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Civilian Personnel

Qualification Standards for Local National Positions

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For the Commander:

JAMES C. BOOZER, SR.
Colonel, GS
Deputy Chief of Staff

Official:



DARRELL L. BRIGHT
Regional Chief Information
Officer - Europe

Summary. This pamphlet provides qualification standards for local national (LN) appropriated and nonappropriated fund positions of the U.S. Army in Germany.

Summary of Change. This revision updates the education and training levels in appendix C.

Applicability. This pamphlet applies to personnel who are employed by the U.S. Forces in Germany under the Collective Tariff Agreement (CTA II) and serviced by the Civilian Human Resources Agency, Europe Region (CHRA-E).

Supplementation. Organizations will not supplement this pamphlet without USAREUR G1 (AEAGA-CL) approval.

Forms. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Suggested Improvements. The proponent of this pamphlet is the USAREUR G1 (AEAGA-CL, DSN 375-2514). Users may suggest improvements to this pamphlet by sending DA Form 2028 to the USAREUR G1 (AEAGA-CL), Unit 29351, APO AE 09014-9351.

Distribution. C (AEPUBS).

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SECTION I INTRODUCTION

1. PURPOSE

This pamphlet provides qualification standards for Salary Schedule C and equivalent positions, and for wage earner, supervisor, and foreman positions that are commonly occupied by local national (LN) employees in the U.S. Army in Germany.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. DOCUMENTATION

a. The use of the qualification rating sheet in appendix B or a similar locally developed rating sheet to document qualification evaluations and determinations of applicants is—

(1) Encouraged for inexperienced human resources (HR) employees.

(2) Encouraged when documenting ratings for higher level positions.

(3) Required when documenting qualification determinations of surplus employees. Rating sheets may be used during labor-court litigations resulting from placements, displacements, or lack thereof when a reduction in force (RIF) is implemented.

b. The completed rating sheet should be kept with the application and other documents that are a part of the application packet. The rating sheet should be kept in the official personnel folder (OPF) once an individual has been appointed to a specific position.

c. A completed rating sheet for candidates who were either not selected, not qualified, or withdrew from further consideration may be destroyed. If the application packet is not returned to the applicant but kept for further consideration, the completed rating sheet must be kept with all other documents that are a part of the application packet.

d. Completed rating sheets for surplus employees must be kept with all other RIF documents in the active or inactive OPF or RIF-placement files.

5. GENERAL

a. This pamphlet will be used primarily to appraise and rate applicant qualifications for recruiting and staffing LN positions in employing organizations of the U.S. Forces in Germany. The information in this pamphlet may also be of interest to supervisors and managers, applicants, and others who wish to obtain information about qualification requirements for employment with the U.S. Forces in Germany. This pamphlet is available only in English.

b. Qualification standards have been developed based on—

(1) Pertinent provisions of the Collective Tariff Agreement II (CTA II).

(2) Information published by the German Federal Labor Administration about required professional education and formal occupational training (*Blätter zur Berufskunde*) for a wide variety of positions in all sectors of the German local economy.

(3) The formal German educational system.

c. The standards are intended to identify applicants who are likely to perform successfully on the job and those who are unlikely to do so. The standards are designed to determine an applicant's minimum qualifications for a particular position; they are not designed to rank candidates, identify the best qualified candidate, or otherwise substitute for a careful analysis of an applicant's knowledge, skills, or abilities.

SECTION II QUALIFICATION REQUIREMENTS

6. EDUCATION AND TRAINING LEVELS

a. Education and training (E&T) levels are based on the German school system. E&T levels appraise and define formal German education and occupational training to determine the educational level that is creditable for making minimum qualification determinations. Creditable E&T must have been completed successfully with an appropriate certificate or diploma. Appendix C explains the five E&T levels that have been established.

b. Formal E&T that was completed in foreign educational institutions is creditable for most positions. HR personnel will make appropriate equivalent determinations using information on the Anabin website (<http://www.anabin.de>). In case of dispute or doubt as to the credibility of foreign education as described on the application for employment and compared to the Anabin website, the applicant should be encouraged to send a written request for evaluation and recognition to the Ministry of Culture and Education in the state (*Land*) where the applicant is residing. Education in the United States; U.S. territories and possessions, and the District of Columbia; and E&T in recognized overseas U.S. Forces educational and vocational training institutions is creditable toward meeting qualification requirements in this pamphlet without equivalency determinations. The latter does not apply to jobs that require host-nation education and certification (for example, legal advisors, engineers, teachers).

c. Entry grades that are based solely on E&T levels for positions that are subject to the general qualification standards for Salary Schedule C and equivalent positions (app D) are as follows:

E&T levels	Grades
I	C-3 and equivalent
II	C-4 , C-4a, and equivalent
III	C-5, and equivalent
IV	C-5a and equivalent
V	C-6 and equivalent

d. The following qualification table for Civilian Support (CS) positions will be used to determine the appropriate qualification standard for a ZB salary schedule position.

Salary Schedule ZB	Salary Schedule C
1	1
2	2
3	3
4	4a
5	5a
6	6
7	6a
8	7a
9	8
10	9
11	10

7. GENERAL QUALIFICATION STANDARDS FOR SALARY SCHEDULE C AND EQUIVALENT POSITIONS

General qualification standards for Salary Schedule C and equivalent positions are in appendix D. These standards establish the amount and type of required experience based on E&T levels for each grade of the Salary Schedule C and equivalent level for which a specific qualification standard does not exist, or for which the CTA II does not specifically prescribe qualification requirements. The standards establish the amount and type of experience required for the appropriate grade beyond the entry grade based on E&T levels (para 6c). For appointment or progression beyond the entry grades, at least 1 year of experience for the appropriate grade as defined below is required. Paragraph 23 explains how to credit experience gained before and after the E&T level was completed, part-time experience, voluntary work experience, self-employment, and experience gained while employed in more than one position. Creditable experience could have been gained within or outside the U.S. Forces.

a. Salary Schedule C-3 through C-4a. Creditable experience includes clerical work in an office or store, working with computers, bookkeeping, making and recording inventories, telephone marketing, arranging for events, or as a cashier or in a similar position.

b. Salary Schedule C-5 through C-7a. Creditable experience must be in the same or a similar line of work as the job for which considered. The experience must demonstrate that the applicant possesses the particular knowledge, skills, and abilities required for the position. The amount of higher-level experience must have a reasonable relationship to the required total number of years.

c. Salary Schedule C-8 through C-10. Creditable experience is work at a high level of responsibility in a closely related professional field that is in the same line of work as the position to be filled. The experience must demonstrate thorough knowledge, sound judgment, personal initiative, and the ability to make sound decisions.

8. SPECIFIC QUALIFICATION STANDARDS FOR SALARY SCHEDULE C POSITIONS

Specific qualification standards for Salary Schedule C positions are in appendix E in occupational series order. These standards establish specific education, training, and experience requirements for individually selected positions for which the general qualification standard is not likely to produce candidates who are able to perform successfully on the job. Under this premise, specific standards that are currently available are listed in appendix F by occupational series and position title. The standards require higher E&T levels and, in most cases, job-related education and experience. As the need arises, additional specific standards will be developed and added.

9. QUALIFICATION REQUIREMENTS FOR SALARY POSITIONS PRESCRIBED BY CTA II

Salary schedules and positions identified below are subject to qualification requirements prescribed by the CTA II. Accordingly, qualification requirements in the CTA II must be used when appraising and rating an applicant’s qualifications to fill positions subject to these salary schedules.

Salary Schedule	Position Title/Employees Covered
C (L)	Teachers
C (FS)	Air traffic controllers
C (TK)	Telecommunications personnel
C (DV)	Information technologists in conjunction with the specific qualification standards in appendix E
H	Employees in accommodations, catering, and services establishments
K and KD	Employees in hospitals and other medical facilities
P	Locally developed standards that are approved by the IMA-Europe Fire Protection Specialist

10. QUALIFICATION REQUIREMENTS FOR SUPERVISOR, LEADER, FOREMAN, AND WAGE EARNER POSITIONS

Appendix G implements and supplements tariff provisions, and establishes education, certification, training, experience, and English language proficiency requirements. Appendix G also establishes additional qualification requirements that external candidates must meet. Applicable CTA II appendixes and positions are:

CTA II Appendix	Employees Covered
A	Wage earners
D	Foremen
F	Drivers
H	Employees in accommodations, catering, and services establishments
L	Apprentices

11. FOREIGN LANGUAGE PROFICIENCY LEVELS

Foreign language proficiency level definitions are in appendix H. Many jobs require a specific foreign language proficiency level. Three levels of foreign language proficiency are defined for use by managers and supervisors to determine the appropriate language level for the position. To determine an applicant’s foreign language proficiency, a written multiple-choice-type test may be administered to selectees for positions that require proficiency. This also applies to mandatory placements of surplus employees under RIF procedures into positions that require foreign language proficiency. The United States Army Defense Language Institute developed an English language proficiency test. This test is designed to determine English language proficiency in listening, understanding, and reading comprehension. The test material and corresponding instructions are available in each civilian personnel advisory center (CPAC) in Germany and the Civilian Personnel Operations Center (CPOC). The selecting official will also determine an applicant’s foreign language abilities during the job interview.

12. INVENTORY OF SALARY SCHEDULE C POSITIONS

Appendix F provides a list of Salary Schedule C positions and types of qualification standards. The list shows which qualification standards apply to specific positions (the general qualification standards for Salary Schedule C and equivalent positions in appendix D, specific qualification standards in appendix E, or CTA II requirements for certain salary schedule positions in paragraph 9; and for supervisor, leader, foreman, and wage earner positions in paragraph 10 and appendix G). Appendix F also identifies positions for which college graduation with major study in the directly related area of specialization of the position is required.

13. POSITIONS THAT REQUIRE COLLEGE GRADUATION IN A SPECIFIC SUBJECT AREA

Applicants who are required to possess a directly related college degree for a position that is not covered by a specific qualification standard meet the requirements at the C-8 grade level without any job-related experience (for example, chemist, microbiologist, entomologist).

SECTION III SPECIFIC REQUIREMENTS

NOTE: The use of the statements in this section must be determined locally and, if applicable to a particular position, must be included in vacancy announcements and communicated to selected candidates before appointment to a position.

14. POLICE GOOD CONDUCT CERTIFICATE

“On initial appointment, or re-appointment after a break in service, candidates who have been selected for a position must present a police good conduct certificate before appointment to the position. The applicant must obtain the certificate from the local resident registration office. The cost for the certificate is not reimbursable. Non-U.S.-citizen family members, except German citizens, are exempt from this requirement.”

15. FOREIGN NATIONAL SCREENING

“In accordance with USAREUR Regulation 604-1, within 3 days after appointment, a background check must be initiated to determine suitability for continued employment with the U.S. Forces in Germany. If results are unacceptable, employment will be terminated during the probationary period or any time thereafter if the background check reveal that the employee constitutes a security risk.”

16. MANDATORY TRAINING

“The position requires completion of specific job-related training that must be completed within a specific period of time after appointment to a position. Successful completion of mandatory training becomes a condition for continued employment and progression within the occupation. The training is offered during workhours and paid for by the employer.”

17. ENGLISH LANGUAGE PROFICIENCY

“The position requires an English language proficiency level (I), (II), or (III) [the appropriate level must be identified]. To determine an applicant’s English language proficiency, a test may be administered and must be passed at the level required for the position.”

18. MEDICAL EVALUATIONS

“The position requires successful completion of a medical evaluation and periodic evaluations thereafter as well as an examination before separation from employment. The employing organization, with medical authorities, will determine the types of examinations required, giving due consideration to examination requirements stipulated in German labor law.”

19. SPECIAL SKILLS

“The position requires applicants to possess special skills. The skills have been identified by the selecting official as desired (not required) in addition to the qualification standards. They are: [list the skills]. Lack of the special skills will not result in disqualification, if minimum qualification requirements for the position are otherwise met.”

20. PHYSICAL DEMANDS

“The position necessitates prolonged periods of walking, standing, climbing, and bending, and the ability to lift up to [state weight] pounds.”

SECTION IV SPECIAL PROVISIONS

21. EXCEPTIONS

The following exceptions apply to the application of qualification standards published in this pamphlet:

- a. When experience and education requirements of new standards exceed those of previous standards, current employees who do not meet the new requirements will be retained without prejudice in their current position.
- b. Current employees who do not meet the new E&T level I (*Hauptschule mit Abschluss*) must have 2 years of experience as defined in paragraph 7a to meet the new E&T level I requirement.
- c. Current employees who have served at least 1 year in their current position qualify for the next higher grade in the same or similar occupation for positions that are covered by the general qualification standard for Salary Schedule C and equivalent positions (app D). This proviso also applies for positions that are covered by the specific standards (app E) unless the individual specific standard already includes provisions for exceptions for internal placements.
- d. External applicants must meet the current established qualification standards.

22. SUBSTITUTION

Substitution of experience for higher education is not applicable for positions covered by the general qualification standards for Salary Schedule C and equivalent positions and for positions covered by specific qualification standards. The standards already recognize the highest formal educational level and a combination of education, training, and experience that is creditable for making minimum qualification determinations. Additional formal education, certification, and occupational training may be used by operating officials in the selection process. For salary and wage earner positions covered by provisions of CTA II, substitution is authorized if permitted by pertinent tariff provisions and USAREUR or AE supplements to it (app G).

23. CREDITING EXPERIENCE

Normally, creditable years of experience must have been performed after completion of the credited E&T level. This is a specific requirement for positions for which a completed apprenticeship or university graduation is a prerequisite. There may, however, be situations when education and formal training was completed after an educational break during which gainful employment was pursued. The experience gained during the educational break may be credited if it meets the definition of creditable experience for the particular grade of the position as defined in paragraph 7a, b, or c. Less than full-time experience is creditable on an hour-for-hour basis; experience gained as a volunteer, while self-employed, and while employed in more than one position during the same timeframe is creditable if it meets the definition of creditable experience for the position to be filled.

24. WAIVER OF QUALIFICATION REQUIREMENTS

A waiver of qualification requirements may be considered if the prerequisites in this paragraph are met. The request must be initiated by the selecting official, address the requirements of subparagraphs b and c below, and be forwarded to the CPOC. The CPOC will address the requirement in subparagraph a below and send the request and a recommendation for approval or disapproval to the USAREUR G1 (AEAGA-CL) for review and decision.

- a. Extensive internal and external recruitment efforts failed to produce the type of candidate who meets the qualification requirements for the position and the requisite knowledge, abilities, and skills to successfully perform in the position.
- b. Efforts to establish a trainee position with an individual development plan for an employee to acquire necessary skills and qualification during a prescribed training period were unsuccessful.
- c. Justification is provided showing that the unqualified candidate possesses the potential for advancement to a level of greater responsibilities based on demonstrated job performance and qualifying experience.

APPENDIX A REFERENCES

SECTION I AGREEMENTS, LAWS, AND PUBLICATIONS

NATO Status of Forces Agreement and the Supplementary Agreement

Collective Tariff Agreement of 16 December 1966 for the Employment of the Sending States Forces in the Federal Republic of Germany (CTA II)

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 40-68, Clinical Quality Management

AE Regulation 690-70, Recruitment and Staffing for Local National Employees in Germany

USAREUR Regulation 604-1, Foreign National Screening Program (Laredo Leader)

Blätter zur Berufskunde (professional education and formal occupational training requirements for a wide variety of positions in Germany, published by the German Federal Labor Administration)

SECTION II FORMS

DA Form 2028, Recommended Changes to Publications and Blank Forms

**APPENDIX B
QUALIFICATIONS RATING SHEET**

1. Name of Applicant		2. Date	
3. Position for Which Considered			
a. Position Title: _____			
b. Series:_____ c. Grade:_____ d. Qualification Standard: <input type="checkbox"/> General <input type="checkbox"/> Specific <input type="checkbox"/> CTA			
4. Applicant's		5. Requirement of Standard	
a. Education and Training Level: _____		a. Education and Training Level: _____	
b. Language Level: _____ (ELPT Test Result Level)		b. Creditable Experience: _____	
c. Language Level: _____ (Required by Management)		_____	
_____		_____	
6. Applicant's Experience			
a. Position Title or Description	b. Period From To	c. Years of Creditable Experience	d. Years of Noncreditable Experience
7. Total Years of Creditable Experience of Applicant			
8. Qualification Summary			
<input type="checkbox"/> Qualified <input type="checkbox"/> Not qualified			
State Reasons: _____			

9. Evaluated By			

APPENDIX C
EDUCATION AND TRAINING LEVELS

Education and Training Level I <i>(Bildungsebene I)</i>	
<i>Hauptschule</i> with graduation (lower secondary school)	<i>Hauptschule mit Abschluss</i>
Education and Training Level II <i>(Bildungsebene II)</i>	
<p>A. Intermediate secondary school diploma (<i>Mittlerer Bildungsabschluss (Mittlere Reife)</i>). The intermediate secondary school diploma is obtained after completion of the 10th grade of the <i>Realschule</i> (intermediate secondary school), <i>Gymnasium</i> (grammar school), and <i>Gesamtschule</i> (comprehensive school). The “intermediate secondary school diploma” is a term for various other school diplomas. In some states (<i>Länder</i>), the requirements for obtaining an intermediate secondary school diploma vary, or</p> <p>B. A completed apprenticeship with certificate of completion in a commercial, administrative, or trade/technical engineering occupation that is closely related to the position for which considered.</p>	<p>A. <i>Mittlerer Bildungsabschluss (Mittlere Reife)</i>. Der <i>mittlere Bildungsabschluss</i> wird nach erfolgreichem Besuch der 10. Klasse einer <i>Realschule</i>, eines <i>Gymnasiums</i> bzw. einer <i>Gesamtschule</i> erreicht. Der „<i>mittlere Bildungsabschluss</i>“ ist eine Bezeichnung für verschiedene vergleichbare Schulabschlüsse. Für den Erwerb des mittleren Bildungsabschlusses gibt es in den einzelnen Bundesländern unterschiedliche Regelungen, oder</p> <p>B. Eine abgeschlossene Lehre in einem kaufmännischen, verwaltungstechnischen oder handwerklichem/technischen Beruf, der berufsverwandt ist mit der Stelle, für die der Bewerber berücksichtigt wird.</p>
Education and Training Level III <i>(Bildungsebene III)</i>	
<p>A. Education and training level II A and a completed apprenticeship with certificate of completion in a commercial, administrative, or trade/technical engineering occupation that is closely related to the position for which considered, or</p> <p>B. Technical college entrance qualification, or</p> <p>C. <i>Abitur</i> (university entrance qualification) (junior college graduation equivalent).</p>	<p>A. <i>Bildungsebene II A</i> und eine abgeschlossene Lehre in einem kaufmännischen, verwaltungstechnischen oder handwerklichem/technischen Beruf, der berufsverwandt ist mit der Stelle, für die der Bewerber berücksichtigt wird, oder</p> <p>B. <i>Fachhochschulreife</i> oder</p> <p>C. <i>Abitur</i>.</p>
Education and Training Level IV <i>(Bildungsebene IV)</i>	
<p>A. Education and training level III B or C and a completed apprenticeship with certificate of completion in a commercial, administrative, or trade/technical engineering occupation that is closely related to the position for which considered, or</p> <p>B. State Certified Master Craftsman (<i>Meister</i>), or</p> <p>C. State Certified Technician, or</p> <p>D. State Certified Business Administrator.</p>	<p>A. <i>Bildungsebene III B</i> oder <i>C</i> und eine abgeschlossene Lehre in einem kaufmännischen oder verwaltungstechnischen oder handwerklichem/technischen Beruf, der berufsverwandt ist mit der Stelle, für die der Bewerber berücksichtigt wird, oder</p> <p>B. <i>staatlich geprüfter Meister</i> oder</p> <p>C. <i>staatlich geprüfter Techniker</i> oder</p> <p>D. <i>staatlich geprüfter Betriebswirt</i>.</p>

Education and Training Level V (Bildungsebene V)	
Degree from a university; technical university; comprehensive university; teachers college; university for medical science, veterinary medicine, physical education, arts, religious and philosophical-theological education; and specialized colleges.	<i>Erfolgreicher Abschluss einer Universität, Technischen Hochschule, Gesamthochschule, Pädagogischen bzw. Erziehungswissenschaftlichen Hochschule, Hochschule für Medizin, Tiermedizin oder Sport, Kunst- und/oder Musikhochschule, Kirchlichen und Philosophisch-Theologischen Hochschule sowie Fachhochschule.</i>

Recognition of Education in Foreign Educational Institutions (Anerkennung von Schulbildung in ausländischen Schulen)	
<p>Assessment and recognition of education obtained in foreign educational institutions will be made using http://www.anabin.de. The abbreviation “anabin” stands for “Assessment and Recognition of Foreign Education.” For this goal, the database includes many foreign countries with extensive documentation about educational systems and the different diplomas, academic degrees, and their equivalency values. The most important content of the database is the information about foreign college and university diplomas and degrees, the prerequisites for their acquisition, and suggestions for their recognition in relation to German college and university diplomas and degrees. The database uniformly describes the different types of foreign graduations and college degrees and gives information about the equivalency values of the college and university diplomas and academic degrees.</p> <p>For positions for which a specific college diploma is a job requirement, the applicant is required to obtain a letter of equivalence from the Ministry of Culture and Education in the <i>Land</i> in which the applicant is residing. This applies to the following positions: engineers, physicians, pharmacists, teachers, chemist, and similar positions.</p>	<p><i>Beurteilung und Anerkennung von Ausbildungen in ausländischen Schulen erfolgt über die Internetseite: http://www.anabin.de. „Anabin“ ist das Akronym für „Anerkennung und Bewertung ausländischer Bildungsnachweise“. Zu diesem Zweck wird in der Datenbank für eine Vielzahl ausländischer Staaten eine umfangreiche Dokumentation über ihr Bildungswesen, die verschiedenen Abschlüsse und die akademischen Grade sowie deren Wertigkeit dargestellt. Wesentlicher Inhalt der Datenbank sind Angaben über ausländische Hochschulabschlüsse und -grade, die Voraussetzungen für ihren Erwerb sowie Hinweise zu ihrer Einstufung im Verhältnis zu deutschen Hochschulabschlüssen und graden. Die Datenbank „Anabin“ stellt ausländische Abschlusstypen und Hochschulabschlüsse einheitlich dar und gibt Informationen über die Gleichwertigkeit der ausländischen Hochschulabschlüsse und akademischen Grade.</i></p> <p><i>Für Stellen, für die ein spezifischer Hochschulabschluss vorausgesetzt wird, muss ein Anerkennungsschreiben der ausländischen Schulbildung vom Kultusministerium des Bundeslandes, in dem der Bewerber wohnt, vorgelegt werden. Dieses trifft zum Beispiel für folgende Stellen zu: Ingenieure, Ärzte, Apotheker, Lehrer, Chemiker usw.</i></p>

**APPENDIX D
GENERAL QUALIFICATION STANDARDS FOR SALARY SCHEDULE C AND
EQUIVALENT POSITIONS**

NOTE: These qualification standards apply to Salary Schedule C and equivalent positions for which a specific or CTA II standard does not exist. Use appendix F to identify the appropriate qualification standard for the position to be filled. If the inventory does not include the specific position, use the general qualification standard for Salary Schedule C positions or pertinent provisions of CTA II. See paragraph 13 for positions with a job-related university degree not covered by a specific standard.

E&T Level → <i>(For definitions see app B.)</i>	I <i>(see note 3)</i>	II	III	IV	V
Grade ↓	Years of Creditable Experience (See note 1 for definitions.)				
1					
2					
3					
4	1				
4a	2	1			
5	2 + 1	1 + 1			
5a	2 + 2	1 + 2	1		
6	2 + 3	1 + 3	2	1	
6a	2 + 4	1 + 4	3	2	1
7	2 + 5	1 + 5	4	3	2
7a	2 + 5 + 1	1 + 5 + 1	4 + 1	3 + 1	2 + 1
8	2 + 6 + 1	1 + 6 + 1	5 + 1	4 + 1	3 + 1
9	2 + 6 + 2	1 + 6 + 2	5 + 2	4 + 2	3 + 2
10	2 + 6 + 3	1 + 6 + 3	5 + 3	4 + 3	3 + 3

1. Creditable Experience:

C-3 to C-4a: Creditable experience includes clerical work in an office or store, working with computers, bookkeeping, making and recording inventories, telephone marketing, arranging for events, work as a cashier, or similar work.

C-5 to C-7: Creditable experience must be in the same line of work as the job for which considered. The experience must demonstrate that the applicant possesses the particular knowledge, skills, and abilities required in the position. The predominant experience must have been gained at a comparable level of difficulty to the position to be filled and must be directly related to the position. The amount of the higher level experience must be in a reasonable relation to the required total number of years.

C-7a to C-10: Creditable experience is professional work at a high level of responsibility in a difficult and closely related professional field that is similar or identical to the position to be filled. The experience must demonstrate thorough knowledge, sound judgment, personal initiative, the ability to supervise the work of other high level specialists and to make sound decisions.

2. Internal Placements: *As an exception to qualification standards stated in this pamphlet, current employees who have served 1 year in their current position are qualified for the next higher grade in the same or similar occupation.*

3. E&T Level I: Current employees who do not meet E&T Level I, must have 2 additional years of experience as defined for C-3 to C-4a above.

4. Special Skills: Selecting officials may identify desired special skills. They will be added to the vacancy announcement.

APPENDIX E
SPECIFIC QUALIFICATION STANDARDS FOR SALARY SCHEDULE C POSITIONS

CONTENTS

- E-1. Safety and Occupational Health Manager (C-0018)
- E-2. Human Resources Specialist (C-0201)
- E-3. Management and Program Analyst (C-0343)
- E-4. Accountant (C-0510)
- E-5. Auditor (C-0511)
- E-6. Accounting Technician (C-0525)
- E-7. Budget Analyst (C-0560)
- E-8. Medical Officer (C-0602)
- E-9. Medical Records Technician (C-0675) and Medical Support Assistant (C-0679)
- E-10. Professional Engineer and Architect (C-0800)
- E-11. Engineering Technician (C-0802) and Construction Inspector and Representative (C-0809)
- E-12. Electronics Technician (C-0856)
- E-13. Industrial Engineering Technician (C-0895)
- E-14. Legal Advisor (C-0905)
- E-15. Language Specialist (C-1040)
- E-16. Contracting Specialist (C-1102)
- E-17. Purchasing Agent (C-1105)
- E-18. Librarian (C-1410)
- E-19. Library Technician (C-1411)
- E-20. Education Services in Childcare Centers (C-1701)
- E-21. Childcare Giver (C-1702)
- E-22. Marine Cargo Specialist (C-2161)
- E-23. Information Technology Management (C-2210)
- E-24. Inspector Positions
- E-25. Positions in Retail Activities

E-1. SAFETY AND OCCUPATIONAL HEALTH MANAGER (C-0018)

a. Description. Safety and occupational health (S&OH) managers develop, plan, implement, and evaluate United States Army garrison (USAG) S&OH programs applicable to high- and low-risk operations for Soldiers, civilians, and family members. Operations involve exposure to various health hazards and risks. Work is complicated by differing U.S. and host-nation standards, European environmental conditions, and diverse activities (for example, airfield or heliport, ammunition storage area, training area, small-arms range). Incumbents interpret and apply existing safety standards and techniques to prevent mission impairment. They provide technical guidance to subordinate garrison S&OH offices.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5a						1				
6						2				
6a						3		1		
7						4		2		1
7a						5		3		2
8						6		4		3
9						7		5		4
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is experience gained in a professional, technical, or supervisory position requiring knowledge, application, and enforcement of the principles and techniques of accident prevention, accident investigation, industrial engineering, fire prevention, and inspection of workplaces and activities. The experience must have provided knowledge of S&OH principles, practices, procedures, and standards applicable to a range of administrative duties.

c. Education and Training (E&T) Requirements.

(1) E&T levels I and II are not creditable for positions in this occupational series.

(2) E&T levels III A, B, and C are qualifying at the C-5 grade level. The completed apprenticeship must have been in a commercial, business, or administrative occupation (for example, *Industriekaufmann/-frau, Kaufmann/-frau im Groß- und Einzelhandel, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, Banken, or Arztpraxen*), or in a related technical trade or similar occupation.

(3) E&T level IV is fully qualifying at the C-6 grade level. The education, training, and certification must have been completed in a related technical trade, and the apprenticeship must have been completed as defined for E&T level III A ((2) above).

(4) E&T level V requires a German state certification in safety (*Sicherheitstechniker or Sicherheitsmeister*) or closely related technical trade to full qualify at the C-6a grade level; or graduation from a *Fachhochschule or Universität* as a safety engineer (*Diplomsicherheitsingenieur*) or graduation in another job-related technical area to be fully qualified at the C 7 grade level.

d. Additional Requirements. All applicants must possess certification as a safety professional in accordance with paragraph 7 of the *Arbeitssicherheitsgesetz (ASiG)*.

e. Training. These positions require completion of mandatory training as directed.

E-2. HUMAN RESOURCES SPECIALIST (C-0201)

a. Description. This paragraph applies to human resources (HR) management positions that are classified in the 0201 occupational series. The standard applies to positions in civilian personnel advisory centers (CPACs); subordinate commands; the Civilian Personnel Operations Center (CPOC); and the Civilian Personnel Directorate (CPD), Office of the G1, HQ USAREUR/7A. The standard includes generalist positions with multiple areas of responsibilities, single program responsibilities, supervisory positions, HR director and HR officer positions, and personnel adviser positions with one or more program responsibilities at a subordinate command or at the CPD.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5										
5a						1				
6						2		1		
6a						3		2		1
7						4		3		2
7a						5		4		3
8						6		5		4
9						7		6		5
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is experience that provided knowledge of HR principles, practices, and procedures in any existing area of specialization or in any combination thereof. The applicant must demonstrate possession of specific knowledge, skills, and abilities in the areas of specialization of the vacancy. Creditable experience could have been gained inside or outside of the U.S. Forces. One year of creditable experience must be at a level of difficulty that compares to the next lower grade of the vacancy and must be in the same or directly related area of specialization that is required in the position to be filled.

c. E&T Requirements.

(1) E&T levels I and II are not creditable for positions in this occupational series.

(2) E&T level III is fully qualifying at the C-5 grade level. The completed apprenticeship must have been in a commercial, business, or administrative occupation (for example, *Industriekaufmann/-frau, Kaufmann/-frau im Groß- und Einzelhandel, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, Banken, or Arztpraxen*), training as a *Personalfachkaufmann/-frau* with successful *IHK (Industrie- und Handelskammer)* examination, or similar occupation.

(3) E&T levels IV B and C are not creditable for positions in this occupational series.

(4) E&T levels IV A and D are fully qualifying at the C-5a grade level. The completed apprenticeship must be in occupations as explained for E&T level III ((2) above).

(5) For E&T level V, university or equivalent graduation with major study in a related academic field is fully qualifying at the C-6 grade level (for example, *Sozialwissenschaft, Wirtschaftswissenschaft, Volkswirtschaft, Jura*).

d. Exceptions to Qualification Standards.

(1) Current employees in the 0201 occupational series may be placed at the same or lower grade into any other functional specialties up to and including the C-7 grade level. For positions at C-7a and above, current 0201 employees must meet the new qualification standards in this pamphlet.

(2) Current employees in a related occupation (for example, 0560 (budget), 0343 (management and program analysts)) may be placed at the same or lower grade into any functional specialty in the 0201 occupational series up to and including the C-6a grade level. For positions at C-7 and above, the new qualification standards in this pamphlet must be met.

(3) Current HR assistants in the 0203 occupational series may be placed at either the C-5a (lowest) or C-6 (highest) grade into positions in the 0201 occupational series.

(4) For progression to the target grade of the 0201 position on all placements made under the exception provisions, a supplementary employment contract and appropriate training plan must be negotiated.

(5) In case of a change to lower grade into 0201 positions, pay protection may be granted until the employee is re-promoted to the grade held before the downgrading occurred.

(6) For promotions within or into the 0201 occupational series, the new qualification standards in this pamphlet must be met.

e. Placement From 0203 Into 0201 Positions.

(1) The following qualification standards apply to placements from 0203 into 0201 positions:

E&T Level	I		II		III		IV		V	
	a	b	a	b	a	b	a	b	a	b
5a		7		5		3		1		
6		8		6		4		2		1
Years of required experience: a - general, b - job-related										

(2) Job-related experience is any work experience as an assistant providing support to an HR specialist in any functional areas in the civilian HR business. At least 1 year of creditable experience must be in the same or directly related area of specialization that is required in the 0201 position.

f. Training. These positions require completion of mandatory training as directed.

E-3. MANAGEMENT AND PROGRAM ANALYST (C-0343)

a. Description.

(1) Management analysts conduct management and position-management appraisals, manpower surveys or studies, and program operations of activities and functions in different organizational elements. They plan, coordinate, and execute surveys and manpower studies. They prepare progress reports on status of work. They recommend priorities for utilization and reallocation of manpower resources based on an analysis of assigned, specified, or implied mission.

(2) Program analysts analyze and monitor overall programs with regard to schedules and statutory constraints using basic program analysis knowledge, skills, and abilities. They perform a variety of duties related to the planning, analyzing, programming, prioritizing, and marketing of short- and long-range programs in an installation. They participate in monthly or special reviews of project data and assist in or develop further information, and they recommend actions to meet submission requirements and schedules.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5										
5a						1				
6						2		1		
6a						3		2		1
7						4		3		2
7a						5		4		3
8						6		5		4
9						7		6		5
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is experience that provided knowledge in applying a wide range of principles, theories, and processes of management with a high degree of resourcefulness to a variety of studies, investigations, and assignments. The experience must demonstrate knowledge of the organization, function, and operations of the activity, higher commands, and their relationship to other activities; and knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information about management processes, budgetary policies, precedent-setting decisions, and similar information. The knowledge must demonstrate possession of specific skills and abilities in the areas of specialization of the vacancy. Creditable experience could have been gained inside or outside the U.S. Forces. One year of creditable experience must be at a level of difficulty that compares to the next lower grade of the vacancy. Experience gained as a management assistant is qualifying job-related experience.

c. E&T Requirements.

(1) E&T levels I and II are not creditable for positions in this occupational series.

(2) E&T level III is fully qualifying at the C-5 grade level. The completed apprenticeship must have been in a commercial, business, or administrative occupation (for example, *Industriekaufmann/-frau*, *Kaufmann/-frau im Groß- und Einzelhandel*, *in steuer- und wirtschaftsberatenden Berufen*, *Rechtsanwaltskanzleien*, *Banken*, or *Arztpraxen*), training as a *Personalfachkaufmann/-frau* with successful *IHK (Industrie- und Handelskammer)* examination, or similar occupation.

(3) E&T levels IV B and C are not creditable for positions in this occupational series.

(4) E&T levels IV A and D are fully qualifying at the C-5a grade level. The completed apprenticeship must be in occupations as explained for E&T level III ((2) above).

(5) For E&T level V, university or equivalent graduation with major study in a related academic field is fully qualifying at the C-6 grade level (for example, *Wirtschaftswissenschaft*, *Betriebswirtschaft*, or other related academic field).

d. Training. These positions require completion of mandatory training as directed.

E-4. ACCOUNTANT (C-0510)

a. Description. Accountants provide management accounting reports and professional accounting advice to program directors and financial managers on the status of funds and accounting trends, program and budget objectives, and policy requirements through the continuing review of Standard Army Management Information Systems output. Accountants monitor, reconcile, and analyze the status of installation fund reports, management accounting reports, related subsidiary reports, and general ledger balances. They schedule, coordinate, and perform formal joint reviews and analyses. They establish and maintain commitment ledgers for expired funds and certify prior-year fund availability for proposed obligation adjustments or fund withdrawals.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
6						2				
6a						3		2		1
7						4		3		2
7a						5		4		3
8						6		5		4
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is experience that provided professional knowledge of generally accepted accounting principles, theories, procedures, and applications to resolve a wide variety of accounting problems and to examine documents, records, and accounting reports and processes. The knowledge must enable applicants to support accounting operations and other resource management systems that interface with accounting systems to monitor, reconcile, and analyze a variety of accounting reports, ledgers, and other accounting data to resolve discrepancies between installation accounting records and financial manager records.

c. E&T Requirements.

(1) E&T levels I, II, and IV B and C are not creditable for positions in this occupational series.

(2) For all creditable E&T levels, applicants must have successfully completed the recognized training, education, and examination of a *Gepriüfter Bilanzbuchhalter* with certification from the *Industrie- und Handelskammer (IHK)* or equivalent certification from another educational institution that is recognized and authorized to issue such certificates.

d. Training. These positions require completion of mandatory training as directed.

E-5. AUDITOR (C-0511)

a. Description. Auditors perform a variety of audit assignments of low to medium complexity that require the use of conventional and advanced auditing techniques in gathering and evaluating pertinent data. They study a variety of background material and guidelines to gain program information. They conduct entrance conferences with management officials at the audit site. They perform survey work to identify potential problems. They draft audit reports that present findings, identify causative situations, and recommend corrective actions.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
6						2		1		
6a						3		2		1
7						4		3		2
7a						5		4		3
8						6		5		4
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is experience that provides knowledge of business auditing principles, theory, and practice. This experience must demonstrate an overall ability to perform professional auditing work and a knowledge of accounting and auditing concepts, practices, techniques, and Comptroller General standards to perform audit assignments using conventional and advanced audit techniques.

c. E&T Requirements.

(1) E&T levels I and II are not creditable for positions in this occupational series.

(2) For E&T level III, 2 years of job-related experience is qualifying at the C-6 grade level. The completed apprenticeship must have been in a commercial, business, or administrative occupation (for example, *Industriekaufmann/-frau, Kaufmann/-frau im Groß- und Einzelhandel, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, Banken, or Arztpraxen*), training as a *Personalfachkaufmann/-frau* with successful *IHK (Industrie- und Handelskammer)* examination, successful training as *Steuerfachangestellte/er*, or similar occupation.

(3) E&T levels IV B and C are not creditable for positions in this occupational series.

(4) For E&T levels IV A and D, completed training as *Steuerfachassistent* or *Steuerfachwirt* and other related training or study is fully qualifying at the C-5a grade level. The completed apprenticeship must be in occupations as explained for E&T level III A ((2) above).

(5) For E&T level V, university and equivalent graduation with major study in a related academic field is fully qualifying at the C-6 grade level (for example, *Wirtschaftswissenschaft, Betriebswirtschaft, or other related academic field with emphasis on Rechnungs-, Steuer-, Finanzwesen, or Controlling*).

d. Training. These positions require completion of mandatory training as directed.

E-6. ACCOUNTING TECHNICIAN (C- 0525)

a. Description. Accounting technicians determine the validity of complex unliquidated obligations and outstanding travel advances with particular attention to aged transactions. They prepare necessary account adjustments to liquidate invalid or completed transactions. They participate in joint reviews of complex open reimbursable orders and unliquidated obligations with program directors and tenant activities. They perform daily reviews of various accounting outputs for accuracy, propriety, and integrity of data related to assigned program directors.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
4a	2		1							
5	2 +	1	1 +	1						
5a	2 +	2	1 +	2		1				
6	2 +	3	1 +	3		2		1		
6a	2 +	4	1 +	4		3		2		1
Years of required experience: a - general, b - job-related										

b. General Experience. General experience includes simple clerical work in an office or store, working with computers, bookkeeping, making and recording inventories, telephone marketing, arranging events, cashier work, and similar work.

c. Job-Related Experience. Job-related experience is any work experience that provided knowledge of procurement activities, supply depot operations, logistics-operations command and support activities, and basic administration. Creditable experience could have been gained in reconciling fund-status reports and analyzing obligation practices. Total experience must demonstrate thorough familiarity with accounting methods, procedures, and techniques to ensure proper treatment of reimbursement transactions and open, customer-funded supply and equipment obligations.

d. E&T Requirements.

(1) For E&T levels III and IV A, the completed apprenticeship must have been in a commercial, business, or administrative occupation (for example, *Industriekaufmann/-frau, Kaufmann/-frau im Groß- und Einzelhandel, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, Banken, or Arztpraxen*) or similar occupations.

(2) E&T levels IV B and C are not creditable for positions in this series.

(3) For E&T level V, the university or equivalent graduation must be in a related academic field to the position (for example, certification as an accountant (*Bilanzbuchhalter, or Betriebs- or Volkswirt*), or other area that relates to the position to be filled.

E-7. BUDGET ANALYST (C-0560)

a. Description. Budget analysts perform a combination of procedural, technical, and professional analytical budget administration functions in the formulation, execution, and review of budget and related financial-management functions. They develop and formulate justification data on annual budget requirements. They research, compile, and summarize a variety of statistical information and other data broken out into object class and line items. They participate in the entire process of funds control, including planning, forecasting requirements, and management control of expenditure of funds.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
6						2		1		
6a						3		2		1
7						4		3		2
7a						5		4		3
8						6		5		4
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is any work experience that provided knowledge in budget formulation; consolidating budget estimates; adjusting data on related forms and schedules; identifying, categorizing, and analyzing data to relate the changes in funding levels to equipment purchases, personnel staffing levels, travel, and maintenance. Experience as an accounting or budget technician or assistant with the U.S. Forces at the next lower grade is creditable experience toward meeting the job-related experience requirements of this standard.

c. E&T Requirements.

(1) E&T levels I and II are not creditable for positions in this occupational series.

(2) For E&T levels III and IV A, the completed apprenticeship must have been in a commercial, business, or administrative occupation (for example, *Industriekaufmann/-frau, Kaufmann/-frau im Groß- und Einzelhandel, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, Banken, or Arztpraxen*) or similar occupation.

(3) E&T levels IV B and C are not creditable for positions in this occupational series.

(4) For E&T level V, the university or equivalent graduation must be in a related academic field to the position (for example, *Wirtschafts- or Finanzwissenschaft, Betriebs- or Volkswirtschaft*) or other area that relates to the position to be filled.

d. Training. These positions require completion of mandatory training as directed.

E-8. MEDICAL OFFICER (C-0602)

a. Description. This qualification standard includes positions in the medical-officer series (including general practice and specialists). Medical officers with the U.S. Forces practice medicine in U.S. Army hospitals, clinics, other medical facilities, and during training exercises where there is a need for direct services to patients. General practice physicians with the U.S. Forces typically treat common diseases, ailments, and injuries. They conduct periodic physical examinations and provide immunizations against common diseases. In performing their work, general practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for specialized diagnoses and treatment. Medical training and experience must, therefore, be well rounded. Specialist physicians are predominantly needed and employed in areas such as pediatrics, diagnostic radiology, psychiatry, gynecology, family practice, orthopedics, anesthesiology, pathology, dentistry, and veterinary medicine.

b. Basic Requirements.

(1) Applicants must possess a doctor of medicine or doctor of osteopathy degree from a school in the United States or Canada that is approved by a recognized accrediting body for the year of graduation, or a doctor of medicine or equivalent degree from a foreign medical school listed in the World Directory of Medical Schools, which is published by the World Health Organization.

(2) Applicants must have completed all the medical education requirements for admission to practice in the country where they attended medical school. Education will be credited only if the applicant graduated and records show ratings of average, satisfactory, or better. The basic education requirements will not be waived.

(3) In addition to the education requirements above, applicants for general practice must have 1 year postgraduate experience in a clinical environment that provided the applicant with the knowledge, skills, and abilities to perform independently in a general practice medical office.

(4) For specialist positions, applicants must have successfully completed graduate training and experience related to the specialty of the position and must possess certification from a national specialty board. Specialty training varies from 3 to 5 years depending on the type of residency qualification obtained.

(5) The final qualification review, evaluation, and approval for medical-officer positions will be made by the appropriate authority of the medical facility where the vacancy exists or next higher level in the medical command. No applicant will be appointed to any medical-officer position without the approval of qualifications by U.S. Forces medical authorities.

(6) Credentialing must be completed in accordance with AR 40-68 before any local national physician may be appointed.

E-9. MEDICAL RECORDS TECHNICIAN (C-0675) AND MEDICAL SUPPORT ASSISTANT (C-0679)

a. Description.

(1) Medical records technicians perform comprehensive analyses of records, reports, and data pertaining to patient diagnosis and treatment. They consolidate and verify patient information and compile statistical data for quality assurance. They ensure that content of medical records are maintained accurately and ensure that medical documents meet established medical, legal, and accreditation requirements.

(2) Medical support assistants perform receptionist, recordkeeping, typing, and other miscellaneous clerical duties in support of a medical treatment facility. They interview new patients to the clinic to obtain identifying information, such as name, case number, attending physician, medical complaints. They instruct patients in standard procedures required before tests (such as liquid intake, medication, and dietary restrictions).

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
4	1									
4a	2		1							
5	2 +	1	1 +	1						
5a	2 +	2	1 +	2		1				
6	2 +	3	1 +	3		2		1		
6a	2 +	4	1 +	4		3		2		1
7	2 +	5	1 +	5		4		3		2
Years of required experience: a - general, b - job-related										

b. Experience Requirements.

(1) General experience includes simple clerical work in an office or store, working with computers or as a cashier, bookkeeping, making and recording inventories, telephone marketing, arranging events, or similar work.

(2) Job-related experience is any work experience that provided knowledge in ambulatory medical-record processes and methods, and in developing, maintaining, and monitoring special registries that assist physicians in the care and treatment of patients. The experience must demonstrate that a relevance can be determined of many facts and conditions, such as information in the record, legal and regulatory requirements, and other variables.

c. E&T Requirements.

(1) For E&T levels III and IV A, the completed apprenticeship must have been as a doctor’s assistant or in a commercial, business, or administrative occupation (for example, *Industriekaufmann/-frau, Kaufmann/-frau im Groß- und Einzelhandel, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, Banken, or Arztpraxen*) or similar occupations.

(2) E&T levels IV B and C are not creditable for positions in this occupational series.

(3) For E&T level V, university or equivalent graduation must be in a related academic field to the position to be filled.

E-10. PROFESSIONAL ENGINEER AND ARCHITECT (C-0800)

a. General. The following professional engineer and architect positions are included in this standard:

- (1) C-0801, general engineering.
- (2) C-0807, landscape architecture.
- (3) C-0808, architecture.
- (4) C-0810, civil engineering.
- (5) C-0819, environmental engineering.
- (6) C-0830, mechanical engineering.
- (7) C-0850, electrical engineering.
- (8) C-0855, electronics engineering.
- (9) C-0896, industrial engineering.

E&T Level	I		II		III		IV		V	
	a	b	a	b	a	b	a	b	a	b
7										
7a										
8										
9										2
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience must be directly related to the area of specialization of the vacancy and be at the same level of difficulty for the position to be filled.

c. E&T Requirements.

(1) E&T levels I through IV are not creditable for positions in this occupational series.

(2) For E&T level V, applicants for positions in this series are required to be graduates from a *Fachhochschule*, a *Berufsakademie*, or a *Technische Hochschule* as an engineer in the discipline specifically required for the position. Graduates must be fully recognized by German authorities to practice the engineering profession in Germany. Applicants from foreign countries must obtain an equivalent certification from applicable German authorities that certifies recognition to practice the engineering profession in the area of specialization required in the position. This requirement is based by Article 49 of the Supplemental Agreement to the NATO Status of Forces Agreement, which requires that principles of German building regulations and public construction rules be applied by the U.S. Forces in Germany.

E-11. ENGINEERING TECHNICIAN (C-0802) AND CONSTRUCTION INSPECTOR AND REPRESENTATIVE (C-0809)

a. Description. This qualification standard includes positions in the engineering technician and construction inspector and representative series. The engineering technician series includes occupations in multiple areas of specialization (such as mechanical, aerospace, environmental, architecture, civil and electrical engineering) and supervisory and lead positions. Work is performed under the general supervision of the chief of the branch, who provides general instructions on the project and advice where deviations from standard engineering practices must be made. Major duties are performed independently through self-determined methods, which must be accurate, complete, and correct.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5a										
6								1		
6a								2		1
7								3		2
7a								4		3
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience must be directly related to the area of specialization of the position and must be at a level of difficulty that compares to the grade of the position to be filled. Advanced journeyman trades and crafts experience that provided intensive knowledge of engineering principles, techniques, methods, and precedents is a prerequisite (for example, experience as a technician, instructor, inspector, or mechanic that shows progression in theoretical and practical knowledge of the area of specialization of the position).

c. E&T Requirements.

(1) E&T levels I through III are not creditable for positions in this occupational series.

(2) For E&T levels IV B and C, a *Meister* diploma or *staatlich geprüfter Techniker* in a trades or crafts field directly related to the position is qualifying at the C-5a grade level.

(3) E&T levels IV A and IV D are not creditable for positions in this series.

(4) For E&T level V, graduation from a university or equivalent (for example, *Fachhochschule*, *Berufsakademie*, or *Technische Hochschule* as *Wirtschaftsingenieur*, *Ingenieur des Maschinenwesens*, *der Elektrotechnik*, or *des Bauwesens*) is qualifying at the C-6 grade level if the area of study is directly or closely related to the position.

E-12. ELECTRONICS TECHNICIAN (C-0856)

a. Description. Electronics technicians perform in a variety of highly technical areas of expertise. They may serve as a radio technician at the American Forces Network (AFN), which requires extensive knowledge and experience in the broadcast electronics area; inspect and test electronic equipment (such as computers, monitors, keyboards, projectors, tape recorders) for an entire USAG; or participate in the operation and maintenance of the Energy Monitoring and Control System (ECMS). ECMS is a computerized system that monitors and controls water distribution and treatment, and electricity distribution, transformation, and generation. Electronics technicians may provide advice and technical instruction, perform on-site services to support the medical-maintenance mission, or perform on-site and direct-support maintenance on critical electronic and electromechanical air traffic systems.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5a										
6								1		
6a								2		1
7								3		2
7a								4		3
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is experience as a technician, instructor, inspector, or mechanic in electronics, electricity, engineering, communications, in fields, such as *Fernmeldeanlagen elektronik, Fernsehtechnik und elektronische Medien, Elektromaschinenbau, Elektromechanik*, or in a similar occupation. The experience must show progression in theoretical and practical knowledge of electronic theory, function, operation, and capabilities of electronic equipment used in the position to be filled.

c. E&T Requirements.

- (1) E&T levels I through III are not creditable for positions in this occupational series.
- (2) For E&T levels IV A, B, and C, a *Meister* diploma or *staatlich geprüfter Techniker* in a trade or craft that is related to the position is qualifying at the C-5a grade level.
- (3) E&T level IV D is not creditable for positions in this series.
- (4) For E&T level V, graduation from a university or equivalent (for example, *Berufsakademie*, or *Technische Hochschule* as an *Ingenieur der Elektrotechnik*), or in another related academic field is qualifying at the C-6 grade level.

E-13. INDUSTRIAL ENGINEERING TECHNICIAN (C-0895)

a. Description. Industrial engineering technicians conduct reviews and studies to find ways to operate in a given organization more economically, efficiently, and effectively. This includes conducting productivity studies by surveying jobs at the workplace and applying knowledge of the full-range of applicable principles and techniques of industrial engineering in combination with knowledge of mechanics and industrial work procedures. They analyze and evaluate a variety of monthly, quarterly, and one-time reports and assist in the development and preparation of standing operating procedures to improve efficiency and productivity.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5a										
6								1		
6a								2		1
7								3		2
7a								4		3
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is experience in conducting surveys to evaluate performance in an organization, to develop changes for achieving effectiveness, and to improve utilization of personnel, money, and material in organizations.

c. E&T Requirements.

(1) E&T levels I through III and IV A are not creditable for positions in this occupational series.

(2) For E&T levels IV B, C, and D, completed education, training, and certification as a *Techniker/Technikerin für Betriebswissenschaft*; or as a *Meister* in a trades, crafts, or industry field; or a graduation certificate from a technical institute (*Techniker-Schule (Berufsfachschule)*) in an area of specialization that is related to the duties of the position; or a certification as a *staatlich geprüfter Betriebswirt* is qualifying at the C-5a grade level.

(3) For E&T level V, graduation from a university or equivalent (for example, *Fachhochschule, Berufsakademie, or Technische Hochschule* as a *Wirtschafts-, REFA-, Maschinen-, Elektro- or Bauingenieur*) is qualifying at the C-6 grade level.

E-14. LEGAL ADVISOR (C-0905)

a. Description. Legal advisors provide advice on issues of German and comparative law that affect personnel and operations of the U.S. Army in Europe. They—

(1) Acquire and maintain expertise; conduct research; render opinions, advice, and recommendations on numerous areas of international, comparative, and German domestic law; and serve as advisors in these areas to commanders and staff officers. Necessary expertise includes extensive, in-depth knowledge of German law, including but not limited to regulatory and judicial procedures, constitutional law, administrative law, tort claims, and labor law.

(2) Monitor and report changes in German law and regulations affecting U.S. Forces operations in Germany.

(3) Provide legal assistance on personal matters to U.S. Forces military and civilian personnel and their family members on numerous matters involving German substantive law and civil, administrative, or criminal procedures (including marriage, adoption, divorce, tort liability, paternity, lease and sale contracts, insurance, taxation, minor criminal and traffic offenses, and other disputes).

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
8										
9										2
10										4
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is professional work experience at the highest level of responsibility on complex matters pertaining to the area of specialization of the vacancy. The experience must demonstrate thorough knowledge of the area of specialization, the ability to apply sound judgment, and a high degree of personal initiative and ability to independently advise all levels of customers on complex and difficult matters pertaining to the area of specialization of the position.

c. E&T Requirements.

(1) E&T levels I through IV are not creditable for positions in this occupational series.

(2) For E&T level V, applicants for positions in this series must be graduates of a German university with major study in German law (*abgeschlossenes Jurastudium*) and be in possession of the 1st and 2d state examination (*1. und 2. Staatsexamen*). Education completed in foreign law schools cannot be credited because these positions require expertise in German law.

E-15. LANGUAGE SPECIALIST (C-1040)

a. Description. This paragraph applies to translator and interpreter positions. Translators perform a variety of different translating and interpreting duties from other languages (for example, French, German, Russian, Arabic, Italian, Greek) into the English language or vice versa. In addition, translators and interpreters review translated material for accuracy, screen publications for material to translate, and give advice on the culture, political situation, or geography of other countries. Translations range in difficulty from uncomplicated, nontechnical material to highly complicated legal, scientific, or technical material. Positions may involve simultaneous or consecutive interpretation during conferences. Translations may involve highly technical areas of specialization (for example, criminal law, civil law, tax law and practice, medical terminologies and reports, information technology, office automation, international agreements, treaties, ordinances, courts documents, regulations, codes).

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5a										
6						1				
6a						2		1		
7						3		2		1
7a						4		3		2
8						5		4		3 (1)*
9						6		5		4 (2)*
Years of required experience: a - general, b – job-related										
* See c(3) below.										

b. Job-Related Experience. Job-related experience is experience that provided knowledge to independently translate and interpret materials in a variety of technical areas of specialization. The knowledge must enable applicants to fluently read, write, and speak the native and required foreign languages and have a comprehensive knowledge of terms and abbreviations, with emphasis on terms and abbreviations peculiar to the U.S. Army and NATO.

c. E&T Requirements.

(1) E&T levels I and II are not creditable for positions in this occupational series.

(2) For E&T levels III, IV, and V, the apprenticeship must have been completed in a commercial, business, or administrative occupation (*kaufmännischen Bereich*). The university degree must have been completed in a closely related field of study. In addition, all applicants must be in possession of a translation/interpreter certificate issued by a recognized institution in the language required by the position and the experience as shown and defined in the table above.

(3) For the E&T level V that permits entry at the C-7a grade level without experience, applicants must have completed the recognized education and examination as a certified *Diplom-Übersetzer*, *Diplom-Dolmetscher*, *Diplom-Fachübersetzer*, *Diplom-Technikübersetzer*, or *akademisch geprüfter Übersetzer* in the language required in the position.

E-16. CONTRACTING SPECIALIST (C-1102)

a. Description. The contracting series includes the positions of contract specialist, contracting officer, and procurement analyst. Individuals in this career field develop, manage, supervise, and oversee policies and procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; solicitation and selection of sources; and preparation, negotiation, and award of contracts through sealed bidding and negotiation. This career field requires knowledge of business and industry practices, sources of supply, cost factors, and cost and price analysis techniques.

b. Internal Placement Requirements.

(1) The following applies to internal placements of current employees in the 1102 series:

E&T Level Grade	I		II		III		IV		V	
	a	b	a	b	a	b	a	b	a	b
5		4		3		2				
5a		5		4		3		1		
6		6		5		4		2		
6a		7		6		5		3		1
7		8		7		6		4		2
7a		9		8		7		5		3
Years of required experience: a - general, b - job-related										

(2) The following applies to internal placements of employees outside the 1102 series and to external candidates:

E&T Level Grade	I		II		III		IV		V	
	a	b	a	b	a	b	a	b	a	b
5						2				
5a						3		1		
6						4		2		
6a						5		3		1
7						6		4		2
7a						7		5		3
Years of required experience: a - general, b - job-related										

c. Job-Related Experience. Job-related experience is experience in awarding and administering contracts for the procurement of supplies, services, and construction through open-market or negotiated procedures; experience in the application of contracting policies and regulations ((for example, Federal Acquisition Regulation (FAR), Defense FAR Supplement). The experience must have been gained in substantially the same line of work for which considered. One year of the total experience must have been gained in the same, equivalent, or one level below the grade for which considered. The experience must show progression and the ability to handle increased responsibility.

d. E&T Requirements.

(1) E&T levels I and II are not creditable for positions in this occupational series.

(2) For E&T levels III A and IV A, the completed apprenticeship must have been in a commercial, business, or administrative occupation, related technical trade (for example, *Industriekaufmann/-frau, Kaufmann/-frau im Groß- und Einzelhandel, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, Banken, or Arztpraxen*), or similar occupations.

(3) E&T levels IV B and C are not creditable for positions in this occupational series.

(4) E&T level IV D is qualifying at the C-5 grade level.

(5) For E&T level V, major study must have been in a related academic field to the position (for example, *Betriebs- or Volkswirtschaft, Wirtschafts Sozial-, or Volkswissenschaft, certification as Bilanzbuchhalter*) or other area that relates to the positions to be filled.

e. Training. These positions require completion of mandatory training as directed.

E-17. PURCHASING AGENT (C-1105)

a. Description. Purchasing agents purchase, rent, and lease supplies, services, and equipment through either formal open-market methods or competitive bid procedures. The primary objective of the work is the rapid delivery of goods and services in direct support of common business practices for discounts, deliveries, stocks, and shipments.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
4		2		1						
4a		3		2		1				
5		4		3		2		1		
5a		5		4		3		2		1
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is any work experience that could have been gained in occupational areas such as sales, retail, purchasing, or budget at an appropriate level of responsibility to the grade of the position to be filled. One year of the total specialized experience must have been gained at the same, equivalent, or one level below the grade of the position to be filled. The experience must show progression and the ability to handle increased responsibility.

c. E&T Requirements.

(1) For E&T levels III A and IV A, the completed apprenticeship must have been in a commercial, business, or administrative occupation (for example, *Industriekaufmann/-frau, Kaufmann/-frau im Groß- und Einzelhandel, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, Banken, or Arztpraxen*) or similar occupation.

(2) E&T levels IV B and C are qualifying at the C-4a grade level.

(3) For E&T level V, the major study must be in a related academic field to the position (for example, *Betriebs- or Volkswirtschaft, Wirtschafts – Sozial,- or Volkswissenschaft, or Bilanzbuchhalter*) or other area that relates to the position to be filled.

d. Training. These positions require completion of mandatory training as directed.

E-18. LIBRARIAN (C-1410)

a. Description. Librarians manage the overall automated library system, which supports circulation, public catalog, new acquisitions, electronic media storage and access, and bibliographic management. They establish and oversee procedures for use of the automated library system, and they develop and implement user instruction manuals and standard operating procedures. They perform cataloging library acquisition analysis, assign Library of Congress classification numbers, and assist patrons in obtaining material from other libraries and agencies using wide area networks (WANs).

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
7										
7a										1
Years of required experience: a – general, b - job-related										

b. Job-Related Experience. Job-related experience is experience that provided thorough knowledge in all aspects of library operations. The experience must demonstrate full professional knowledge of the theories, principles, practices, and objectives of librarianship, and an in-depth knowledge of library automation and integrated library systems.

c. E&T Requirements.

(1) E&T levels I through IV are not creditable for positions in this occupational series.

(2) For E&T level V—

(a) Graduation certificate from a school of library science (*Fachhochschule für das Bibliothekswesen*) or equivalent from a recognized and accredited educational institution is required. The graduation certificate must state “*Diplom-Bibliothekar/Bibliothekar(in) (FH) für den gehobenen Dienst im wissenschaftlichen Bereich.*”

(b) Graduation certificate from a school of public library science (*Fachhochschule für das öffentliche Bibliothekswesen*) or equivalent from a recognized and accredited educational institution is required. The graduation certificate must state “*Diplom-Bibliothekar/Bibliothekar(in) an öffentlichen Bibliotheken.*”

E-19. LIBRARY TECHNICIAN (C-1411)

a. Description. Library technicians perform various duties involving the use of different and unrelated procedures and methods to support major library functions (such as acquisition, cataloging, or reference). They manage and direct the operations of the circulation desk and are responsible for maintaining a variety of medical and science materials on microfiche, in online medical databases, on CD-ROMs, and in audio-visual mediums. They are responsible for properly charging library materials in and out, and for posting changes in manual or automated records and files. They organize library materials to ensure that all items are in proper sequence. They perform all duties according to U.S. Army library policies and procedures.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
4	1									
4a	2		1							
5	2 +	1	1 +	1						
5a	2 +	2	1 +	2		1				
6	2 +	3	1 +	3		2		1		
6a	2 +	4	1 +	4		3		2		1
7	2 +	5	1 +	5		4		3		2
Years of required experience: a - general, b - job-related										

b. General Experience. General experience includes simple clerical work in an office or store, working with computers, bookkeeping, making and recording inventories, telephone marketing, arranging events, or similar duties.

c. Job-Related Experience. Job-related experience is experience that provided knowledge of a wide variety of interrelated steps and procedures to order and process different types of library materials. The experience must have provided knowledge of library operating policies, ready reference sources, and user-access equipment (such as automated serials check-in) and the ability to locate requested material for other librarians.

d. E&T Requirements.

(1) For E&T levels III A and IV A, the completed apprenticeship must have been in either the multimedia information occupation (*Medieninformatik*), in a commercial business or administrative occupation (for example, *Industriekaufmann/-frau, Kaufmann/-frau im Groß- und Einzelhandel, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, Banken, or Arztpraxen*), or similar occupation.

(2) E&T levels IV B and C are not creditable for positions in this occupational series.

(3) For E&T level V, the completed study must be in an academic field related to the position (for example, in library science) or in another area that is related to the position to be filled.

E-20. EDUCATION SERVICES IN CHILDCARE CENTERS (C-1701)

a. Description. Preschool teachers are advisers to childcare givers, education technicians, and parents. They develop, plan, lead, and supervise childcare and childcare development programs. They develop preschool curriculum. They supervise, observe, and promote an individual child or small groups of children and infants. They arrange and prepare lesson plans to enable the development and promotion of childrens’ abilities and talents, to increase the childrens’ knowledge and awareness, and to develop the childrens’ techniques and skills.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5a										
6										
6a										1
7										2
7a										3
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is experience as a professional educator in childcare centers, kindergartens, day nurseries, pediatric clinics, or private households. The experience must have provided knowledge to effectively develop preschool curriculum and programs to promote the abilities and talents of preschool children. The experience must demonstrate knowledge to effectively evaluate actual and potential problem areas in fire safety, health, funding, and child-abuse prevention.

c. E&T Requirements.

(1) E&T levels I through IV are not creditable for positions in this occupational series.

(2) For E&T level V, applicants for positions in this series must be university or equivalent graduates with major studies in social education (*Fachakademie für Sozialpädagogik*), a college for educators (*Fachschule für Erzieher*), or a college for social work (*Fachschule für Sozialwesen*) with the 1st and 2d state examination (1. und 2. Staatsexamen). The total academic course work must have consisted of at least 24 semester hours in early childhood education.

E-21. CHILDCARE GIVER (C-1702)

a. Description. Childcare givers help plan and conduct an effective child development program to meet the physical, social, emotional, and intellectual needs of children based on stated goals and a curriculum provided by the supervisor. Childcare givers create a pleasant and inviting atmosphere for children. They ensure the safety and health of children through constant supervision, effective arrangement of space, and proper maintenance of equipment. They help children collect their belongings when they depart and ensure that each child leaves with his or her parent or someone authorized to take the child.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
2										
3						1				
4						2				
4a						2 + 1*				
Years of required experience: a - general, b - job-related										

b. Job-Related Experience.

(1) Job-related experience for C-3 to C-4 is experience in dealing with children and infants (for example, arranging festive occasions with and for children).

(2) Job-related experience for C-4a is experience that provided knowledge in supervising, observing, and developing children; and the ability to encourage and guide them in play, painting, crafts, and music. The experience could have been gained in childcare centers, day nurseries, kindergartens, full-time children “recuperation homes,” pediatric clinics, and in families with infants.

c. E&T Requirements.

(1) E&T levels I and II are not creditable for positions in this occupational series.

(2) For E&T levels III and IV A and D, the completed apprenticeship in an unrelated field is qualifying at the C-2 grade level. A completed apprenticeship as an education technician (*Erzieherin*) is qualifying at the C-4a grade level. Completed training as a *Kinderpfleger* is qualifying at the C-4 grade level, and 1 year of experience as defined in b(2) above is qualifying at the C-4a grade level.

(3) E&T levels IV B and C are not creditable for positions in this occupational series.

d. Training. These positions require completion of mandatory training as directed.

E-22. MARINE CARGO SPECIALIST (C-2161)

a. Description. Marine cargo specialists are responsible for loading, unloading, and stowage of all types of DOD cargo on or in all types of vessels, railcars, trucks, barges, and warehouses. They control the work of contract personnel engaged in stevedoring, longshoring, and tally-checking. They perform liaison duties between the Army and various contractors, providing information and advice to the contractor on the proper handling and disposition of cargo scheduled for discharge or loading. They review pre-stow and pre-operation plans, coordinate with the ship's command, and ensure that cargo is safely and properly secured.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5										
5a						1				
6						2		1		
6a						3		2		
7						4		3		
7a						5		4		1
Years of required experience: a - general, b - job-related										

b. Job-Related Experience. Job-related experience is experience that provided knowledge in waterfront cargo handling or cargo layout and planning operations. The experience must demonstrate a knowledge of loading cargo on ships and familiarity with marine terminal activities. The experience must have been gained in performing cargo-handling operations in such positions as ship foreman or stevedore superintendent.

c. E&T Requirements.

(1) E&T levels I and II are not creditable for positions in this occupational series.

(2) For E&T levels III and IV A, the completed apprenticeship must have been as a *Schifffahrtskaufmann/-frau*, in the transportation or shipment occupational area (for example, *Speditonskaufmann/-frau*), or other similar occupation.

(3) For E&T levels IV B, C, and D, the education and training must be related to the functions and responsibilities that are predominantly performed in this position (for example, transportation and shipment, equipment maintenance and repair) or similar occupation.

(4) For E&T level V, graduation from a university or *Fachhochschule* as *Diplom-Ingenieur für Transportwesen* or certification as licensed merchant marine captain (*AG, AM, AK-Patent*) (*Ausbildung zum nautischen Wachoffizier auf Fracht- und Fahrgastschiffen jeder Größe (Fachhochschulstudium)*), or completed studies in *Verkehrsbetriebswirtschaft* with emphasis on *Güterverkehr, Logistik, or Personenverkehr*.

E-23. INFORMATION TECHNOLOGY MANAGEMENT (C-2210)

a. Description. The following information technology management positions are covered by this qualification standard:

- (1) Application software.
- (2) Customer support.
- (3) Data management.
- (4) Information security.
- (5) Internet systems administrator.
- (6) Network services.
- (7) Systems analyst.

E&T Level	I		II		III		IV		V	
Grade	a	b	a	b	a	b	a	b	a	b
5										
5a						1				
6						2		1		
6a						3		2		1
7						4		3		2
7a						5		4		3 *(1)
Years of required experience: a - general, b – job-related										
* See c(6) below.										

b. Job-Related Experience.

(1) Applications Software. Any work experience that involves the design, documentation, development, modification, testing, installation, implementation, and support of new or existing application software. This includes experience in—

- (a) Analyzing and refining systems requirements.
- (b) Designing user interfaces.
- (c) Determining output media and formats.
- (d) Integrating hardware and software components.
- (e) Planning and designing systems architecture.
- (f) Working with customers to test applications.

(2) Customer Support. Any work experience that involves the planning and delivery of customer-support services, including installation, configuration, troubleshooting, customer assistance, or training in response to customer requirements. This includes experience in—

- (a) Developing and managing customer-service performance requirements.
- (b) Diagnosing and resolving problems in response to customer-reported incidents.
- (c) Installing, configuring, troubleshooting, and maintaining customer hardware and software.
- (d) Researching, evaluating, and providing feedback on problematic trends and patterns in customer-support requirements.

(3) Data Management. Any work experience that involves the planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data. This includes experience in—

- (a) Analyzing and normalizing, developing, installing, and implementing databases.
- (b) Installing, configuring, and maintaining database management systems software.
- (c) Maintaining, monitoring, optimizing backups, and recovering databases.

(4) Information Security. Any work experience that involves the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, or enhancement of information systems security programs, policies, procedures, and tools. This includes experience in developing policies and procedures—

- (a) To ensure information systems are reliable and accessible.
- (b) To prevent and defend against unauthorized access to systems, network, and data.
- (c) To promote awareness of security issues among management.
- (d) To ensure sound security principles are included in organization visions and goals.

(5) Internet Systems Administrator. Any work experience that involves the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including systems and applications development and technical management of websites. This includes experience in determining overall technical design and structure of Internet services; monitoring functionality, security, and integrity of Internet services; and troubleshooting and resolving technical problems with the design and delivery of Internet services.

(6) Network Services. Any work experience that involves the planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, or management of networked systems used for the transmission of information in voice, data, or video formats. This includes experience in analyzing and defining network requirements, defining and training network architecture and infrastructure, monitoring network capacity and performance, and developing network backup and recovery procedures.

(7) Systems Analyst. Any work experience that involves applying analytical processes to the planning, design, and implementation of new and improved information systems to meet the business requirements of customer organizations. This includes experience in—

- (a) Conducting business-process reengineering.
- (b) Consulting with customers to identify and specify requirements.
- (c) Developing overall functional and systems requirements and specifications.
- (d) Ensuring the integration of all systems components (for example, procedures, databases, policies, software, and hardware).
- (e) Performing needs analysis to define opportunities for new or improved business-process solutions.

c. E&T Requirements.

- (1) E&T levels I and II are not creditable for positions in this occupational series.
- (2) For E&T levels III A and IV A, the completed apprenticeship must be in the computer science occupation (*Informatikkaufmann/-frau*) or in another area that is directly related to the position to be filled.
- (3) E&T levels III B and C are qualifying at the C-5 grade level.
- (4) For E&T levels IV B, C, and D, the completed education, training and certification must be in the computer science occupation or in another area that is directly related to the position to be filled.
- (5) For E&T level V, the university or equivalent graduation must be in a closely related field of study that is qualifying at the C-6 grade level. For each grade beyond C-6, the type and amount of experience described in the table above is required.
- (6) For E&T level V that permits entry at the C-7 grade level without experience, a state certification in computer science (*staatlich geprüfter Informatiker*) or a diploma in computer science (*Diplominformatiker*), (general (*Allgemeine Informatik*), industrial (*Wirtschaftsinformatik*), multimedia information (*Medieninformatik*), engineering computer science (*Technische Informatik, Ingenieur-Informatik*)), or equivalent is required.

E-24. INSPECTOR POSITIONS

a. Description. This qualification standard covers the following positions and similar inspector positions:

- (1) C-2604, Electronic Equipment Inspector.
- (2) C-2805, Electrical Equipment Repair Inspector.
- (3) C-2854, Electrical Equipment Inspector.
- (4) C-4737, General Equipment Repair Inspector.
- (5) C-4749, Maintenance Repair Inspector.
- (6) C-4806, Office Appliance Repair Inspector.
- (7) C-4855, Domestic Appliance Repair Inspector.
- (8) C-5803, Mobile Equipment Service Inspector.
- (9) C-5823, Automotive Inspector.
- (10) C-6605, Artillery Repair Inspector.
- (11) C-6610, Small Arms Repair Inspector.
- (12) C-8852, Aircraft Mechanic Inspector.

b. Internal Placement Requirements. The below table prescribes E&T and experience requirements.

E&T LEVEL	I		II		III A		III B, C		IV A		IV B, C		IV D		V	
	a	b	a	b	a	b	a	b	a	b	a	b	a	b	a	b
4a	2	0	1	0			*	*					*	*	*	*
5	3	0	2	0	1	0	*	*					*	*	*	*
5a	3	1	2	1	1	1	0	1					*	*	*	*
6	3	2	2	2	2	1	0	2	0	1			*	*	*	*
6a	3	3	2	3	2	2	0	3	0	2	0	1	0	1	*	*

* Placement possible only with demonstrated knowledge and experience in the trade of the position.

(1) Creditable *a* experience is journeyman or equivalent-level experience in the trade or in a closely related trade that is to be performed in the position.

(2) Creditable *b* experience is experience as an inspector or specialist in the same or similar trade in the same or similar position. Creditable experience must have been gained at a level of difficulty that is comparable to the next lower grade.

c. Internal Placement E&T Requirements.

- (1) E&T levels I and II are creditable with appropriate experience as shown in the table above.

(2) E&T levels III A; IV A, B, and C; and V are creditable with a directly or closely related apprenticeship, specialization, or certification in the trade of the position with appropriate experience as shown in the table above.

(3) E&T levels III B and C, and IV D are not creditable to use for substitution of experience. Individuals with these E&T levels must possess the experience as shown in the table above.

d. Internal Placement Exceptions. The following are exceptions to the requirements in subparagraphs b and c above:

(1) Current employees in the same or similar inspector or specialist positions who have served 1 year in their current grade qualify for the next higher grade, regardless of their E&T level.

(2) Current employees who have served 1 year in a foreman position without official certification as foreman (*Meisterbrief*) in the same or similar occupation qualify up to the C-6 level.

(3) In the absence of qualified applicants, a waiver of qualification requirements may be initiated to promote or reassign current employees who have been performing the same or similar work.

e. External Placement Requirements. The below table prescribes E&T and experience requirements.

E&T LEVEL	I		II		IIIA		III B, C		IV A		IV B, C		IV D		V	
	a	b	a	b	a	b	a	b	a	b	a	b	a	b	a	b
4a															*	*
5					1	0									*	*
5a					1	1									*	*
6					2	1			0	1					*	*
6a					2	2			0	2	0	1			*	*

* Placement possible only with demonstrated knowledge and experience in the trade of the position.

(1) Creditable *a* experience is journeyman or equivalent-level experience in the trade or in a closely related trade that is to be performed in the position.

(2) Creditable *b* experience is experience as an inspector or specialist in the same or similar trade in the same or similar position. Creditable experience must have been gained at a level of difficulty that is comparable to the next lower grade.

f. External Candidate E&T Requirements.

(1) E&T levels I, II, III B and C, and IV D are not acceptable for positions in this occupational series.

(2) E&T levels III A; IV A, B, and C; and V are creditable with a directly or closely related apprenticeship, specialization, or certification in the trade of the position with experience as shown in the table above.

g. External Placement Exception. In the absence of qualified applicants, a waiver to the qualification requirements in subparagraph f may be initiated.

E-25. POSITIONS IN RETAIL ACTIVITIES

a. Description. This qualification standard covers the positions listed below that are classified in the T-tariff. This standard does not cover commissary or assistant commissary officers. For those positions, the general qualification standard for salary schedule C or equivalent positions should be used. Special skills should be identified by the selecting official.

- (1) T-1144, Store Manager/Assistant Manager in different departments.
- (2) T-2091, Supervisory/Lead Sales Store Checker.
- (3) T-6914, Store Worker/Leader/Supervisor.

E&T Level	I		II		*III A		*IV A and B		*V	
	a	b	a	b	a	b	a	b	a	b
1										
2	6 mos									
3		3		3		0		0		0
4		4		4		1		0		0
5		5		5		2		1		0
6		6		6		3		2		1
Years of required experience: a - general, b – job-related										
* The vocational training and education must be related to the specific field of work of the position (for example, completed apprenticeship in retail (<i>Kaufmann/frau im Einzelhandel</i>) or other job-related vocational training such as <i>Fachverkäufer/in im Nahrungsmittelhandwerk, Verkäufer/im im Einzelhandel.</i>)										

b. General Experience. General experience is simple work in an office or store that does not require knowledge in a specific field of work.

c. Job-Related Experience.

(1) Sales Store Workers. Creditable experience is experience gained in a retail environment, such as ordering, receiving, handling, marking, preparing, displaying, and maintaining stock levels of resale items, and experience with a portable data-entry device (PDED) to determine product order requirements according to case pack, shelf allocation, and item movement.

(2) Sales Store Checkers. Creditable experience is experience in the operation of a cash register to record prices, proper accounts, purchase totals, surcharges, and change. Creditable experience must show ability to answer questions and complaints of customers and be able to independently determine proper prices by unit marking, price lists, or memory.

(3) Store Managers. Creditable experience is experience that is relevant to the specific area of responsibility of the position. Experience must have provided knowledge in determining current and future requirements considering costs, usual or unusual sales, seasonal fluctuations, and experience in ordering, receiving, stocking, pricing, and selling supplies. Creditable experience must demonstrate knowledge to manage the merchandising operation for the store and must include experience in a variety of administrative work, such as hiring and terminating personnel, scheduling and controlling time and attendance of subordinates, bookkeeping, and similar work. This qualification standard does not apply to positions in AAFES or for RIF placements. AAFES positions are covered by a specific pay plan and concomitant qualification standards based on the size, specialty, and setup of the store.

d. E&T Requirements.

(1) Creditable E&T levels must be in a directly or closely related field of study to the position.

(2) E&T levels III B and C, and IV C and D are not creditable for these positions.

(3) For E&T level V, the field of study must be directly related to the duties of the position to be performed.

e. Exceptions.

(1) Current employees in the same or similar positions who do not meet E&T level I must have an additional 2 years of general experience to qualify.

(2) Current employees who have served 1 year in their current position are qualified for the next higher grade in the same or similar occupation.

**APPENDIX F
INVENTORY OF SALARY SCHEDULE C POSITIONS AND TYPE OF QUALIFICATION
STANDARDS**

F-1. TYPE OF QUALIFICATION STANDARD

The following categories are used in this appendix:

- a. General: Positions that are covered by general standards.
- b. Specific: Positions that are covered by specific standards.
- c. CTA II: Positions that are covered by the Collective Tariff Agreement II (CTA-II).

F-2. OTHER INFORMATION

- a. The information in this appendix is listed in series number order.
- b. The number in parenthesis next to the position title is the number of local national employees in Germany in that series as of 30 June 2003.
- c. An asterisk (*) after the series title indicates positions that require a college diploma.

Series	Definition	General	Specific	CTA II
0018	Safety Manager and Safety Specialist (53)		X	
0019	Safety Technician	X		
0020	Community Planning	X		
0028	Environmental Protections Specialist	X		
0029	Environmental Protection Assistant	X		
0030	Sports Specialist	X		
0080	Security Administration	X		
0081	Fire Protection and Prevention (459)		X	X
0086	Security Clerical and Assistance	X		
0101	Social Science*	X		
0131	International Relations	X		
0132	Intelligence	X		
0185	Social Work*	X		
0186	Social Services Aid and Assistant	X		
0187	Social Services	X		
0188	Recreation Specialist	X		
0189	Recreation Aid and Assistant	X		
0201	Personnel Management (130)		X	
0203	Personnel Clerical and Assistance	X		
0301	Miscellaneous Administration and Program Mgt	X		
0302	Messenger	X		
0303	Miscellaneous Clerk and Assistant (792)	X		
0305	Mail and File	X		
0318	Secretary (149)	X		

Series	Definition	General	Specific	CTA II
0326	Office Automation Clerical and Assistance	X		
0332	Computer Operations	X		
0335	Computer Clerk and Assistant	X		
0341	Administrative Officer	X		
0342	Support Services Administration	X		
0343	Management and Program Analysis (220)		X	
0344	Management and Program Clerical and Assistance	X		
0346	Logistics Management	X		
0350	Equipment Operator	X		
0356	Data Transcriber	X		
0361	Equal Opportunity Assistant	X		
0382	Telephone Operating			X
0391	Telecommunications	X		
0392	General Telecommunications			X
0403	Microbiology	X		
0501	Financial Administration and Program	X		
0503	Financial Clerical and Assistance	X		
0510	Accountant (94)		X	
0511	Auditor		X	
0525	Accounting Technician (174)		X	
0530	Cash Processing	X		
0540	Voucher Examining	X		
0544	Civilian Pay Technician	X		
0545	Military Pay Technician	X		
0560	Budget Analyst (193)		X	
0561	Budget Clerical and Assistance	X		
0602	Medical Officer*		X	X
0610	Nurse			X
0640	Health Aid and Technician (45)	X		
0645	Medical Technician	X		X
0649	Medical Instrument Technician	X		
0660	Pharmacist			X
0671	Health System Specialist	X		
0675	Medical Records Technician (13)		X	
0679	Medical Clerk (73)		X	
0681	Dental Assistant (53)	X		X
0682	Dental Hygiene			X
0683	Dental Laboratory Aid and Technician	X		X
0698	Environmental Health Technician	X		
0701	Veterinary Medical Series			X
0801	General Engineering* (76)		X	
0802	Engineering Technician (326)		X	
0807	Landscape Architect		X	
0808	Architecture (24)		X	
0809	Construction Control (62)		X	

Series	Definition	General	Specific	CTA II
0810	Civil Engineering (86)		X	
0818	Engineering Drafting (23)	X		
0819	Environmental Engineering (30)		X	
0830	Mechanical Engineering (31)		X	
0850	Electrical Engineering (43)		X	
0855	Electronics Engineering		X	
0856	Electronics Technician (141)		X	
0895	Industrial Engineering Technician		X	
0896	Industrial Engineering	X		
0905	General Attorney (14)		X	
0950	Paralegal Specialist	X		
0962	Contract Representative	X		
0986	Legal Clerical and Assistance	X		
0998	Claims Clerical	X		
1020	Illustrating	X		
1035	Public Affairs	X		
1040	Language Specialist (130)		X	
1046	Language Clerical (106)	X		
1051	Music Specialist	X		
1056	Art Specialist	X		
1060	Photography	X		
1071	Audiovisual Production	X		
1082	Writing and Editing	X		
1084	Visual Information	X		
1087	Editorial Assistance	X		
1101	General Business and Industry	X		
1102	Contracting (161)		X	
1105	Purchasing (61)		X	
1106	Procurement Clerical and Assistant	X		
1130	Public Utilities Specialist	X		
1144	Commissary Store Management/Assistant		X	
1152	Production Control	X		
1170	Realty	X		
1173	Housing Management	X		
1176	Building Management	X		
1311	Physical Science Technician	X		
1320	Chemistry	X		
1371	Cartography Technician	X		
1410	Librarian (4)		X	
1411	Library Technician (39)		X	
1421	Archives Technician	X		
1531	Statistical Assistant	X		
1601	General Facilities and Equipment	X		
1640	Facility Management	X		
1654	Printing Management	X		

Series	Definition	General	Specific	CTA II
1670	Equipment Specialist	X		
1701	General Education in DODDS*			X
1701	Education Services in Childcare Centers		X	
1702	Education and Training Technician (55)		X	
1710	Education and Vocational Training	X		
1712	Training Instruction	X		
1801	General Inspection, Investigation and Compliance	X		
1802	Compliance Inspection and Support (95)	X		
1810	General Investigating	X		
1811	Criminal Investigating	X		
1910	Quality Assurance	X		
2001	General Supply (45)	X		
2003	Supply Program Management	X		
2005	Supply Clerical and Technician (1149)	X		
2010	Inventory Management	X		
2030	Distribution Facilities and Storage Management	X		
2032	Packaging	X		
2091	Sales Store Checker/Lead/Supervisory		X	
2101	Transportation Specialist	X		
2102	Transportation Clerk and Assistant (357)	X		
2130	Traffic Management	X		
2131	Freight Rate	X		
2150	Transportation Operations (72)	X		
2151	Dispatching	X		
2152	Air Traffic Control	X		
2154	Air Traffic Assistant (22)	X		
2161	Marine Cargo (6)		X	
2210	Information Technology Management (212)		X	
2604	Electronic Equipment Inspector		X	
2805	Electrical Equipment Repair Inspector		X	
2854	Electrical Equipment Inspector		X	
4737	General Equipment Repair Inspector		X	
4749	Maintenance Repair Inspector		X	
4806	Office Appliance Repair Inspector		X	
4855	Domestic Appliance Repair Inspector		X	
5803	Mobile Equipment Service Inspector		X	
5823	Automotive Inspector		X	
6605	Artillery Repair Inspector		X	
6610	Small Arms Repair Inspector		X	
6914	Store Worker/Lead/Supervisory		X	
8852	Aircraft Mechanic Inspector		X	

APPENDIX G

MINIMUM QUALIFICATION STANDARDS FOR SUPERVISOR, LEADER, FOREMAN, AND WAGE EARNER POSITIONS

G-1. SUPERVISORY AND LEADER POSITIONS

Applicants for supervisory and leader positions must meet the qualification requirements of the highest position technically supervised.

G-2. FOREMAN POSITIONS

In variation of qualification requirements in appendix D of the Collective Tariff Agreement (CTA) II for the respective position, the following will apply:

a. D-3 Foreman (Shop Supervisor (Skilled Trades and Crafts)). External applicants must be in possession of the *Meister* diploma in the skill or a related skill applied by the majority of the employees supervised. Substitution of the *Meister* diploma with experience is not authorized for external applicants.

b. D-4 General Foreman (Skilled Trades and Crafts).

(1) External applicants must be in possession of the *Meister* diploma in the skill or in a related skill applied by the majority of the employees supervised. Substitution of the *Meister* diploma with experience is not authorized for external applicants.

(2) Internal applicants without a *Meister* diploma must have completed 3 years of experience at the D-3 grade level.

c. All Applicants. All applicants must meet the qualification requirements for the highest wage earner position supervised for any foreman position, regardless of grade.

G-3. WAGE EARNER POSITIONS

In addition to the qualification requirements of appendix A, Article 56, CTA II, the following will apply:

a. Applicants for all Wage Group positions must be physically qualified for the job. In case of doubt, applicants will be required to undergo a physical examination at the expense of the employing organization.

b. Applicants for Wage Group 7 positions must have 3 years employment at the A-6 level with the U.S. Forces. Establishment and classification of A-7 positions requires USAREUR G1 (AEAGA-CL) approval, except for motor vehicle operator positions.

APPENDIX H FOREIGN LANGUAGE PROFICIENCY LEVEL DEFINITIONS

H-1. FOREIGN LANGUAGE PROFICIENCY LEVEL I

a. Speaking. Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics.

b. Reading. Sufficient comprehension to read very simple written material.

H-2. FOREIGN LANGUAGE PROFICIENCY LEVEL II

a. Speaking. Able to satisfy most work requirements with language usage that is acceptable and effective. Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

b. Reading. Able to read within a normal range of speed and with almost complete comprehension a variety of material on unfamiliar subjects. Can comprehend a variety of styles and forms pertinent to professional needs. Rarely misinterprets texts.

H-3. FOREIGN LANGUAGE PROFICIENCY LEVEL III

a. Speaking. Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful.

b. Reading. Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

GLOSSARY

SECTION I ABBREVIATIONS

AAFES	Army and Air Force Exchange Service
AE	Army in Europe
AFN	American Forces Network
AR	Army regulation
ASiG	<i>Arbeitssicherheitsgesetz</i>
CHRA-E	Civilian Human Resources Agency, Europe Region
CPAC	civilian personnel advisory center
CPD	Civilian Personnel Directorate, Office of the G1, HQ USAREUR/7A
CPOC	Civilian Personnel Operations Center
CS	Civilian Support
CTA II	Collective Tariff Agreement II
DOD	Department of Defense
DODDS	Department of Defense Dependents School
E&T	education and training
ELPT	English Language Proficiency Test
EMCS	Energy Monitoring and Control System
FAR	Federal Acquisition Regulation
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
HR	human resources
IHK	<i>Industrie- und Handelskammer</i>
LN	local national
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
OPF	official personnel folder
PDEP	portable data-entry device
REFA	<i>Reichsausschuss für Arbeitszeitermittlung</i>
RIF	reduction in force
S&OH	safety and occupational health
SOFA	Status of Forces Agreement
U.S.	United States
USAG	United States Army garrison
USAREUR	United States Army, Europe
ZB	salary schedule for civilian support white collar employees
WAN	wide area network

SECTION II TERMS

non-U.S.-citizen family member

Non-U.S.-citizen spouses and unmarried children or stepchildren of a member of the U.S. Forces or the civilian component (sponsor) who are entitled to logistic support from the sponsor and who live in the sponsor's household. Spouses and unmarried children or stepchildren of locally hired appropriated and nonappropriated fund employees are not family members within the meaning of this regulation.

local national employee

Employees who are employed according to host-nation labor laws and the modifications based on Article 56 of the Supplementary Agreement to the NATO Status of Forces Agreement and the Collective Tariff Agreement II.

Collective Tariff Agreement

An agreement that covers minimum employment conditions for local national employees of the U.S. Forces in Germany.