

# Intelligence Research Analyst

**Job Title:** Intelligence Research Analyst

**Agency:** Department of Energy

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

**Job Announcement Number:** 15-0002

**SALARY RANGE:** \$52,668.00 to \$82,840.00 / Per Year

**OPEN PERIOD:** Thursday, February 19, 2015 to Thursday, February 26, 2015

**SERIES & GRADE:** GS-0132-9/11

**POSITION INFORMATION:** Full Time – Permanent

**PROMOTION POTENTIAL:** GS-11

**DUTY LOCATIONS:** 2 vacancies – Washington, DC Metro Area, DC, US

1 vacancy - Germantown, MD, US

**WHO MAY APPLY:** OPEN TO ALL U.S. CITIZENS

**SECURITY CLEARANCE:** Q - Sensitive

**SUPERVISORY STATUS:** No

## **JOB SUMMARY:**

[About the Agency](#)

The U.S. Department of Energy's Office of Intelligence and Counterintelligence is a component of the Intelligence Community. The Office of Intelligence and Counterintelligence is responsible to both the Secretary of Energy and the Director of National Intelligence for support in the areas of policy, research, analysis, and technical expertise in support of energy security and nuclear nonproliferation interests.

The purpose of this position is to serve as an Intelligence Research Specialist in the Energy Security Division (ESD) within the Directorate of Intelligence Analysis. This position involves conducting research, identifying and summarizing relevant information, and assisting senior analysts with briefings and written analytic products. The incumbent is responsible for conducting this work on oil, gas, coal, and renewable energy sources for the Western Hemisphere or Asia region. We are seeking three hires, one to fill the Asia position, Russia/FSU position and the other to fill the Western Hemisphere position. ESD's primary mission is to research and analyze information on energy security issues, such as evaluating a country's energy system in the areas of reliability and resilience, availability and accessibility, governance and government stability, affordability, and sustainability. ESD provides intelligence assessments to Energy principals to inform the development of policies and strategies to understand and act upon energy security issues, threats, and concerns that may affect US national security interests.

This position is in a small office, with staff members who work on a wide array of interesting issues. We offer both flexible work schedules and an opportunity for challenging and interesting work. We are located in the heart of Washington, DC with offices at 1000 Independence Ave, SW, close to shops, museums, and restaurants.

Pursuant to 50 USC § 3024 (v), and with concurrence and consultation with the Director of National Intelligence and the Director of the Office of Personnel Management, this position is being established in the excepted service as an element of the intelligence community within the Department of Energy.

This position requires Q (Top Secret) and a Special Compartmented Intelligence security clearances.

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/>

This position is in the Excepted Service under 10 U.S.C. 1601. The Department of Energy position applies Veteran's preference to preference eligible candidates as defined by Section 2109 of Title U.S.C. If you are claiming veteran's preference, as defined by section 2108 of the Title 5 U.S/C, you must submit documents verifying your eligibility with your application package.

Excepted Service includes all position in the executive branch of the Federal Government which are specifically excepted 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**

- Not Required

#### **RELOCATION AUTHORIZED**

- No

#### **KEY REQUIREMENTS**

- You must be a United States Citizen.
- This employer participates in the e-Verify program
- See "Other Information" section regarding Selective Service requirements.

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#### **DUTIES:**

##### **As the Intelligence Research Specialist, you will:**

1. Analyze, assimilate, and evaluate all available and relevant information (both classified and unclassified) on energy issues for Western Hemisphere, Russia/Former Soviet Union, or Asian countries. Select relevant information for inclusion and summary in shared database.
2. Prepare finished analytic reports or contribute to larger studies, compilations, or intelligence publications. Support DOE intelligence officers by tracking information needs of senior policymakers in assigned area of responsibility;

3. Support staff preparation of intelligence briefings for senior DOE senior officials, including the Secretary, Deputy Secretary, Assistant Secretaries, Administrator of the Energy Information Administration, and other pertinent U.S. government officials. Represent DOE positions on foreign energy issues to other U.S. Intelligence Community (IC) members and other U.S. Government agencies. Ensure that IC products appropriately represent DOE positions and expertise and that the IC is informed of DOE positions and conclusions on energy issues;

4. Submit collection requirements to support analysis of foreign energy issues and convey DOE intelligence requirements to appropriate intelligence collection agencies and handle classified documents, work with classified computer systems, and ensure proper security requirements and protocols are met.

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## **QUALIFICATIONS REQUIRED:**

### **SPECIALIZED EXPERIENCE REQUIREMENTS**

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.

At the GS-9 level, you may substitute education for specialized experience as follows: master's or equivalent graduate degree; or 2 full years of progressively higher level graduate education leading to such a degree; or LL.B. or J.D., if related.

OR

**Specialized experience for the GS-09:** For the GS-09, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-07 grade level in the Federal service. Specialized experience for this position includes: a basic knowledge of oil, gas, coal, and renewable energy issues in Western Hemisphere, Russia/Former Soviet Union, or Asia countries, particularly the ability to identify, analyze and evaluate raw data on politics, economics, infrastructure, and technology. A basic understanding of the technical aspects of energy research, analysis, and writing must be demonstrated.

At the GS-11 level, you may substitute education for specialized experience as follows: Ph.D. or equivalent doctoral degree; or 3 full years of progressively higher level graduate education leading to such a degree; or LL.M., if related.

OR

**Specialized experience for the GS-11:** For the GS-11, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-09 grade level in the Federal service. Specialized experience for this position includes: a general knowledge of oil, gas, coal, and renewable energy issues in Western Hemisphere, Russia/Former Soviet Union, or Asia countries, particularly the ability to identify, analyze and evaluate raw data on politics, economics, infrastructure, and technology. A basic understanding of the technical aspects of energy research, analysis, and writing, must be demonstrated.

The experience may have been gained in either the public or private sector. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/day/year, and indicate number of hours worked per week on your resume.

"Experience" refers to paid and unpaid experience. Examples of qualifying unpaid experience may include: volunteer work done through National Service programs (such as Peace Corps and AmeriCorps); as well as work for other community-based philanthropic and social organizations.

Volunteer work helps build critical competencies, knowledge, and skills; and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**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.

### **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 FedSHireVets 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/eoo>  
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 through the DOE-IN Vacancy Announcement System.

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. If you fail to submit a complete application prior to the closing time (regardless of when you started) the application system will not allow you to finish! Requests for extensions will not be granted, so please begin the application process allowing yourself enough time to finish before the deadline. Our application system displays a countdown timer in the top-left corner of the screen for your reference.

For the security of you and your information, our application tracking system will time-out if you are inactive for a certain period of time. If you are responding to long answer questions, you may likely hit this time-out while you are typing. Therefore, we highly recommend that you view the applicant assessment questions before you apply. Complete your responses to any essay questions in a file on your computer before you start the application process. That way, all you need to do is copy and paste the prepared responses into each field.

#### Steps to submit a complete application:

1. You must have an active USAJOBS account and be logged in.
2. You must have a completed resume associated with your USAJOBS account. *Please note that some DOE offices do not accept uploaded resumes and instead require that you have a completed resume within your USAJOBS profile using the [Resume Builder](#).*
3. Once you are logged in and all of your application materials are ready, click on the 'Apply Online' button to get started.
4. You will be given the option to include your resume, documents, and demographic information from your USAJOBS profile. You will then be transferred to the Department of Energy's application tracking system. *If you select documents from your USAJOBS account, you MUST complete the download process in a later step or your USAJOBS documentation WILL NOT be transferred! See Step 6.*
5. You must respond to all applicant assessment questions, carefully following all instructions provided.
6. You will then be asked to upload additional supporting documentation. If you selected documents from USAJOBS prior to being transferred to our application system (Step 4), you will need to click the "USAJOBS" link to complete the transfer process. These documents ARE NOT automatically transferred! *It is ultimately your responsibility to make sure all required documents are either faxed, uploaded, or transferred from USAJOBS successfully. If you are unsure that your documents went through, please contact the HR Specialist listed on the announcement BEFORE the vacancy closes.*
7. **IMPORTANT:** In the final step of the application process you will be shown a copy of your resume and all the information you entered during the application process. You must click the 'Finish' button at the bottom of this final page and receive confirmation that your application has been received. **If you do not click 'Finish', your application will not be received!**

*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 Online' button), 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 1. A resume; 2. Submission of any required documents.**

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:**

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*Washington, DC 20585*

*Agency Information:*  
*Department of Energy*  
*Office of Intelligence and Counterintelligence, IN*  
*1000 Independence Avenue, SW*  
*Washington, DC 20585*  
*US*

**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 USAJOBS registered e-mail address. If you have not elected for e-mail updates, you can review your current application status in USAJOBS at any time. Please check that your USAJOBS profile contact information is current and correct each time you apply to a job--this will ensure we are able to contact you as quickly as possible.

In addition to changing your status online, we will send you e-mail notifications at each major step in the process, to include: application received, eligible or not eligible, referred or not referred, selected or not selected.