



# Department of Energy

## Vacancy Listing Report

---

**Vacancy Number:** ETR-04-IM30-9

**Vacancy Description:** Associate CIO for Cyber Security, ES-340

**# Vac/Duty Loc 1:** 1, Washington DC Metro Area, DC

**# Vac/Duty Loc 2:**

**# Vac/Duty Loc 3:**

**Series/Grade:** ES-0340A-01/01

**Hiring Agency:** Department of Energy

**Contact Information:** Kenneth Fields, 202-586-0283, kenneth.fields@hq.doe.gov

**Promotion Potential:** ES-01

**Date Opened:** 3/26/04

**Date Closed:** 4/26/04

**Salary:** 104927 - 145600

### Information:

U.S. DEPARTMENT OF ENERGY  
Senior Executive Service  
Employment Opportunity

ANNOUNCEMENT NUMBER: ETR-04-IM30-9

OPENS: March 26, 2004

CLOSES: April 26, 2004

TITLE, SERIES: Associate Chief Information Officer for Cyber Security, ES-0340

ORGANIZATION: Office of the Chief Information Officer (CIO), Office of the Associate CIO for Cyber Security

SALARY RANGE: \$104,927 - \$145,600 per annum

GEOGRAPHIC LOCATION: Washington, D.C.

AREA OF CONSIDERATION:

- X All Qualified Applicants
- Qualified Federal Civil Service Applicants

ABOUT DOE: The Department of Energy's (DOE) overarching mission is enhancing national security. Responsibility for accomplishing this mission is shared between four principle program lines - National Defense; Energy; Science; and Environment. Operating nuclear production facilities, science laboratories, power marketing administrations, and environmental clean-up sites in 35 states, the Department is responsible for many key accomplishments in fields that include alternate fuel vehicles, biological and environmental research, energy efficiency, clean power

---

QuickHire®: Evaluate the People, Not the Paper. All Rights Reserved.



## Department of Energy

### Vacancy Listing Report

and industrial technologies, medical technologies, gene research, and computers and microelectronics. DOE is the nation's top sponsor of research and development and has won more R&D awards than any private sector organization and twice as many as all other federal agencies combined. DOE's national defense programs are responsible for insuring the integrity and safety of the country's nuclear weapons; promotion of international nuclear safety and non-proliferation; and administering the Naval Nuclear Propulsion Program for the U.S. Navy. To learn more about the Department, please visit our website at:  
<http://www.energy.gov/aboutus/history/mission.html>.

Excellent Benefits are available including comprehensive health and life insurance plans; the Thrift Savings Program (401k) for which the agency matches employees' contributions up to 5%; annual (vacation) and paid sick leave; family friendly leave policies; 10 paid holidays per year; transit benefits; fitness and health facilities; and coverage under the Federal Employees Retirement System.

**DUTIES:** The Associate Chief Information Officer for Cyber Security serves as the Chief Information Officers (CIO's) management advisor and senior consultant regarding development, publication, and implementation of Departmental information security policies, standards, and guidance, as well as coordination and integration of all aspects of the Department of Energy's cyber, telecommunications, and information security program, which directly supports all of the Department of Energy's information assurance objectives. Provides management and leadership, guidance, expert advice, and collaboration among the programs, field sites, laboratories, and contractor communities in developing, promoting, and maintaining information assurance security measures to adequately and cost effectively protect classified and sensitive information to meet the Department's current and future business needs. Ensures that information security policies, principles, standards, and guidelines are implemented appropriately throughout the Department by developing self assessment criteria overseeing their use in the Department's Business Management Oversight Process (BMOP) and coordinating implementation of information security requirements into the Department's Information Architecture. Develops, and coordinates Departmental policy for communications security, emission security, secure voice, and cyber security. Coordinates overall Chief Information Officer (CIO) planning for Department wide security enhancement initiatives including implementation of Firewalls, Network Intrusion Detection, incident response and reporting, Public Key Infrastructure, Digital Signature capabilities, etc. Manages and provides approval to DOE Headquarters and field sites for implementation of consensual listening or recording of telephone/radio conversations.

**QUALIFICATION REQUIREMENTS:** The Office of Personnel Management (OPM) is required by law to review the executive qualifications of each new career appointee to the Senior Executive Service prior to appointment. To be considered for this position, applicants must submit a written statement addressing the five (5) Executive Core Qualifications (ECQs) listed below. Current/Former SES Career Appointees and SES Candidate Development graduates (with OPM QRB certification) do not need to readdress their ECQs; however, all other applicants must address the



Vacancy Listing Report

ECQs to be eligible for consideration. Your ECQ statement MUST NOT EXCEED 10 PAGES and should focus on accomplishments which support possession of each of the five ECQs. A definition of each of the five ECQs and samples of ECQ statements can be found on the Office of Personnel Management's website at:  
<http://www.opm.gov/ses/ecq.html>

ECQ's: (1) Leading Change; (2) Leading People; (3) Results Driven; (4) Business Acumen; (5) Building Coalitions/Communication

Technical Requirements: In addition to the ECQ's, qualified applicants will possess the following technical qualifications which represent the experience required to perform the duties of this position. Possession of these technical qualifications must be clearly documented in your application package and should be addressed separately.

1. Knowledge of the strategic role of information technology as well as specific policies and implementation strategies that will permit better leverage of information technology.
2. Skill in developing and issuing policy, standards and guidelines improve the security and privacy of information and information technology resources within organizations with a broad range of missions and functions.
3. Ability to implement cyber security solutions and policies within a large, complex organization.
4. Knowledge of technical and operational issues and solutions related to protecting information, as well as information systems and networks.
5. Ability to advise senior management regarding complex technical issues relating to information management and information security.

HOW TO APPLY: TO BE CONSIDERED FOR THIS POSITION, FOLLOW THE DIRECTIONS BELOW:

1. YOU MAY APPLY FOR THIS POSITION ONLINE. Submit your resume AND narrative statement(s) addressing the Executive Core Qualifications and technical requirements for this vacancy on-line via the DOE Jobs ONLINE web site before midnight Eastern Time on the closing date of this announcement. To see the announcement, obtain instructions, and apply online go to:

Instructions on how to apply online also appear at the bottom of this announcement.

OR

2. Mail (express mail is highly recommended) AN ORIGINAL AND 2 STAPLED COPIES of your application package, including a resume in any written format of your choice, ECQ statement and technical qualification statement to the address listed below. Include in your resume: full name; address; home and work phone numbers; e-mail address; Social Security Number; country of citizenship; education & work experience; salary history; highest federal civilian grade held and reinstatement eligibility, if applicable. Please do not place application materials inside report covers or folders, or submit documents not specifically requested, as they will not be used in the evaluation



## Department of Energy

### Vacancy Listing Report

process. Faxed or emailed applications cannot be accepted. Mail applications to:  
U.S. Department of Energy, Executive Services Team; ME-532; Room 4E-084; Forrestal  
Building  
1000 Independence Avenue, SW, Washington, D.C. 20585-0735; ATTN: DOE-HQ-03-ES-036.

Applications must be received by the closing date on this announcement.

#### ADDITIONAL INFORMATION

Current SES Career Appointees, SES Reinstatement Eligibles, and Certified Graduates of an OPM approved SES Candidate Development Program are not required to submit ECQ statements.

Applicants are required to be U.S. Citizens.

Veteran's preference does not apply to the Senior Executive Service.

New SES members are required to serve a one-year probationary period.

All positions are subject to the Department of Energy's Drug Free Workplace Program.

Some positions will require successful completion of a background investigation for a security clearance as a condition of employment.

Travel and/or Relocation expenses may be paid in accordance with Department of Energy policy and Federal regulation.

This position is not included in the bargaining unit.

Applications contain information subject to the Privacy Act (P.L. 93 579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

For further information regarding this employment opportunity, please contact Kenneth Fields at 202-586-0283.

The Department of Energy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, union membership, or other non-qualifying physical or mental handicaps. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

DOE F 3305.1 (01-03) All Other Editions Are Obsolete

The following information will take you step by step through the screens you will

---

QuickHire®: Evaluate the People, Not the Paper. All Rights Reserved.



need to complete in applying for positions via DOE Jobs Online:

1. Screen: "Welcome to DOE Jobs Online." At this screen click the "New User" button if you are a new user and click "Next" at the bottom of the screen. If not a new user, type in email address and password and click either "Edit Personal Information" or "Go To Jobs" to apply for a position (proceed to number 5).
2. Screen: "User Information." Answer ALL questions and either cut and paste OR type in your resume in the space provided. (System will accept approximately 6 to 7 pages). Click "Next" when all information has been input.
3. Screen: "All Questions require a response to be considered for any position." Answer ALL questions and click "Continue" at the bottom of the screen.
4. Screen: "Your Registration Information Has Been Saved!" Read information on this screen and then click "Next" at the bottom of the screen when you are ready to apply for a position.
5. Screen: "Welcome (Name)! Please select the link to the organization to which you wish to apply." Click "US Department of Energy."
6. Scroll down the listing and select the vacancy you wish to apply to by clicking that announcement number.
7. Screen: Vacancy Announcement. Scroll down to the end of the vacancy announcement and answer ALL questions that follow. Click "Finish" at the bottom of the screen to complete application process.

The DOE Jobs Online system will send a confirmation to your email address that your application has been received if you choose that option.

To update an application prior to the closing date, simply follow the instructions above. The system will automatically update the application on file when you Click the "Finish" button.