Operations Research Analyst
JOA#: GS 2021-1515-02-P

Overview:

Department: Department of Defense
Agency: Office of the Secretary of Defense
Hiring Organization: Cost Assessment and Program Evaluation
Salary Range: $122,530 to $159,286 Per Year
Open Period: February 25, 2021 to March 4, 2021
Pay Scale & Grade: GS 14
Series: 1515 Operations Research
Appointment Type: Permanent - Schedule B Excepted Service.
A current Federal Career or Career-Conditional employee selected must voluntarily relinquish his or her competitive status prior to appointment to this position.

Work Schedule: Full Time

This job is open to All US Citizens

Clarification from the agency: This public notice is to gather applications that may or may not result in a referral or selection.

Location: Pentagon, Arlington, VA
Relocation expenses reimbursed: No

Telework Eligibility: As determined by agency policy.

Duties:

Summary

This position is in the Office of the Director, Cost Assessment and Program Evaluation (CAPE). The Director, CAPE is the principal staff advisor and assistant to the Secretary of Defense for planning, analysis, and evaluation of the Defense Program, including formulating the force planning, fiscal, and policy guidance upon which DoD force and program projections are based; analyzing and evaluating planned and proposed military forces, weapons systems and major programs; preparing independent cost analyses of major DoD programs and weapon system acquisitions; evaluating U.S. and foreign force capabilities; developing and evaluating alternative forces and programs; and identifying the key issues and developing information and analyses for use by the Secretary of Defense in decision-making.
The primary purpose of this position is to serve as an Operations Research Analyst in the Strategic Analysis and Warfighting Division (SAWD). The Division supports the Department of Defense (DoD) leadership’s decision making by providing analytic insights on the Department’s ability to achieve its priority objectives. With a focus on warfighting context, SAWD explores the range of potential futures and key variables to ensure that DoD’s limited resources support feasible and affordable future concepts and plans.

Responsibilities May Include:

- Analyzing wargaming, analytic tools, scenarios, models, and simulations.
- Designing and/or conducting studies and analyses of the capabilities of U.S., allied, and potential enemy forces.
- Applying a variety of analytical approaches to solve mission focused policy, methodological, and/or administrative problems in a fast-paced environment.
- Presenting the findings of analytical products to senior leaders and non-technical audiences, clearly and concisely.
- Ensuring the techniques used are valid and appropriate to the problem or issue identified. Executes analysis per approved/valid/appropriate methodologies.
- Conducting analysis in a programming or statistical software suite such as R, Python, Excel, AI/ML techniques, MATLAB, ArcGIS (specific requirements may vary).
- Performing independently and/or acting as a senior analyst in a team setting. As a GS 14, expected to be a subject matter expert advising senior leaders on methodological or analytical issues.

**Travel Required:** Occasional travel - You may be expected to travel for this position.

**Supervisory status:** No

**Promotion Potential:** 15

**Requirements**

**Conditions of Employment**

U.S. Citizenship is required.

Males must be registered for Selective Service, see [www.sss.gov](http://www.sss.gov).

This position is subject to provisions of the WHS/OSD PPP Pilot Program.

May be required to successfully complete a trial period.

Required to participate in the direct deposit program.

Position is subject to random drug testing.
Must be able to obtain and maintain a Top Secret or a Top Secret/SCI clearance.

Employee may be required to work other than normal duty hours, to include evenings, weekends and/or holidays.

This position may require travel away from your normal duty station on military or commercial aircraft.

Employee may be required to submit an annual financial interest statement.

Recruitment incentives may or may not be authorized.

Per National Defense Authorization Act (NDAA) of fiscal year (FY) 2017. Section 1111 modifies 5 United States Code (U.S.C.) 3326; Veterans who are retiring within 180 days of the appointment effective date may require a 180-day waiver package.

**Qualifications:**

**Basic Requirements:**
A degree in operations research; or at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or subject-matter courses requiring substantial competence in college-level mathematics or statistics. *At least 3 of the 24 semester hours must have been in calculus.*

**Education must be obtained from an accredited institution recognized by the U.S. Department of Education.**

Click [here](#) on the following link to view education and/or experience requirements for this position.

Click [here](#) to view occupational requirements for this position.

Applicants must meet all qualifications requirements by the closing date of the announcement. In addition to meeting the basic requirement above, you must also meet the qualification requirements listed below:

**Specialized Experience:**
To qualify for the **GS-14** you MUST have at least a year demonstrating accomplishment of the duties and competencies described below. One year of specialized experience is equivalent to 12 months at 40 hours per week.

**Part-time or unpaid experience:** Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

**Volunteer Work Experiences:** Refers to paid and unpaid experience, including volunteer work done through National Service Programs (i.e., Peace Corps, AmeriCorps) and other
organizations (e.g., professional; philanthropic; religious; spiritual; community; student and social). Volunteer work helps build critical competencies, knowledge and skills that can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**Knowledge, Skills, and Abilities (KSAs):** Your resume and application materials should reflect the depth and breadth of your competencies for the position. Do not submit a separate written statement addressing the KSAs below. Your experience must be relevant and recent within the past 5 years. Your qualifications will be evaluated based on your level of knowledge, skills, abilities and/or competencies in the following areas:

- **Quantitative Analytics:** Ability to develop analytic methods demonstrated by current understanding and application of quantitative analytics. For example: The selected analyst must have the ability to research and develop original (and sometimes simple) models using modern modeling programming/software methods. Proficiency with at least 2 and familiarity with others such as R, Python, Excel, AI/ML techniques, MATLAB, ArcGIS or suitable equivalent. Additionally, this position requires an expertise in working with campaign models (e.g., STORM) and modelers, understanding their limitations and the types of analytic questions appropriate for campaign analysis.

- **Defense and National Strategies:** Ability to draft, assess, and provide analytic support to the development of key Departmental strategy efforts. For example: The selected analyst must be able to successfully complete these tasks, which requires experience with strategic thinking between the interplay of national objectives and DoD’s abilities and capabilities as an instrument of national power. Must be able to translate strategy and guidance documents into executable investments and must understand Departmental strategies (e.g., the National Defense Strategy) and be familiar with how those strategies influence budget and other Departmental processes.

- **Warfighting Strategies and Concepts:** Ability to understand, assess, and develop strategic and operational concepts that achieve the stated Departmental strategies and policy objectives. Must be able to explore and refine the range of operational military warfighting options and translate those operational activities into strategic ends. For Example: The analyst must be able to apply research methods and take strategic campaign objectives and innovate original warfighting concepts. Must demonstrate creative thinking skills to apply innovative solutions to complex problems. Must be able to instantiate conceptual warfighting strategies such that the concepts and associated CONOPs can be tested via analytic methodologies including campaign analysis, mission analysis, modeling, simulation, and analytic wargaming. Must demonstrate the knowledge and ability to derive meaning from data and develop alternative concepts and strategies backed by analytic methods options for leadership consideration.

- **Strategic and Operational Planning:** Demonstrate in-depth knowledge of the Department’s near- and long-term planning activities. Must be familiar with key policy
objectives to provide quantitative and qualitative assessments. Must demonstrate the skill to translate planning activities to necessary forces and capabilities and perform associated assessments to provide key insights to leadership.

- **Building Coalitions:** Must have the ability to work with and collaborate with individuals across a broad spectrum of internal and external organizational representatives. Must be able to independently work across organizations, successfully navigate a complex bureaucracy, to share and obtain information, and to influence outcomes. Must be adept at stakeholder engagement, knowledgeable of major DoD functions and key decision-making frameworks. Must have the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization.

- **Communication:** Ability to translate complex concepts, findings, and limitations into concise, plain language through varied types of written communication to include emails, memos, PowerPoint briefs, white papers, and full reports. Oral communications may include formal presentations or briefings in front of large groups of senior officials and could occur with little to no forewarning and may require communicating on matters with opposing views. Must be able to explain, advocate, and express facts and ideas in a convincing manner, and to negotiate with individuals and groups internally and externally.

**Background Checks and Security Clearance**

You will be required to obtain and maintain a Top Secret or Top Secret/SCI. For more information regarding security clearances click [here](#).

**Additional information**

Washington Headquarters Services is currently operating under an approved reengineered Priority Placement Program (PPP) pilot for all positions in its serviced workforce. This pilot is application based and current PPP registrants who are registered for activity codes 293A and 295A (regardless of the location) are required to apply to the job announcement to exercise their priority placement status. This pilot permits priority applicants to be assessed with other competitive applicants. Anyone claiming priority status must provide a copy of their PPP registration and supporting documentation (e.g., RIF notice, Sponsor's PCS orders, Certification of Expected Separation) at the time of application to verify priority placement and eligibility.

This is a Schedule B Excepted Service Public Notice, under this recruitment procedure applications will be accepted, and selections are made for vacancies as they occur.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.
**Employed Annuitants (Reemployed Annuitants):** Applicants in receipt of an annuity based on civilian employment in the Federal Service are subject to the DoD Policy on The Employment of Annuitants. Click [here](#) for more information.

**Selective Service:** Males born after 12-31-59 must be registered or exempt from Selective Service. For additional information, click [here](#).

Washington Headquarters Services uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, visit: [http://www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

**Nepotism:** Under the provisions of 5 USC 3110, an individual may not be appointed into a position if the position is under the supervisory chain of command of a relative.

### How You Will Be Evaluated

The qualifications for this position will be evaluated by Subject Matter Experts prior to a referral. If you meet the minimum qualifications for this position, your application will be evaluated under a multi-hurdle assessment approach, culminating in a ranking and referral.

**Resume Review (First Hurdle):** Subject matter experts will review your resume to determine qualifications based on the required competencies identified above.

**Qualifying Structured Interviews (Second Hurdle):** If the subject matter experts determine that your resume reflects the required competencies, you will have a panel interview (virtual or phone) to further assess whether your experience meets the required competencies. This panel interview may include in-depth questions, detailed review of writing sample, or exercise/case study to measure your depth of knowledge in relation to the required competencies.

**Ranking and Preference:** Preference will be applied to applicants who move forward after the qualifying Interviews.

**Selection Process:** Hiring Managers will receive a certificate listing of qualified candidates who are eligible for selection. If you are not selected for this position, you may be considered for similar positions for up to 6 months (from the certificate date). This certificate may also be shared with other CAPE Hiring Managers. If you are selected for an interview, you may be asked to give a presentation and/or analyze a case study. You may also be asked to participate in several rounds of interviews.

Qualified candidates will be assigned a score between 70 and 100 not including points that may be assigned for veterans’ preference. Your answers will be verified against information provided in your application and/or by reference checks. If your resume does not support the responses in your application, 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.
**How to Apply**

To be considered for this position, you must submit your completed application no later than 11:59pm U.S. Eastern Time on the closing date of this announcement. Requests for extensions will not be granted, so please begin the application process allowing yourself enough time to finish before the deadline. Submit a completed application package to CAPE via email (osd.pentagon.cape.mbx.esd-support@mail.mil).

**Required Documents:** The following documents are required and must be provided with your application for this announcement:

1. **Resume:**
   a. *IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR, SPECIFIC AND DETAILED. WE MAY NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.*
   
   b. *You must include months, years and hours per week worked to receive credit for your work and/or volunteer experience. One year of specialized experience is equivalent to 12 months at 40 hours per week. Part-time hours are prorated. You will not receive any credit for experience that does not indicate exact hours per week or is listed as "varies". If your resume does not contain this information, your application may be marked as insufficient and you will not receive consideration for this position.*
   
   c. *If your resume includes a photograph or other inappropriate material or content, you will not be considered for this vacancy. Do not include any Personally Identifiable Information (i.e., Social Security Number, Birthdate).*

2. **Assessment Questionnaire - You must select an answer to each question.**

3. **Writing Sample:** Demonstrate your analytical ability and writing skills in (one) 1 page, addressing the following: Describe (one) 1 aspect of the current National Defense Strategy that you believe needs to be changed in the next revision. Provide a rational argument defending your position and a recommendation for improvement.

4. **Transcripts:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education for it to be credited towards qualifications requirements. Therefore, provide only proof of attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Copies of a diploma alone are not sufficient. FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in conventional U.S. education program. It is your responsibility to provide such evidence when applying.
5. **Veterans Preference:** [veteran eligibility documentation](#) (DD-214 Member #4 Copy, VA Letter, Standard Form (SF) 15 as applicable). Please note: If you are a veteran who has not yet been discharged, you may provide a statement of intent to discharge from your agency to receive Veterans Preference under the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011.

6. **SF 50:** Your latest SF-50 (if applicable) showing your tenure, grade and step, and type of position occupied (e.g., Excepted or Competitive Service). Remove all Personally Identifiable Information (Social Security Number and Birthdate). If you receive an updated SF-50 after initially applying, please provide the updated document to CAPE to be added to your application.

NOTE: Ensure all submitted documents contain your full name. Failure to provide all the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

**Benefits:**
A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career extremely rewarding. Learn more about federal benefits.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

**Agency contact information:**

**Cost Assessment and Program Evaluation**

Phone: (571) 213-4959
Email: osd.pentagon.cape.mbx.esd-support@mail.mil
Address: 1800 Defense Pentagon, Room 3E211, Washington, DC 20301-1800

**Fair & Transparent**
The federal hiring process is setup to be fair and transparent. Please read the following guidance.

**Equal Employment Opportunity Policy**
The United States Government does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Equal Employment Opportunity (EEO) for federal employees & job applicants
**Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application, hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

**Legal and regulatory guidance**

- Financial suitability
- Social security number request
- Privacy Act
- Signature and false statements
- Selective Service
- New employee probationary period