



## About DOE

The Department of Energy's overarching mission is to advance the national, economic, and energy security of the United States; to promote scientific and technological innovation in support of that mission; and to ensure the environmental cleanup of the national nuclear weapons complex. The Department's strategic goals to achieve the mission are designed to deliver results along five strategic themes:

**Energy Security:** Promoting America's energy security through reliable, clean, and affordable energy

**Nuclear Security:** Ensuring America's nuclear security

**Scientific Discovery and Innovation:** Strengthening U.S. scientific discovery, economic competitiveness, and improving quality of life through innovations in science and technology

**Environmental Responsibility:** Protecting the environment by providing a responsible resolution to the environmental legacy of nuclear weapons production

**Management Excellence:** Enabling the mission through sound management

Within these themes there are sixteen strategic goals which are designed to help DOE successfully achieve its mission and vision.

## Department of Energy

The Department of Energy's (DOE) mission speaks to all sectors of the economy. Whether your expertise is in science, technology, engineering, national security, international affairs, or business; DOE offers challenging and innovative work environments.

DOE offers:

- Great salary
- Recruitment incentives
- Personal (vacation) Leave
- Sick Leave
- Student Loan Repayments
- Competitive benefits package (medical, dental, vision, matching 401k, etc)
- Work-life balance amenities to help manage personal and professional demands
- Flexible work schedules,
- Career development; and
- Opportunities to see the world

Whether you are a senior level executive, a mid-career expert, or seeking your first job, the DOE workforce contributes to the global challenges facing America today.

Looking for a career where you can make a difference in your community both nationally and internationally? DOE is the place for you.

# VETERANS HOW TO SEARCH AND APPLY FOR DEPARTMENT OF ENERGY (DOE) JOBS



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## Veterans

There are a number of employment programs and internships that offer career opportunities for transitioning military and Veterans. These include temporary internships, student employment programs, and post college career intern programs. The Department of Energy also has a number of mission critical occupations and recurring positions that provide excellent opportunities for employment of Veterans.

### Mission Critical Occupations:

- Contract Management
- Financial Analyst
- Budget Analyst
- General Engineer
- Nuclear Engineer
- Electrical Engineer
- Program Management
- Human Resources
- IT Specialist

### DOE Occupations Where Veterans Are Frequently Hired:

DOE frequently hires Veterans into the following list of occupations:

- Acquisition/Contract Specialist
- Budget/Finance/Accounting
- Administration
- IT/IT Security
- Courier
- Electrician
- Engineering
- Human Resources
- Physical Science
- Power Utilities
- Program Management/Analyst
- Security
- Substation Operator

Veterans Preference Eligibility:

<http://www.fedshirevets.gov/job/vetpref/index.aspx>

Special Hiring Authorities:

<http://www.fedshirevets.gov/job/shav/index.aspx>

### DOE Job Search

Instead of filling out piles of paperwork, you now apply on-line through USAJOBS.gov. USAJOBS is your one-stop solution for applying and is available 24/7. The system will even email you notices when new DOE vacancies open.

## How to Apply

If you have never applied for a federal job before, the following steps can make the application process easier and quicker. This process is for our regularly posted jobs.

### Nine Steps to Applying

1. Go to [www.usajobs.gov](http://www.usajobs.gov)
2. Click on the "My USAJOBS" tab
3. Log in if you're already registered with a USAJobs username and password. Or, **click "Create your account now!"**
4. Click "**Resume and Create a New Resume**" to input your job experience and other information. Then click "**Save for Later**".
5. Click "Search Jobs" tab.
6. Click on the link "Energy, Department of" (DOE) in the "Browse Careers by Agency" section to search all DOE jobs nationwide. Click on the "WA-Richland" in the Browse by Location" section to narrow the search to your local area.
7. On this same page scroll down to "Applicant Eligibility". The radial button is defaulted to no. If you continue your search with the radial button to no, you will only see jobs that are open to the general public. Change the radial button to yes and you will see all vacancies open to current and or former federal employees as well as those open to the general public.
8. **Click on a Job Announcement** to learn about its duties, qualification requirements, and available locations. Pay close attention to the Who May Apply section of the Job Announcement.
9. When you're ready to apply, scroll to the bottom of the Job Announcement and click "Apply Online". Select your saved resume and follow the prompts to complete the formal application.

### Which Job to Apply For

Compensation for most federal jobs is based on the General Schedule (GS) level. There are 15 GS levels. You may view the Federal Government's Salary ranges at <http://www.opm.gov/oca/09tables/indexGS.asp>.

If you are looking for a vacancy with DOE in Richland, WA, the following is a description on how our vacancy announcements are named.

HANFORD-2011-01(MP), or HANFORD-2011-01(DEU)

HANFORD = location

2011 = fiscal year

01 = vacancy number

**MP** = Job Announcement open to current or former federal employees, CTAP/ICTAP eligibles, Veteran's Equal Opportunity Act (VEOA) eligibles, and 30% or more disabled veterans.

**DEU** = Job Announcement open to all U. S. Citizens, and those with Veterans Preference.

### How long it takes and how to check the status of applications

The actual time to hire differs with each vacancy, depending on the number of candidates who have applied to it. You can check on the status of your application by following these steps:

1. Log on to your USAJobs profile at [www.usajobs.gov](http://www.usajobs.gov)
2. Click on the MY USAJOBS tab
3. Once logged in, click on the tab MY APPLICATIONS and you will find all of your applications currently in process. You can see the application status on the far right for each job.
4. You can call the point of contact listed on the original vacancy announcement directly for specific information.

Since the volume of applying for government jobs is very high, we appreciate your patience as we take the necessary time to review **all** of our applications. As a general rule, you should allow a few weeks to pass after the closing date stated on the vacancy announcement, before initiating contact to discuss your status.

**VERY IMPORTANT: Remember to keep a copy of the point of contact listed on the first page of the announcement for all jobs to which you apply. This will allow you to speak directly with someone about the status of your application.**