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BROOKHAVEN
NATIONAL LABORATORY

managed for the U.S. Department of Energy by Brookhaven Science Associates,
a company founded by Stony Brook University and Battelle

Recruitment for the Department of Safeguards

Susan Pepper

Junior Professional Officers:

JPO positions are offered for an initial period of one year to recent college graduates, with zero to two years' working experience, who are U.S. citizens and less than 32 years of age. The positions are offered at the P1 or P2 grade, depending on experience. Please visit the ISPO website at www.bnl.gov/ispo, for further information and details regarding these postings.

09/TAU-006, "JPO – Support to the Development of Verification Techniques and Instruments for SG at Enrichment Plants"

Cost-Free Expert and Junior Professional Officer Positions:

The initial duration of a Cost-Free Expert (CFE) appointment is two years. CFEs are employed by the IAEA with funding provided by the U.S. or another member state. Please visit the ISPO website at www.bnl.gov/ispo, for further information and details regarding these postings.

09/ICO-002, Expert – Monitoring and Availability Engineer

IAEA Regular Staff Positions:

Please visit:

www.iaea.org/-phf/p_vacancies.asp, for an updated list of positions available at the IAEA. Please contact Tanya Collins at tcollins@bnl.gov, for information regarding positions in the IAEA Department of Safeguards.

2009/104: Senior Inspector for Implementation Coordination (P5) Tokyo Regional Office
Application Deadline: Dec. 29, 2009.
Salary: \$182,786 Guidance: Will likely be recruited from within the IAEA.

2009/107: NDA Systems Engineer (P4) Attended and Unattended NDA Section Division of Technical Support.
Application Deadline: Jan. 4, 2010.
Salary: \$112,267 Guidance: US Citizens are encouraged to apply.

ISPO's Newest Member – Tanya Collins

Tanya Collins joined ISPO in September, as a Staffing Specialist. Ms. Collins brings to the team fifteen years of extensive, and highly effective, recruitment accomplishments, from entry to senior level placements. She worked at Delta Air Lines, prior to joining BNL, where she was responsible for staffing eleven airports in the Northeast. Ms. Collins may be contacted at 631-344-2380 or tcollins@bnl.gov.

Interagency Meeting on American Citizen Recruitment in International Organizations

Susan Pepper (ISPO), Tanya Collins (ISPO), and Allison Holiski (ANL) participated in the Interagency Meeting on American Citizen Recruitment in International Organizations, at the State Department, on November 17, 2009. The meeting was organized by the Bureau of International Organization Affairs (IO) for interaction among the various U.S. government organizations who are interested, and play a role, in the recruitment of U.S. citizens for positions in international organizations. IO tracks U.S. representation in over forty international organizations. Ms. Pepper, Ms. Collins, and Ms. Holiski recruit U.S. citizens for the IAEA.

The meeting was opened by Assistant Secretary of State Esther Brimmer, who noted the importance of finding quality leaders for international organizations.

Lynette Podolsky (IO) discussed IO's outreach programs. IO participates in approximately thirty-five events, including professional organization meetings, government meetings, and college career fairs, every year. They visited international organizations in Geneva, Paris, Vienna, and Nairobi, in 2009. IO is investigating social networking sites as advertising mechanisms. An attempt to use Craig's List was not successful. They plan to try LinkedIn in the near future. IO received funding recently for a computer-based roster system.

Allison Holiski described ANL's efforts to recruit for IAEA non-Safeguards positions. ANL works closely with ISPO to share costs and avoid duplication of effort. ANL is maintaining a database of experts who have worked with the

IAEA in some capacity and who might be appropriate for a staff position. The database has over 4000 names. Ms. Holiski noted that the IAEA is already on Twitter, Facebook, and YouTube. ANL set up a LinkedIn account for advertising jobs and for transmitting other information. ANL can join other LinkedIn groups, through the LinkedIn account, and post jobs on their sites.

Susan Pepper discussed a few of ISPO's recruiting activities. ISPO has updated and printed a guidebook, for many years, for U.S. citizens working at the IAEA and living in Vienna. The guidebook is useful for people considering jobs with the IAEA and their families. ISPO began holding IAEA Alumni sessions in 2008, during the Institute for Nuclear Materials Management annual meeting, to learn from the experiences of former IAEA employees and to solicit their help as volunteers.

IO reported that the National Competitive Recruitment Exam (NCRE) is expected to be given in late 2010. The NCRE is given usually annually, to young professionals in economics, finance, information technology, public information, social affairs, and statistics, to pre-qualify them for entry level jobs in the UN. ISPO will make an announcement in *Liaisons*, when the next NCRE is scheduled.

There was a short discussion of the repercussions that may result when candidates withdraw from consideration for a position, or decline offers of employment, from international organizations. Candidates should carefully consider the implications of applying for, and accepting, a job with an international organization before applying. A candidate should be certain at application time that they and their family are prepared to make an international move, to change employers, and to live in another country. When a candidate declines a job offer with the IAEA, the IAEA has to repeat the entire recruitment process; the IAEA does not consider the next best qualified candidate. This causes a delay of at least six months in filling the position and can create animosity among the existing staff. This can also negatively impact the way the candidate is evaluated for any subsequent applications to work at the IAEA. There is significant support available from ISPO, ANL, and IO, to answer any questions candidates may have about working at an international organization and

about living in the host country. These resources should be used to the maximum extent possible, to ensure that applying for a position with the organization is appropriate.

While IO recognizes that international organizations have diversity because they recruit candidates from around the world, the State Department is interested in increasing the diversity of candidates from the United States.

USSP Basic Ordering Arrangements

ISPO has used Basic Ordering Arrangements (BOAs) to facilitate contracting for USSP work, since 2002. The existing BOAs were set to expire in late 2008, when ISPO began the process to place new BOAs.

A BOA is a contracting mechanism that allows for the preselection of a number of contractors to perform work in one, or more, generally defined subject area. Contractors submit proposals that describe their capabilities in the subject areas and that provide their labor rates in relevant labor categories. A team of ISPO staff members reviews the proposals and rates them against the criteria defined in the request for proposal. A BOA is a zero dollar contract that is placed with the expectation, but not the promise, of future work. Companies that have BOAs with ISPO are required still to present proposals for any desired work, so that ISPO and the IAEA can ensure that they understand the task and that they plan to approach it in an appropriate manner. ISPO will do its best to ensure that USSP tasks are distributed fairly among the BOA companies. The actual task orders placed under the BOAs will be dependent on the subject areas required by the IAEA and the expertise of the companies. The main benefit of the BOA system is a shorter time from funding approval to finalization of the contract. A contract can be placed in one month with a BOA in place.

The subject areas in the 2009 request for proposals include:

- International Safeguards Equipment
- Project Management Support
- Procedure Development and Technical Writing
- Equipment Testing
- Feasibility and Safeguards Technology Studies

- Open Source Information Collection and Analysis
- Safeguards Studies
- Management Consulting
- Recruitment Consulting
- Performance Based Training

The primary opportunity for BOA companies is to perform work directly for the IAEA, under funding from the USSP. This is generally initiated by submitting proposals to ISPO in response to a request from the IAEA. An ISPO task monitor is assigned to each request and will contact a company to request a proposal. ISPO receives the proposal and provides it to the IAEA task officer or requestor for review. When the review is complete, ISPO presents the IAEA request and the proposal to the Subgroup on Safeguards Technical Support (SSTS) and makes a recommendation regarding funding the request. A contract can be placed through Brookhaven National Laboratory, when the funding is approved.

The companies that have been preselected to work with the USSP over the next three years are listed at the end of this newsletter.

Upcoming Meetings

The following meetings are scheduled in 2010: **USSP Annual Task Review, January 26-28, 2010:** this meeting is held in Vienna to review the status of each USSP-sponsored activity. ISPO and SSTS members participate with IAEA task officers, project managers, and management in the review. Contractors are welcome to attend at their own expense.

Member State Program Coordinators' Meeting, March 9-12, 2010: the Coordinators of all MSSPs meet in Vienna to discuss IAEA technical needs and the administration of support program activities. The USSP is represented in this meeting by the USSP Coordinator, the ISPO Liaison Officer, and SSTS members.

USSP Annual Review Meeting, the week of May 17-21, 2009 (schedule to be determined): IAEA and USSP representatives will meet in Vienna to discuss topics of mutual interest. Contractor representatives will not be invited to the meeting this year.

Contractors and their BOA Categories

AWST

International Safeguards Equipment
Project Management Support
Procedure Development/Technical Writing
Feasibility/Safeguards Technology Studies

Booz Allen Hamilton

International Safeguards Equipment
Project Management Support
Procedure Development/Technical Writing
Feasibility/Safeguards Technology Studies
Open Source Information Collection and
Analysis
Safeguards Studies
Management Consulting
Recruitment Consulting
Performance Based Training

Canberra Albuquerque

International Safeguards Equipment
Feasibility/Safeguards Technology Studies
Safeguards Studies

Haselwood Enterprises, Inc.

Safeguards Studies

Ila

Open Source Info Collection and Analysis

Mele

International Safeguards Equipment
Recruitment Consulting

National Resource Management

Project Management Support

NYAD, Inc.

Open Source Information Collection and
Analysis

Ortec

International Safeguards Equipment

Research Applications Corp

Open Source Info Collection/Analysis

SAIC

International Safeguards Equipment
Project Management Support
Procedure Development/Technical Writing
Equipment Testing
Feasibility/Safeguards Technology Studies
Open Source Information Collection and
Analysis
Management Consulting
Feasibility/Safeguards Technology Studies
Open Source Info Collection/Analysis
Recruitment Consulting

Sonalysts

International Safeguards Equipment
Project Management Support
Procedure Development/Technical Writing
Feasibility/Safeguards Technology Studies
Open Source Information Collection and
Analysis
Management Consulting
Feasibility/Safeguards Technology Studies
Open Source Info Collection/Analysis

Tucker Creek Consulting

Recruitment Consulting
SAIC
Sonalysts, Inc.
Tucker Creek Consulting
Wind River Consulting