCL) eligibility of U.S. companies with/or without foreign involvement.	DOE-STD-1171-2009 Competency # 9	3.2	3.6
J. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the policies and procedures for FCLs and registration of S&S activities.	DOE-STD-1171-2009 Competency # 10	4.0	3.6
K. Safeguards and security personnel with the responsibility for PP&M must demonstrate	DOE-STD-1171-2009 Competency # 11	3.33	4.0

Competency	Source	Importance	Need at Entry
a working level knowledge of the S&S Training Program.			
L. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the policies and procedures contained in the Incidents of Security Concern Program.	DOE-STD-1171-2009 Competency # 12	3.2	3.6
M. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the policies and procedures contained in the Incidents of Security Concern Program. Need at entry?	DOE-STD-1171-2009 Competency # 13	3.5	3.5
N. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the policies and procedures contained in the Control of Classified Visits Program.	DOE-STD-1171-2009 Competency # 14	3.2	4.0
O. Safeguards and security personnel with the responsibility for PP&M must demonstrate a working level knowledge of the Unclassified Visits and Assignments of Foreign Nationals Program.	DOE-STD-1171-2009 Competency # 15	3.2	3.8
P. Safeguards and security personnel with the responsibility for PS must demonstrate a working level knowledge of graded physical protection programs and site physical protection programs.	DOE-STD-1171-2009 Competency # 16	2.46	1.67
Q. Safeguards and security personnel with the responsibility for PS must demonstrate a working level knowledge of physical protection systems.	DOE-STD-1171-2009 Competency # 17	4.67	1.67
R. Safeguards and security personnel with the responsibility for PS must demonstrate a working level knowledge of the protection of nuclear weapons, components, and SNM.	DOE-STD-1171-2009 Competency # 18	5.0	1.67
S. Safeguards and security personnel with the responsibility for PS must demonstrate a working level knowledge of protection of classified information and matter.	DOE-STD-1171-2009 Competency # 19	4.67	1.67
T. Safeguards and security personnel with the responsibility for PS must demonstrate a working level knowledge of radiological, chemical, and biological sabotage protection programs.	DOE-STD-1171-2009 Competency # 20	4.0	2.33
U. Safeguards and security personnel with the responsibility for PS must demonstrate a working level knowledge of security areas.	DOE-STD-1171-2009 Competency # 21	4.67	1.67

Competency	Source	Importance	Need at Entry
V. Safeguards and security personnel with the responsibility for PS must demonstrate a working level knowledge of alarm management and control systems.	DOE-STD-1171-2009 Competency # 22	4.0	2.33
W. Safeguards and security personnel with the responsibility for PS must demonstrate a working level knowledge of protection of security system elements.	DOE-STD-1171-2009 Competency # 23	4.67	2.0
X. Safeguards and security personnel with the responsibility for PS must demonstrate the ability to review and access the contractor's protection program.	DOE-STD-1171-2009 Competency # 24	4.67	3.0
Y. Safeguards and security personnel with the responsibility for PFO must demonstrate a working level knowledge of the planning for PFO.	DOE-STD-1171-2009 Competency # 25	5.0	3.0
Z. Safeguards and security personnel with the responsibility for PFO must demonstrate a working level knowledge of PF duties.	DOE-STD-1171-2009 Competency # 26	5.0	1.5
AA. Safeguards and security personnel with the responsibility for PFO must demonstrate a working level knowledge of the Special Response Team (SRT).	DOE-STD-1171-2009 Competency # 27	4.5	2.0
BB. Safeguards and security personnel with the responsibility for PFO must demonstrate a working level knowledge of PF training and qualification.	DOE-STD-1171-2009 Competency # 28	4.0	2.0
CC. Safeguards and security personnel with the responsibility for PFO must demonstrate a working level knowledge of security helicopter flight operations.	DOE-STD-1171-2009 Competency # 29	4.0	2.5
DD. Safeguards and security personnel with the responsibility for PFO must demonstrate a working level knowledge of PFs' equipment and facilities.	DOE-STD-1171-2009 Competency # 30	3.0	3.0
EE. Safeguards and security personnel with the responsibility for PFO must demonstrate a working level knowledge of PF performance testing.	DOE-STD-1171-2009 Competency # 31	4.5	2.0
FF. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the security requirements for the protection and control of information and matter required to be classified or controlled by statutes, regulations, or DOE directives.	DOE-STD-1171-2009 Competency # 32	4.17	2.0
GG. Safeguards and security personnel with the responsibility for IP must demonstrate a	DOE-STD-1171-2009 Competency # 33	4.33	2.0

Competency	Source	Importance	Need at Entry
working level knowledge of the policies and procedures for CMPC.			
HH. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for marking classified matter.	DOE-STD-1171-2009 Competency # 34	4.17	2.0
II. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for the management of the marking of classified documents received from OGA and foreign governments not conforming to DOE requirements.	DOE-STD-1171-2009 Competency # 35	3.17	3.5
JJ. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for control and accountability systems used to prevent unauthorized access to or removal of classified information. .	DOE-STD-1171-2009 Competency # 36	4.0	2.33
KK. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for the reproduction of classified information.	DOE-STD-1171-2009 Competency # 37	4.17	1.83
LL. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for receiving and transmitting classified matter.	DOE-STD-1171-2009 Competency # 38	4.17	2.0
MM. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for the disposition of classified matter in the event of a contract closeout or a FCL termination.	DOE-STD-1171-2009 Competency # 39	2.83	3.67
NN. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for the destruction of classified matter.	DOE-STD-1171-2009 Competency # 40	4.17	1.83
OO. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for managing foreign government information.	DOE-STD-1171-2009 Competency # 41	3.33	3.0

Competency	Source	Importance	Need at Entry
PP. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for the marking and accountability of classified material.	DOE-STD-1171-2009 Competency # 42	4.17	1.83
QQ. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for OPSEC.	DOE-STD-1171-2009 Competency # 43	4.17	2.33
RR. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for SAPs.	DOE-STD-1171-2009 Competency # 44	1.8	4.6
SS. Safeguards and security personnel with the responsibility for IP must demonstrate a working level knowledge of the policies and procedures for protecting and controlling CUI.	DOE-STD-1171-2009 Competency # 45	4.0	2.5
TT. Safeguards and security personnel with the responsibility for PERS SEC must demonstrate a working level knowledge of the access authorization (security clearance) process.	DOE-STD-1171-2009 Competency # 46	4.60	2.8
UU. Safeguards and security personnel with the responsibility for PERS SEC must demonstrate a working level knowledge of the policies, procedures, and governing requirements of the DOE PERS SEC programs	DOE-STD-1171-2009 Competency # 47	4.6	2.8
VV. Safeguards and security personnel with the responsibility for PERS SEC must demonstrate the ability to assess the PERS SEC program elements	DOE-STD-1171-2009 Competency # 48	4.75	4.0
WW. Safeguards and security personnel with the responsibility for PERS SEC must demonstrate a working level knowledge of all aspects and actions required of the access authorization process.	DOE-STD-1171-2009 Competency # 49	4.2	3.0
XX. Safeguards and security personnel with the responsibility for PERS SEC must demonstrate a working level knowledge of all aspects and actions required of the PERS SEC adjudication process.	DOE-STD-1171-2009 Competency # 50	5.0	3.0
YY. Safeguards and security personnel with the responsibility for PERS SEC must demonstrate a working level knowledge	DOE-STD-1171-2009 Competency # 51	5.0	3.5

Competency	Source	Importance	Need at Entry
of all aspects and actions required of the AR process.			
ZZ. Safeguards and security personnel with the responsibility for PERS SEC must demonstrate a working level knowledge of the HRP.	DOE-STD-1171-2009 Competency # 52	4.0	3.75
AAA. Safeguards and security personnel with the responsibility for MC&A must demonstrate a working level knowledge of program administration of MC&A systems. Frequency of involvement depends on material at the site, i.e., category, attractiveness level.	DOE-STD-1171-2009 Competency # 53	4.33	1.33
BBB. Safeguards and security personnel with the responsibility for MC&A must demonstrate a working level knowledge of the methods for materials accountability.	DOE-STD-1171-2009 Competency # 54	4.33	1.33
CCC. Safeguards and security personnel with the responsibility for MC&A must demonstrate a working level knowledge of the methods for materials control.	DOE-STD-1171-2009 Competency # 55	4.33	1.33
DDD. Safeguards and security personnel with the responsibility for MC&A must demonstrate a working level knowledge of the requirements for NMMSS reporting and data submission.	DOE-STD-1171-2009 Competency # 56	3.0	2.67
EEE. Safeguards and security personnel with the responsibility for MC&A must demonstrate a working level knowledge of the requirements for nuclear materials transaction reporting.	DOE-STD-1171-2009 Competency # 57	4.33	1.67
FFF. Safeguards and security personnel with the responsibility for MC&A must demonstrate a working level knowledge of the requirements for nuclear material balance reporting.	DOE-STD-1171-2009 Competency # 58	3.0	2.67
GGG. Safeguards and security personnel with the responsibility for MC&A must demonstrate a working level knowledge of the requirements for inventory reporting.	DOE-STD-1171-2009 Competency # 59	3.0	2.33

Competency	Source	Importance	Need at Entry
HHH. Safeguards and security personnel with the responsibility for CS must demonstrate a working level knowledge of the CS Program.	DOE-STD-1171-2009 Competency # 60	4.33	2.0
III. Safeguards and security personnel with the responsibility for CS must demonstrate a working level knowledge of the Federal planning processes as well as the contractor feedback processes (i.e., oversight) as it pertains to the CS budget and oversight.	DOE-STD-1171-2009 Competency # 61	4.0	2.0
JJJ. Safeguards and security personnel with the responsibility for CS must demonstrate a working level knowledge of the associated processes.	DOE-STD-1171-2009 Competency # 62	4.33	2.67
KKK. Safeguards and security personnel with the responsibility for CS must demonstrate the ability to conduct oversight in accordance with the site's policies, including programmatic reviews, performance tests, and reviews of technical processes.	DOE-STD-1171-2009 Competency # 63	4.33	2.33
LLL. Safeguards and security personnel with the responsibility for CS must demonstrate a working level knowledge of the Certification and Accreditation (C&A) Processes for Information Systems or its subsequent revisions.	DOE-STD-1171-2009 Competency # 64	4.0	2.67
MMM. Safeguards and security personnel with the responsibility for CS must demonstrate the ability to evaluate information system security plans, risk assessments, and issue approval to operate.	DOE-STD-1171-2009 Competency # 65	4.0	2.67
NNN. Safeguards and security personnel with the responsibility for CS must demonstrate a working level knowledge of the following concepts, as taken from the Common Body of Knowledge, as they relate to CS and oversight.	DOE-STD-1171-2009 Competency # 66	4.0	2.67
OOO. Safeguards and security personnel with the responsibility for CS must demonstrate a working level knowledge of information technology disciplines.	DOE-STD-1171-2009 Competency # 67	3.67	2.67

Importance Scale	Need At Entry Scale
How important is this competency for effective job performance?	When is this competency needed for effective job performance?
1 = Not Important	1 = Needed the first day
2 = Somewhat Important	2 = Must be acquired within the first 3 months
3 = Important	3 = Must be acquired within the first 4-6 months
4 = Very Important	4 = Must be acquired after the first 6 months
5 = Extremely Important	5 = Must be acquired prior to qualification

Step 3 Evaluate linkage between tasks and competencies

This step demonstrates that there is a clear relationship between the tasks performed on the job and the competencies required to perform the tasks.

- Evaluate each competency for its importance in effective performance of each task.
- When finished, verify that each competency is important to the performance of at least one task.

Job Analysis Worksheet For Task And Competency Linkage

Comp. Letter (from Step 2)/DOE- STD-1171 Comp. Number	Task Number						
	1	2	3	4	5	6	7
A/1	4						
B/2	2.5						
C/3	4.33						
D/4	3.17						
E/5	3.83						
F/6	4						
G/7	4.62						
H/8	4.83						
I/9	3.2						
J/10	4						
K/11	3.33						
L/12	3.2						
M/13	3.5						
N/14	3.2						
O/15	3.2						
P/16		2.46					
Q/17		4.67					
R/18		5					
S/19		4.67					
T/20		4					
U/21		4.67					
V/22		4					
W/23		4.67					
X/24		4.67					
Y/25			5				
Z/26			5				
AA/27			4.5				
BB/28			4				
CC/29			4				
DD/30			3				
EE/31			4.5				
FF/32				4.17			

Comp. Letter (from Step 2)/DOE- STD-1171 Comp. Number	Task Number						
	1	2	3	4	5	6	7
GG/33				4.33			
HH/34				4.17			
II/35				3.17			
JJ/36				4			
KK/37				4.17			
LL/38				4.17			
MM39				2.83			
NN/40				4.17			
OO/41				3.33			
PP/42				4.17			
QQ/43				4.17			
RR/44				1.8			
SS/45				4			
TT/46					4.6		
UU/47					4.6		
VV/48					4.75		
WW/49					4.2		
XX/50					5		
YY/51					5		
ZZ/52					4		
AAA/53						4.33	
BBB/54						4.33	
CCC/55						4.33	
DDD/56						3	
EEE/57						4.33	
FFF/58						3	
GGG/59						3	
HHH/60							4.33
III/61							4
JJJ/62							4.33
KKK/63							4.33
LLL/64							4
MMM/65							4
NNN/66							4
OOO/67							3.67

Linkage Scale

How important is this competency for effective task performance?

- 1 = Not Important
- 2 = Somewhat Important
- 3 = Important
- 4 = Very Important

5 = Extremely Important
N/A = Not Applicable

Step 4: Gaps

Step 5: Suggested Competency Level Changes