

Name:

Address:

Email:

Annotate Announcement Number:

**INSTRUCTIONS: Thank you for your interest in applying for the Operations Research Analyst position with the Office of the Director, Cost Assessment and Program Evaluation. We will evaluate your resume, responses to this Occupational Questionnaire and outcomes of a structured interview to determine if you are among the best qualified for this position.**

**Your responses are subject to verification. Please review your responses for accuracy before you submit this questionnaire. You must select a response for every question.**

1. **BASIC REQUIREMENT:** In addition to meeting the basic education requirements, applicants must have one year of specialized experience in the next lower grade listed below. Select one response that best describes how you meet the basic education requirements for the position. NOTE: this position has a positive educational requirement and transcripts **MUST** be provided with your application.

A. I have a degree in Operations Research.

B. I have a degree which included 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.

C. My education is not reflected in the above statements.

2. **VETERAN'S PREFERENCE:** Do you claim Veterans' Preference?

A. No, I do not claim Veterans' Preference

B. 0-point Sole Survivorship Preference (SSP)

C. 5-point preference based on active duty in the U.S. Armed Forces (TP)

D. 10-point preference for non-compensable disability or Purple Heart (XP)

E. 10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)

F. 10-point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)

G. 10-point preference based on a compensable service connected disability of 30% or more (CPS)

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**3. Minimum Qualifications:** Select the one statement that best describes the experience you possess that demonstrates your ability to perform the work of an Operations Research Analyst as stated in the job announcement.

A. I have one year of specialized experience at the same or similar work equivalent to at least the next lower grade level as stated in the job announcement requiring application of the knowledge, skills, and abilities of the position being filled. Candidates for this position must clearly demonstrate in their resume that they possess specialized experience to perform the work related to the duties described in the vacancy announcement.

B. My experience does not reflect the statements as described in the JOA.

**INSTRUCTIONS: This position has Conditions of Employment that must be obtained prior to your start date and maintained for the duration of this employment.**

4. This position requires you to pass screening for illegal drug use prior to appointment and subsequent periodic drug screening thereafter. Are you willing to meet the drug testing requirements?

Yes                      No

5. This position requires you to obtain and maintain a TOP SECRET or TOP SECRET/SCI security clearance. Are you willing to meet the security clearance requirements?

Yes                      No

6. This position requires you to work other than normal hours, which may include evenings, weekends, and/or holidays and/or overtime. Are you willing to work other than normal hours?

Yes                      No

7. This position requires you to be a US citizen. Are you a US citizen?

Yes                      No

8. The duties and responsibilities of this position requires the incumbent to file a Confidential Financial Disclosure Report. Are you willing to meet the Financial Disclosure Report requirement?

Yes                      No

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9. This position requires travel away from your normal duty station for official business. Are you willing to meet the travel requirement?

Yes

No

**INSTRUCTIONS: Select the one statement that most accurately describes your training and experience carrying out each task using the scale provided.**

10. Identifies courses of actions for decision-makers to enable timely resolution of complex Planning, Programming, Budgeting and Execution (PPBE) issues.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other employees to assist or train them in doing this task because of my expertise.

11. Ability to apply automated systems, models, analytical tools, and databases to solve programmatic and technical problems.

- A. I have not had education, training, or experience in performing this task.
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- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
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12. Ability to communicate effectively, both orally and in writing; negotiate complex issues; and maintain good working relations.

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- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

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- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other employees to assist or train them in doing this task because of my expertise.

13. Develops cost analysis methodologies to improve the effectiveness of the organizations operations and procedures.

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14. Ability to interpret the results of operations research techniques to provide sound courses of action.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
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- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
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15. Ability to evaluate the impacts of alternative program operations to resolve new or proposed changes and make recommendations for program changes.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
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- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other employees to assist or train them in doing this task because of my expertise.

16. If you would like your name, application material, and assessment results shared with other hiring managers, designate to opt in or out. There is no guarantee of further consideration and you can continue to explore other job opportunities.

A. Opt-In: Please share my name, application material, and assessment results with other hiring managers.

B. Opt-Out: I only want to be considered for the current job announcement.

17. Integrity Certification:

**Your ratings in this questionnaire are subject to evaluation and verification based on the documents you submitted. Please take this opportunity to review your responses to ensure their accuracy. By agreeing to the statement below, you are confirming that you:**

- 1) Understand this warning;**
- 2) Have reviewed your responses to this questionnaire for accuracy; and**
- 3) Have verified that your responses accurately describe your current level of experience and capability as reflected in your resume. Do you certify the accuracy of your responses?**

Yes, I verify that all of my responses to this questionnaire are true and accurate. I accept that if my supporting documentation and/or later steps in the hiring/selection process do not support one or more of my responses to the questionnaire that my rating will be lowered and/or I may be removed from further consideration.

No, I do not accept this agreement and/or I no longer wish to be considered for this position.

Sign below when you are ready to submit. This will lock all form fields

Complete questionnaire and upload with your completed application package via online link: <https://www.cape.osd.mil/#CAPEmployment>