

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Pamphlet 690-300*

Headquarters
United States Army Installation Management Command
Europe
Sembach, Germany

9 September 2019

Civilian Personnel

Qualification Standards for Host-Nation White-Collar Positions in Belgium

***This pamphlet supersedes 80th Area Support Group (NATO SHAPE Support Group) Pamphlet 690-5,
1 September 1997.**

For the Commander:

HARTMUT H. RENK
Brigadier General, GS
Chief of Staff

Official:



SCOTT T. CHANCELLOR
Chief, Army in Europe
Document Management

Summary. This pamphlet provides qualification standards for host-nation (HN) appropriated and nonappropriated fund positions of the U.S. Forces in Belgium.

Applicability. This pamphlet applies to HN candidates interested in HN employment with the U.S. Forces in Belgium through the auspices of the Belgian Ministry of Defense and serviced by the Benelux Civilian Personnel Advisory Center (CPAC).

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 on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this pamphlet is the Civilian Personnel Division (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR (mil 537-1502). Users may suggest improvements to this pamphlet by sending DA Form 2028 through the CPD at USAREUR G1 (AEPE-C), Unit 29351, APO AE 09014-9351, to the Benelux CPAC, Unit 21419, APO AE 09708-1419.

Distribution. This pamphlet is available only electronically and is posted in the Army in Europe Library & Publishing System at <https://www.aepubs.eur.army.mil/>.

CONTENTS

SECTION I INTRODUCTION

1. Purpose
2. References
3. Explanation of Abbreviations and Terms
4. Documentation
5. General

SECTION II QUALIFICATION REQUIREMENTS

6. Education Levels
7. Education Equivalency
8. Substitution for Education
9. General Qualification Standards for White-Collar (BA) Positions
10. Specific Qualification Standards for White-Collar (BA) Positions
11. Crediting Experience
12. Foreign-Language Proficiency Levels
13. Inventory of Salary Schedule BA Positions

SECTION III SPECIFIC REQUIREMENTS

14. Extract of Criminal Record
15. Foreign-National Screening
16. English-Language Proficiency
17. Medical Evaluations
18. Physical Demands
19. Skills

SECTION IV SPECIAL PROVISIONS

20. Exceptions
21. Reclassification

Appendixes

- A. References
- B. Qualifications Rating Sheet
- C. Education Levels
- D. General Qualification Standards
- E. Specific Qualification Standards
- F. Inventory of Salary-Schedule Positions and Types of Qualification Standards
- G. List of Countries That Signed the Bologna Declaration or Joined the Bologna Process Thereafter
- H. Part-Time Conversion Chart for Crediting Experience

Glossary

SECTION I INTRODUCTION

1. PURPOSE

This pamphlet provides qualification standards for white-collar (BA) positions that are commonly occupied by host-nation (HN) employees serviced by the Benelux Civilian Personnel Advisory Center (CPAC).

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](#) to document qualification evaluations and determinations of applicants is mandatory. 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 must be kept with the application and other documents that are a part of the application packet. Once an individual has been appointed to a specific position, the rating sheet must be kept in the official personnel folder (OPF) and a copy of it in the recruitment file.

c. 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

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

a. Qualification standards have been developed based on—

(1) The Office of Personnel Management (OPM) Qualification Standards Handbook for General Schedule Positions Operating Manual (available at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions>).

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

(3) The formal Belgian education system.

b. The standards are intended to identify applicants who are likely to perform successfully on the job and those who are unlikely to do so. They are designed for determining an applicant's minimum qualifications for a particular position. They are not designed for ranking candidates, identifying the best-qualified candidate, or otherwise substituting for a careful analysis of an applicant's knowledge, skills, and abilities (KSA).

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

SECTION II QUALIFICATION REQUIREMENTS

6. EDUCATION LEVELS

a. Education levels are based on the Belgian school system. Education levels are used to appraise and define formal Belgian education and to determine the education level that is creditable for making minimum qualification determinations. Creditable education must have been completed successfully with an appropriate certificate or diploma. [Appendix C](#) explains the four education levels that have been established for the purpose of this pamphlet.

b. Entry grades that are based solely on education levels for positions that are subject to the general qualification standards ([app D](#)) are as follows:

Education Level			Grade
Level	Non-Bologna System	Bologna System	
1	Intermediate Secondary School	Intermediate Secondary School	BA-03
2	High Secondary School	High Secondary School	BA-05
3*	Graduate/Candidature Degree	Bachelor Degree	BA-07
4*	License Degree	Master Degree	BA-09
* Education must have been successfully completed in a field related to the position being filled.			

c. The Bologna Declaration of 19 June 1999 initiated the Bologna Process, which is designed to introduce a system of academic degrees that are easy to read and compare. The purpose of this process is to promote the mobility of students, teachers, and researchers; ensure quality in education; and take into account the European dimension of higher education. One of the goals of the Bologna Declaration is to make different higher-education systems converge to form a more transparent system based on three degrees: Bachelor, Master, and Doctorate. [Appendix G](#) lists the countries that signed the Bologna Declaration and countries that joined the Bologna Process thereafter.

d. Below is a comparison between the old and the new system. The credit is a unit (24 hours), which corresponds to the time a student devotes to an activity within a specific program of studies (for example, classes, research in library, special projects). One year of studies comprises 60 credits.

Before September 2004

7	Doctorate	Master	
6			
5			
4	License		
3			
2	“ <i>Candidature</i> ”		
1			

After September 2004

8	Doctorate 180 credits	Medical 240 credits
7		
6		
5	Master 60 or 120 credits	
4		
3	Bachelor 180 credits	
2		
1		

7. EDUCATION EQUIVALENCY

a. The rights of European Union (EU) citizens to establish themselves or provide services anywhere in the EU are fundamental principles of European Community law. Since HN qualification standards are based on the successful completion of a specific education level, any foreign education level must be evaluated before a qualification evaluation can be processed. This guarantees a mutual recognition of professional qualifications between EU and European Economic Area member states (same treatment, same conditions).

b. The general system for the recognition of professional qualifications applies to regulated professions (that is, persons holding certain qualifications (for example, lawyers, accountants, teachers, physiotherapists)). This system, however, does not apply to regulated professions that are already covered by another system for the recognition of qualifications (that is, physicians, dentists, veterinary surgeons, nurses, midwives, pharmacists, and architects), nor does it apply to the craft, industrial, or commercial activities covered by transitional directives.

c. Applicants who graduated from high school in a non-Belgian educational institution must provide an equivalency determination before a qualification rating can be processed and any credit can be given. Recognition must be provided in writing with the application form.

d. Applicants who have completed their curriculum beyond the secondary high school in a non-Belgian educational institution before the Bologna Process was implemented must provide an equivalency determination before a qualification rating can be processed and any credit can be given. Recognition must be provided in writing with the application form.

e. In accordance with [paragraph 6c](#), graduates from higher educational institutions that participate in the Bologna process need not provide recognition of equivalency with the Belgian educational system unless they apply for a regulated profession ([para 7b](#)).

f. Applicants must contact the following organizations to apply for education recognition:

- (1) For the recognition of primary- and secondary-school diplomas:

Ministère de la Communauté Française
Direction Générale de l'Enseignement Obligatoire
Service des Equivalences
Rue Adolphe Lavallée, 1
B-1080 Bruxelles
Tel: +32 2 690 86 86
E-mail: equi.oblig@cfwb.be
Website: <http://www.equivalences.cfwb.be/accueil.asp>

- (2) For the recognition of university and superior-education diplomas:

Ministère de la Communauté Française
Direction générale de l'Enseignement non obligatoire et de la Recherche Scientifique
Rue Adolphe Lavallée, 1
B-1080 Bruxelles
Tel: +32 2 690 87 02
Fax: +32 2 690 87 60
E-mail: equi.sup@cfwb.be
Website: <http://www.enseignement.be/infosup/>

8. SUBSTITUTION FOR EDUCATION

Substitution of specialized experience for education levels 3 and 4 is not applicable for positions covered by the general qualification standards for white-collar (BA) positions and for positions covered by specific qualification standards. These standards already recognize the highest formal education level and a combination of education 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.

9. GENERAL QUALIFICATION STANDARDS FOR WHITE-COLLAR (BA) POSITIONS

General qualification standards for white-collar (BA) positions are in [appendix D](#). These standards establish the amount and type of required experience based on education levels for each grade for which a specific qualification standard does not exist. The standards also establish the amount and type of experience required for the appropriate grade beyond the entry grade based on education levels ([para 6b](#)).

10. SPECIFIC QUALIFICATION STANDARDS FOR WHITE-COLLAR (BA) POSITIONS

Some of the specific qualification standards for white-collar (BA) 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. As the need arises, additional specific standards will be developed and added.

11. CREDITING EXPERIENCE

a. For the grades defined in [\(1\) through \(3\)](#) below, normally at least 1 year of experience is required for appointment or progression beyond the entry grade. Creditable experience may have been gained within or outside the U.S. Forces.

(1) Salary Schedule BA-05 and Below. Creditable experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

(2) Salary Schedule BA-06 through BA-08. 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 has the particular KSA required for the position. The predominant experience must have been gained at a comparable level of difficulty one level below the position to be filled and must be directly related to the position. The amount of higher-level experience must have a reasonable relationship to the required total number of years.

(3) Salary Schedule BA-09 and Above. 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.

b. For positions for which a formal education level is a prerequisite, creditable years of experience must have been performed after completion of the credited education level. Situations may exist, however, where education and formal training were 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 10](#). Less than full-time experience is creditable on an hour-for-hour basis. Experience gained as a volunteer, while self-employed, or 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. The OPM part-time conversion chart will be used for crediting non-full-time experience ([app H](#)).

c. A salary or military rank should not be used to determine the level of an applicant's experience. Experience for which the applicant receives little pay or no pay is given the same credit as comparable paid experience.

d. Experience gained in a detail is credited as an extension of the work the employee was performing immediately before the detail, or on its own merit, whichever is more beneficial to the employee.

12. FOREIGN-LANGUAGE PROFICIENCY LEVELS

a. Numerous positions in serviced organizations require incumbents to speak, read, and write fluently or nearly fluently in the English language. Applicants for positions with English-language requirements will be tested to determine whether or not they meet the minimum criteria. The passing score is 60 percent. Applicants who pass the test with a score of at least 70 percent are eligible for a language bonus.

b. The Benelux CPAC will administer the English-language tests and maintain the test results. Testing material will be safeguarded by the Benelux Civilian Personnel Officer.

13. INVENTORY OF SALARY SCHEDULE BA POSITIONS

[Appendix F](#) provides a list of salary schedule BA positions by series and title.

SECTION III

SPECIFIC REQUIREMENTS

NOTE: The statements in this section must be included in vacancy announcements and communicated to selected candidates before they are appointed to a position, if applicable.

14. EXTRACT OF CRIMINAL RECORD

“On initial appointment or re-appointment, the selectee must present an extract of his or her criminal record (“Modèle 1” or “Modèle 2”) before being appointed to the position.”

NOTE: The “Modèle 2” must be provided for activities involving education, psycho-medico-social guidance, assistance to youth, protection of infants, or care or supervision of minors. The “Modèle 1” must be provided in all other cases. The applicant must obtain the appropriate document from the local resident-registration office. The cost of the extract, if any, is not reimbursable.

15. FOREIGN-NATIONAL SCREENING

“The selectee will be subject to a background investigation check administered by the SHAPE Belgian Police.”

NOTE: In accordance with the Host Nation Labor Regulation, Article 2, new appointees must be suitable for continued employment with the U.S. Forces in Belgium. Therefore, appointees must initiate a background check with appropriate Belgian police authorities within 3 days after being appointed. If the results are unacceptable, employment will be terminated during the probationary period or any time thereafter if the background check reveals that the employee constitutes a security risk.

16. ENGLISH-LANGUAGE PROFICIENCY

“The use of the English language is a job requirement. The application must be completed in English. The selectee must pass the required English test administered by the Benelux Civilian Personnel Advisory Center before being appointed. The passing score is 60 percent. If the selectee passes the test with at least 70 percent, he or she is eligible for a language bonus.”

17. MEDICAL EVALUATIONS

“The position requires successful completion of a medical evaluation and periodic evaluations thereafter. The selectee will not be appointed until he or she has successfully passed the examination.”

NOTE: Medical authorities will determine the types of examinations required, giving due consideration to examination requirements stipulated by Belgian Labor Law.

18. PHYSICAL DEMANDS

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

19. SKILLS

“The position requires the following skills in addition to the qualification standard: [state required skills]. Desired skills are [state desired skills].”

SECTION IV SPECIAL PROVISIONS

20. EXCEPTIONS

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

a. A waiver of qualification requirements may be considered if the criteria in subparagraphs (1) through (3) below are met. The waiver request must be initiated by the selecting official, address the requirements of subparagraphs (1) and (2) below, and be forwarded to the Benelux CPAC. The Benelux CPAC will address the requirement in subparagraph (3) below and send the request and a recommendation for approval or disapproval to the local installation commander.

(1) 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.

(2) Justification is provided showing that the unqualified candidate has the potential of advancing to a level of greater responsibilities based on demonstrated job performance and qualifying experience.

(3) Extensive internal and external recruitment efforts failed to produce the type of candidate who meets the qualification requirements for the position and has the requisite knowledge, abilities, and skills to successfully perform in the position.

b. 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 or reassigned to another position within their series and grade.

c. New requirements are applicable for in-service placement (that is, promotion, reassignment, change to lower grade) of current permanent employees. Minimum qualifications requirements must be met.

21. RECLASSIFICATION

When a position is being reclassified to a higher grade, the incumbent must demonstrate 1 year of creditable experience. Creditable experience may have been gained inside or outside the U.S. Forces.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of Their Forces, 19 June 1951

Loi du 12 juin 1945 sur la protection du titre d'auxiliaire ou d'assistant social (Law dated 12 June 1945 on the protection of the title of Social Assistant)

Loi du 22 juillet 1953 créant un Institut des Réviseurs d'Entreprises et organisant la supervision publique de la profession de réviseur d'entreprises (Law dated 22 July 1953 creating an Institute of Auditors and organizing their Federal supervision)

Décret Royal du 10 janvier 1994 relatif aux obligations des réviseurs (Royal decree dated 10 January 1994 related to the auditors' responsibilities)

Arrêté Royal du 2 octobre 1937 portant le statut des agents de l'Etat (Royal decree dated 2 October 1937 related to the status of Federal employees)

Arrêté Royal du 27 mars 1998 relatif au Service Interne pour la Prévention et la Protection au Travail (Royal decree dated 27 March 1998 related to internal services supporting prevention and protection at the workplace)

Arrêté Royal du 17 mai 2007 relatif à la formation et au recyclage des conseillers en prévention des services internes et externes pour la prévention et la protection du travail (Royal decree dated 17 May 2007 related to the training of counselors in internal and external services supporting prevention and protection at the workplace)

Arrêté du 4 août 2004 relatif aux commissions de réforme des agents de la fonction publique (Decree related to the reform of the status of employees in the public sector)

Agreement Between the Belgian Ministry of Defense and Headquarters, United States Army Europe and Seventh Army, 1 July 1968

United States Army Garrison Benelux Pamphlet 600-1 (E), Labor Regulation (available at https://portal.chra.army.mil/hr_public?id=chra_pub)

Office of Personnel Management (OPM) Qualification Standards Handbook for General Schedule Positions Operating Manual (available at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions>)

SECTION II FORMS

DA Form 2028, Recommended Changes to Publications and Blank Forms

SECTION III

WEBSITES

[*http://www.enseignement.be/*](http://www.enseignement.be/)

[*http://www.emploi.belgique.be/*](http://www.emploi.belgique.be/)

[*https://economie.fgov.be*](https://economie.fgov.be)

APPENDIX B

QUALIFICATIONS RATING SHEET

1. Name of Applicant:				
2. Position for Which Considered (Announcement Number)				
a. Position Title:				
b. Series:		c. Grade:		
d. Qualification Standard: <input type="checkbox"/> General <input type="checkbox"/> Specific				
3. Requirement of Standard		4. Applicant		
a. Education Level:		a. Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. Creditable Experience:		If No, reason (area of consideration)		
<input type="checkbox"/> General: _____				
<input type="checkbox"/> Related field: _____				
c. Language(s) Required:		b. Education Level:		
5. Applicant's Experience				
a. Position Title or Description	b. Period		c. Years/Months of Creditable Experience	
	From	To	GENERAL	RELATED FIELD
6. Total Years/Months of Creditable Experience of Applicant:				
7. Qualifications Summary				
Qualified <input type="checkbox"/>	Based on <input type="checkbox"/> Experience and/or <input type="checkbox"/> Education			
Not Qualified <input type="checkbox"/>	Reasons:			
8. Evaluated by:			9. Date:	
10. Reviewed by:		Concur/ Nonconcur		11. Date:
Reason for nonconcurrency:				

APPENDIX C

EDUCATION LEVELS

Education Level 1

Intermediate Secondary School

6 years basic primary school plus one of the following:

- a. 3 years intermediate secondary school (general or technical education).
- b. 4 years professional school.

The intermediate secondary school diploma is obtained after completing one of the following:

- a. The 9th grade of the intermediate secondary school (general or technical education).
- b. The 10th grade of the intermediate professional secondary school.

Education Level 2

High Secondary School

6 years basic primary school plus one of the following:

- a. 6 years secondary school (general or technical education).
- b. 7 years professional secondary school.

The high-secondary-school diploma is obtained after successfully completing one of the following:

- a. The 12th grade of general education ("Diplôme ou certificat homologué de l'enseignement secondaire supérieur, général ou technique").
- b. The 13th grade (certificate of qualification) of technical, artistic, or professional education ("Certificat de qualification de l'enseignement technique, artistique, ou professionnel").

Education Level 3

Before completion of the Bologna Process:

Education level 3 is attained if a 3-year cycle of education in a superior educational institution or a 2-year university education leading to the academic grade of "candidature" was successfully completed.

After completion of the Bologna Process:

The Bachelor's degree or diploma is obtained after successfully completing 3 years after high-secondary school or at least 180 semester hours in a superior school or university.

Paragraph 7 of the basic pamphlet provides information about positions with an education requirement.

Education Level 4

Before completion of the Bologna Process:

Education level 4 is attained if a long cycle of education in a superior educational institution or at least 2 years of university education for which the graduation as a "candidat" is a prerequisite was successfully completed.

After completion of the Bologna Process:

The Master's degree or diploma is usually obtained after successfully completing a minimum of 2 years after the Bachelor's degree in a superior school or university. This includes, but is not limited to, universities for medical science, veterinary medicine, physical education, arts, religious and philosophical-theological education, and other specialized colleges. Paragraph 7 of the basic pamphlet provides information about positions with an education requirement.

APPENDIX D GENERAL QUALIFICATION STANDARDS

D-1. GROUP COVERAGE QUALIFICATION STANDARD FOR CLERICAL, ADMINISTRATIVE, TECHNICAL, AND MEDICAL SUPPORT POSITIONS

a. This qualification standard covers positions in the white-collar (BA) system that involve the performance of one-grade-interval clerical, administrative, technical, or medical support work. It includes common patterns of creditable experience and education to be used in making qualification determinations.

b. This qualification standard applies to positions for which a specific standard does not exist. [Appendix F, paragraph F-1](#), identifies the occupational series covered by this qualification standard. The occupational series marked with an asterisk have individual occupational requirements.

NOTE: This standard may also be used for one-grade-interval positions other than those listed if the education and experience pattern is determined to be appropriate.

Education Level (defined in app C)	None (0)	1	2	3	4
Grade	Years of Creditable Experience (see * for definition)				
01	0				
02	0.25				
03	0.5				
04	1	0.5			
05	1	1			
06	1	1	1		
07	1	1	1		
08	1	1	1	1	
09	1	1	1	1	
10	1	1	1	1	1
11	1	1	1	1	1
* To be creditable, experience must have been gained at a level that is equivalent to at least the next lower grade.					

D-2. GROUP COVERAGE QUALIFICATION STANDARD FOR ADMINISTRATIVE, MANAGERIAL, PROFESSIONAL, AND SCIENTIFIC POSITIONS

a. This qualification standard covers positions in the white-collar (BA) system that involve the performance of two-grade-interval administrative, management, professional, scientific work. It includes common patterns of creditable experience and education to be used in making qualifications determinations.

b. This qualification standard applies to positions for which a specific standard does not exist. [Appendix F, paragraph F-2](#), identifies the occupational series covered by this qualification standard. The occupational series marked with an asterisk have individual occupational requirements.

NOTE: This standard may also be used for two-grade-interval positions other than those listed if the education and experience pattern is determined to be appropriate.

Education Level (defined in app C)	None (0)	1 (note 1)	2 (note 2)	3 (note 3)	4 (note 4)
Grade	Years of Creditable Experience (note 5)				
05					
07			1		
09			1	1	
11			1	1	1
12			1	1	1
13			1	1	1
14			1	1	1

NOTES: 1. Education level 1 is not creditable for positions covered by this standard.
2. Education level 2 successfully completed in a field related to the position being filled or 3 years of creditable experience, 1 year of which was equivalent to the BA-04 grade, are qualifying at the BA-05 grade level.
3. Education level 3 successfully completed in a field related to the position being filled is qualifying at the BA-07 grade level.
4. Education level 4 successfully completed in a field related to the position being filled is qualifying at the BA-09 grade level.
5. To be creditable, experience must have been gained at a level that is equivalent to at least the next lower grade.

APPENDIX E

SPECIFIC QUALIFICATION STANDARDS

NOTE: To simplify readability, titles of diplomas in this appendix are shown in the male version only. Regardless, they apply to both male and female holders of those titles.

CONTENTS

- E-1. Safety and Occupational Health Management (BA-0018)
- E-2. Sports Specialist (BA-0030)
- E-3. Fire Protection and Prevention (BA-0081)
- E-4. Social Science (BA-0101)
- E-5. Social Services Representative (BA-0187)
- E-6. Recreation Specialist (BA-0188)
- E-7. Auditor (BA-0511)
- E-8. Nurse (BA-0610)
- E-9. Health Aid and Technician (BA-0640)
- E-10. All Professional Engineering (BA-0800)
- E-11. Engineering Technician (BA-0802)
- E-12. Electronics Technician (BA-0856)
- E-13. General Attorney (BA-0905)
- E-14. Language Specialist (BA-1040)
- E-15. Art Specialist (BA-1056)
- E-16. Audiovisual Production (BA-1071)
- E-17. Library Technician (BA-1411)
- E-18. General Education and Training (BA-1701)
- E-19. Education and Training Technician (BA-1702)
- E-20. Information Technology Management (BA-2210)

E-1. SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT (BA-0018)

a. Description. Safety and occupational health (SOH) managers develop, plan, implement, and evaluate United States Army garrison (USAG) SOH programs that apply 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, activities on airfields or heliports, in ammunition-storage areas, in training areas, on small-arms ranges). Incumbents interpret and apply existing safety standards and techniques to prevent mission impairment.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
07								
09						1		
11						1		1
12						1		1
13						1		1
14						1		1
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 SOH principles, practices, procedures, and standards applicable to a range of administrative duties. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a related technical trade or similar occupation.

d. Credit for Education.

(1) Education levels 1 and 2 are not creditable for positions in this occupational series.

(2) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a related technical trade or similar occupation.

(3) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed the education in a related technical trade or similar occupation.

e. Additional Requirements. SOH managers must follow and successfully complete a complementary training course. The type of course depends on the size and the level of risk inherent to the organization for which they work.

(1) The following types of organizations require safety managers to complete a complementary training course of the “First Level” (*“Formation complémentaire pour les chefs de service de sécurité, d’hygiène et d’embellissement des lieux de travail”*):

(a) High-risk organizations (for example, in the field of petroleum refinery, nuclear energy, explosives manufacturing) with 50 or more employees.

(b) Important-risk organizations (for example, gas and electricity production companies, cement factories, transportation companies, construction companies) with 200 or more employees.

(c) Moderate-risk organizations (for example, water-, heat-, and gas-distribution companies, garages) with 500 or more employees.

(d) Minimal-risk organizations (for example, banks, insurance companies) with 1,000 or more employees.

(2) The following types of organizations require safety managers to complete a complementary training course of the “Second Level” (*“Formation complémentaire adjoint du chef de service de sécurité, d’hygiène et d’embellissement des lieux de travail”*):

(a) High-risk organizations with 20 to 49 employees.

(b) Important-risk organizations with 50 to 199 employees.

(c) Moderate-risk organizations with 100 to 499 employees.

(d) Minimal-risk organizations with 200 to 999 employees.

NOTE: The following statement should appear in all announcements for the position of safety manager: “Candidates must have a sufficient knowledge of legislation pertaining to security, salubrity, hygiene, and embellishment of worksites applicable to the enterprise. They must have the necessary technical knowledge to study problems related to the security, hygiene, and embellishment of worksites.”

f. References.

(a) *Arrêté Royal du 27 mars 1998 relatif au Service Interne pour la Prévention et la Protection au Travail* (Royal decree dated 27 March 1998 related to internal services supporting prevention and protection at the workplace).

(b) *Arrêté Royal du 17 mai 2007 relatif à la formation et au recyclage des conseillers en prévention des services internes et externes pour la prévention et la protection du travail* (Royal decree dated 17 May 2007 related to the training of counselors in internal and external services supporting prevention and protection at the workplace).

E-2. SPORTS SPECIALIST (BA-0030)

a. Description. This standard includes positions that require knowledge of the physical factors in individual and team sports, and of the nature, purpose, and organization of recreational or competitive individual and team-sports activities. Sports specialists plan, supervise, administer, or carry out sports programs; conduct clinics or seminars to train coaches or officials; train and develop athletes in individual or team sports; plan, organize, or conduct tournaments or competitions from the intramural to the international levels; or perform other functions requiring knowledge or skill in sports.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
05								
07				1				
09				1		1		
11				1		1		1
12				1		1		1
13				1		1		1
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. Experience that demonstrated the ability to plan, supervise, administer, or carry out a sports program that includes a variety of individual and team sports; guide participants in developing the skills needed for participation in sports activities; and teach the techniques of various sports. Examples of qualifying specialized experience include the following: managing or administering a sports program in a community, industrial activity, or secondary school or college; planning, teaching, or evaluating a physical education curriculum for secondary or higher academic levels; managing, umpiring, or officiating at amateur or professional athletic events, competitions, or games. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 2 is qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. The following are examples of qualifying diplomas: “*Animateur socio-sportif*,” “*Education physique*,” “*Sports-étude*,” and “*Humanités sportives de haut niveau*.”

d. Credit for Education.

(1) Education level 1 is not creditable for positions in this occupational series.

(2) Education level 2 is qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. The following are examples of qualifying diplomas: “*Animateur socio-sportif*,” “*Education physique*,” “*Sports-étude*,” and “*Humanités sportives de haut niveau*.”

(3) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. The following are examples of qualifying diplomas: “*Bachelier Section normale secondaire – éducation physique*” and “*Educateur spécialisé en activités socio-sportives*.”

(4) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. “*Master en Sciences de la motricité – Education physique*” is an example of a qualifying diploma.

e. Additional Requirements. None.

f. References. None.

E-3. FIRE PROTECTION AND PREVENTION (BA-0081)

a. Description.

(1) This standard includes positions that supervise or perform work to control and extinguish fires, rescue people endangered by fire, and reduce or eliminate potential fire hazards. It also covers fire-service positions that—

- (a) Control hazardous-material incidents.
- (b) Train personnel in fire protection and prevention.
- (c) Operate fire communications equipment.
- (d) Develop and implement fire-protection and -prevention plans, procedures, and standards.
- (e) Advise on improvements to structures for better fire prevention.

(2) Positions in this series require knowledge of firefighting and fire-prevention theory and techniques; knowledge of fixed and mobile firefighting-equipment operations; or the ability to plan, direct, or carry out fire-protection and -prevention programs and operations; or all of this knowledge and these abilities.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
05		1		1		1		1
06		1		1		1		1
07		1		1		1		1
08		1		1		1		1
Years of required experience: a = general; b = job-related								

b. Job-Related Experience.

(1) Job-related experience is specialized experience that demonstrates the particular knowledge, skills, and abilities (KSA) to perform successfully the duties of the position. Such duties may include—

(a) Controlling or extinguishing fires as a member of an organized military, industrial, volunteer, or governmental fire department or brigade.

(b) Conducting rescue operations.

(c) Detecting, reducing, or eliminating potential fire hazards.

(d) Operating fire communications equipment.

(e) Controlling hazardous-material incidents.

(f) Developing, implementing, or providing training in fire protection and prevention.

(2) To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. None.

d. Credit for Education. None.

e. Additional Requirement. Applicants must be 18 years of age at the time of appointment.

f. References. None.

E-4. SOCIAL SCIENCE (BA-0101)

a. Description. This standard includes all classes of positions that perform the duties of advising on, administering, supervising, or performing research or other professional and scientific work, subordinate technical work, or related clerical work in one or more of the social sciences.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
07								
09						1		
11						1		1
12						1		1
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in behavioral or social science or related appropriate disciplines. The following are examples of qualifying diplomas: “*Bachelier assistant en psychologie – option en psychologie du travail et orientation professionnelle*,” “*Bachelier assistant social*,” “*Bachelier conseiller social*,” “*Bachelier en gestion des ressources humaines*,” and “*Bachelier en sciences humaines et sociales*.”

d. Credit for Education.

(1) Education levels 1 and 2 are not creditable for positions in this occupational series.

(2) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in behavioral or social science or related appropriate disciplines. The following are examples of qualifying diplomas: “*Bachelier assistant en psychologie – option en psychologie du travail et orientation professionnelle*,” “*Bachelier assistant social*,” “*Bachelier conseiller social*,” “*Bachelier en gestion des ressources humaines*,” and “*Bachelier en sciences humaines et sociales*.”

(3) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have completed the education in behavioral or social science or related disciplines. The following are examples of qualifying diplomas: “*Master en gestion des ressources humaines*,” “*Master en politique économique et sociale*,” “*Master en sciences de la population et du développement*,” “*Master en sciences du travail*,” “*Master en sciences humaines et sociales*,” “*Master en sociologie*,” “*Master en sociologie et anthropologie*,” “*Master en sciences de la famille et de la sexualité*,” and “*Master en sciences psychologiques*.”

e. Additional Requirements. None.

f. References. None.

E-5. SOCIAL SERVICES REPRESENTATIVE (BA-0187)

a. Description.

(1) This standard includes positions that require application of specialized program knowledge and service skills in providing assistance to individuals and Families served by social welfare programs. This work involves functions such as the following:

- (a) Obtaining selected background information through interviews and home visits.
- (b) Establishing eligibility to use agency resources.
- (c) Helping individuals identify needs that are related to services the agency can provide.
- (d) Explaining and encouraging the use of agency and community resources as means of dealing with identified problems.
- (e) Making appropriate referrals to sources of additional help.

(2) These functions may be performed in conjunction with professional social work or in conformity with agency procedural instructions and standards of service.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
07								
08						1		
09						1		
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 3 is fully qualifying at the BA-07 grade level. Applicants must hold the diploma of “*Bachelier Assistant Social*.”

d. Credit for Education.

(1) Education levels 1, 2, and 4 are not creditable for positions in this occupational series.

(2) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must hold the diploma of “*Bachelier Assistant Social*.”

e. Additional Requirements. None.

f. Reference. *Loi du 12 juin 1945 sur la protection du titre d'auxiliaire ou d'assistant social* (law dated 12 June 1945 on the protection of the title of social assistant).

E-6. RECREATION SPECIALIST (BA-0188)

a. Description. This standard includes positions in which the paramount requirement is for a general knowledge of the goals, principles, methods, and techniques of the broad field of recreation; in evaluating recreation needs; and in planning, organizing, advising on, and administering recreational activities and programs that promote the physical, creative, and social development of participants.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
05								
07				1				
09				1		1		
11				1		1		1
12				1		1		1
Years of required experience: a = general; b = job-related								

b. Job-Related Experience.

(1) Job-related experience includes specialized experience that demonstrates the ability to apply the principles of one or more specialty areas of recreation. Examples of qualifying specialized experience include the following:

(a) Planning, organizing, coordinating, supervising, or evaluating community, industrial, outdoor, institutional, or other recreational programs.

(b) Providing instruction on the principles and techniques of recreational program planning and management.

(c) Serving in a leadership role in the programs and activities of local, regional, or national recreational organizations.

(2) To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. The following are examples of qualifying diplomas: “*Techniques Sociales et Animation*,” “*Animateur*,” “*Sciences – option animateur*,” “*Agent d’éducation*,” and “*Agent en accueil et tourisme*.”

d. Credit for Education. Major study must have been completed in the field of general recreation, or in one of the appropriate fields of recreation such as outdoor recreation; recreation and parks leadership; wild-land recreation management; natural resources recreation; youth recreation; public, urban, or community recreation; special populations recreation (for example, senior-citizens recreation, institutional recreation); or physical education.

(1) Education level 1 is not creditable for positions in this occupational series.

(2) Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. The following are examples of qualifying diplomas: “*Techniques Sociales et Animation*,” “*Animateur*,” “*Sciences – option animateur*,” “*Agent d’éducation*,” and “*Agent en accueil et tourisme*.”

(3) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. The following are examples of qualifying diplomas: “*Tourisme – option animation*,” “*Educateur spécialisé en activités socio-sportives*,” “*Communication graphique*,” “*Communication visuelle*,” “*Arts visuels*,” “*Arts plastiques*,” and “*Art dramatique*.”

(4) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. The following are examples of qualifying diplomas: “*Master en Arts du spectacle et techniques de diffusion de la communication*” and “*Master en Communication appliquée – section animation socio-culturelle et éducation permanente*.”

e. Additional Requirements. None.

f. References. None.

E-7. AUDITOR (BA-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. Their duties include the following:

(1) Studying a variety of background material and guidelines to gain program information.

(2) Conducting entrance conferences with management officials at the audit site.

(3) Performing survey work to identify potential problems.

(4) Drafting audit reports that present findings, identify causative situations, and recommend corrective actions.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
09								
11								1
12								1
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 knowledge of accounting and auditing concepts, practices, techniques, and Comptroller General standards to perform audit assignments using conventional and advanced audit techniques. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 4 is qualifying at the BA-09 grade level. Applicants must have successfully completed the education in an academic field closely related to the position being filled. The following are examples of qualifying diplomas: “*Ingénieur commercial*,” “*Master en Sciences économiques*,” “*Master en Sciences commerciales*,” “*Master ingénieur de gestion*,” and “*Master en Sciences de gestion*.”

d. Credit for Education.

(1) Education levels 1, 2, and 3 are not creditable for positions in this occupational series.

(2) Education level 4 is qualifying at the BA-09 grade level. Applicants must have successfully completed the education in an academic field closely related to the position being filled. The following are examples of qualifying diplomas: “*Ingénieur commercial*,” “*Master en Sciences économiques*,” “*Master en Sciences commerciales*,” “*Master ingénieur de gestion*,” and “*Master en Sciences de gestion*.”

e. Additional Requirements. None.

f. References.

(1) *Loi du 22 juillet 1953 créant un Institut des Réviseurs d’Entreprises et organisant la supervision publique de la profession de réviseur d’entreprises* (Law dated 22 July 1953 creating an Institute of Auditors and organizing their Federal supervision).

(2) *Décret Royal du 10 janvier 1994 relatif aux obligations des réviseurs* (Royal decree dated 10 January 1994 related to auditor responsibilities).

E-8. NURSE (BA-0610)

a. Description. Nurses—

(1) Provide care to patients in hospitals, clinics, occupational health units, homes, schools, and communities.

(2) Administer anesthetic agents and supportive treatments to patients undergoing surgery or other medical procedures.

(3) Promote better health practices.

(4) Serve as teachers.

(5) Perform research in one or more phases of the field of nursing.

(6) Consult and advise nurses who provide direct care to patients.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
07								
09						1		
10						1		
11						1		
12						1		
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. Experience must equip the applicant with the particular KSA to successfully perform the duties of the position. At grades BA-09 and above, many positions require experience in a specialty area of nursing. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a professional nursing program. Applicants must hold the diploma of “*Bachelier en Soins infirmiers*” or an equivalent certificate of “Registered Nurse” recognized by the Belgian authorities to practice as a nurse in Belgium.

d. Credit for Education.

(1) Education levels 1, 2, and 4 are not creditable for positions in this occupational series.

(2) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a professional nursing program. Applicants must hold the diploma of “*Bachelier en Soins infirmiers*” or an equivalent certificate of “Registered Nurse” recognized by the Belgian authorities to practice as a nurse in Belgium.

e. Additional Requirements. None.

f. References. None.

E-9. HEALTH AID AND TECHNICIAN (BA-0640)

a. Description. This standard includes positions that involve nonprofessional work of technical, specialized, or support nature in the field of health or medicine when the work is of such general, specialized, or miscellaneous nature that there is no other more appropriate series

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
04								
05								
06				1				
07				1				
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. Positions in this series range widely in type and include support duties to medical or health personnel such as audiologists, speech pathologists, medical officers, and optometrists. Technician experience is experience that requires application of the knowledge, methods, and techniques of the position to be filled. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a field closely related to the position to be filled. The following are examples of qualifying diplomas: “*Auxiliaire familial et sanitaire*” and “*Aspirant en nursing*.”

d. Credit for Education.

(1) Education levels 1 and 4 are not creditable for positions in this occupational series.

(2) Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a field closely related to the position to be filled. The following are examples of qualifying diplomas: “*Auxiliaire familial et sanitaire*” and “*Aspirant en nursing*.”

(3) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a professional nursing program. Applicants must hold the diploma of “*Bachelier en Soins infirmiers*” or an equivalent certificate of “Registered Nurse” recognized by the Belgian authorities to practice as a nurse in Belgium.

e. Additional Requirements. None.

f. References. None.

E-10. ALL PROFESSIONAL ENGINEERING (BA-0800)

a. Description. This standard includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional, scientific, or technical work concerned with engineering or architectural projects, facilities, structures, science or art, or both, by which materials, natural resources, and power are made useful. Positions in the following professional fields of engineering and architecture are included in this standard:

0801	General Engineering
0803	Safety Engineering
0804	Fire Protection Engineering
0806	Materials Engineering
0809	Construction Control
0810	Civil Engineering
0819	Environmental Engineering
0830	Mechanical Engineering
0850	Electrical Engineering
0854	Computer Engineering
0855	Electronics Engineering
0890	Agriculture Engineering
0892	Ceramic Engineering
0893	Chemical Engineering
0894	Welding Engineering
0896	Industrial Engineering

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
09								
11								1
12								1
13								1
14								1
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. The professional engineering experience required for grades BA-09 and above is defined as nonroutine engineering work that requires and is characterized by professional knowledge of engineering; professional ability to apply such professional knowledge of engineering problems; and positive and continuing development of professional knowledge and ability. Job-related experience must be directly related to the area of specialization of the position to be filled. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed education in the field of engineering. The following are examples of qualifying diplomas: “*Ingénieur civil architecte*,” “*Ingénieur civil des constructions*,” “*Ingénieur civil électricien*,” “*Ingénieur civil électromécanicien*,” “*Ingénieur civil mécanicien*,” “*Ingénieur industriel – construction*,” “*Ingénieur industriel – électricité*,” “*Ingénieur industriel – électromécanique*,” and “*Ingénieur industriel – mécanique*.” The applicant must hold a graduation certificate from a Belgian institution or have an equivalent education that is recognized by the Belgian authorities to practice the engineering profession in Belgium. The degree must be related to the specialty field of the position to be filled.

d. Credit for Education.

(1) Education levels 1, 2, and 3 are not creditable for positions in this occupational series.

(2) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed education in the field of engineering. The following are examples of qualifying diplomas: “*Ingénieur civil architecte*,” “*Ingénieur civil des constructions*,” “*Ingénieur civil électricien*,” “*Ingénieur civil électromécanicien*,” “*Ingénieur civil mécanicien*,” “*Ingénieur industriel – construction*,” “*Ingénieur industriel – électricité*,” “*Ingénieur industriel – électromécanique*,” and “*Ingénieur industriel – mécanique*.” The applicant must hold a graduation certificate from a Belgian institution or have an equivalent education that is recognized by the Belgian authorities to practice the engineering profession in Belgium. The degree must be related to the specialty field of the position to be filled.

e. Additional Requirements. None.

f. References.

(1) *Arrêté royal du 2 octobre 1937 portant le statut des agents de l’Etat* (Royal decree related to the status of Federal employees).

(2) *Arrêté du 4 août 2004 relatif aux commissions de réforme des agents de la fonction publique* (Decree related to the reform of the status of employees in the public sector).

E-11. ENGINEERING TECHNICIAN (BA-0802)

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 on 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.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
05								
06				1				
07				1				
08				1		1		
09				1		1		
10				1		1		1
11				1		1		1
Years of required experience: a = general; b = job-related								

b. Job-Related Experience.

(1) Job-related experience must be directly related to the area of specialization of the position. Advanced journeyman trades and crafts experience that provides 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). To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

(2) Examples of occupations that may have provided qualifying specialized experience include the following: draftsperson, surveying technician, construction estimator, physical science technician, and mathematical technician. Experience in a trade or craft may be credited as specialized experience when the work provided intensive knowledge of engineering principles, techniques, methods, and precedents. Examples are trade positions with substantial developmental, test, or design responsibilities such as planners and estimators who analyzed designs for production purposes, and instrument-makers or model-makers who performed design or developmental duties.

c. Minimum Educational Requirement. Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a trade or craft related to the position being filled. The following are examples of qualifying diplomas: “*Dessinateur en construction*” and “*Technicien en construction et travaux publics*.”

d. Credit for Education.

(1) Education level 1 is not creditable for positions in this occupational series.

(2) Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a trade or craft related to the position being filled. The following are examples of qualifying diplomas: “*Dessinateur en construction*” and “*Technicien en construction et travaux publics*.”

(3) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a trade or craft related to the position being filled. The following are examples of qualifying diplomas: “*Bachelier en Construction – option bâtiment*” and “*Bachelier en Construction génie civil*.”

(4) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed an education in the field of engineering. The following are examples of qualifying diplomas: “*Ingénieur civil architecte*,” “*Ingénieur civil des constructions*,” “*Ingénieur civil électricien*,” “*Ingénieur civil électromécanicien*,” “*Ingénieur civil mécanicien*,” “*Ingénieur industriel – construction*,” “*Ingénieur industriel – électricité*,” “*Ingénieur industriel – électromécanique*,” and “*Ingénieur industriel – mécanique*.” The degree must be related to the specialty field of the position to be filled.

e. Additional Requirements. None.

f. References. None.

E-12. ELECTRONICS TECHNICIAN (BA-0856)

a. Description. Electronics technicians perform in a variety of highly technical areas of expertise. They may serve as radio technicians at the American Forces Network, which requires extensive knowledge and experience in the broadcast electronics area; inspect and test electronic equipment (for example, 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). The ECMS is a computerized system that monitors and controls water distribution and treatment as well as electricity distribution, transformation, and generation. Electronics technicians may provide advice and technical instruction, perform onsite services to support the medical maintenance mission, or perform onsite and direct-support maintenance on critical electronic and electromechanical air-traffic systems.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
05								
06				1				
07				1				
08				1		1		
09				1		1		
10				1		1		1
11				1		1		1
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, or communications in fields such as “*Électronique d’installation de telecommunication*,” “*Technique de télévision*,” “*Médias électroniques*,” “*Électroconstruction mécanique*,” “*Électromécanique*,” or in a similar occupation. The experience must show progression in theoretical and practical knowledge of electronics theory, function, operation, and capabilities of electronic equipment used in the position to be filled. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a trade or craft related to the position being filled. “*Technicien en électronique*” is an example of a qualifying diploma.

d. Credit for Education.

(1) Education level 1 is not creditable for positions in this occupational series.

(2) Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a trade or craft related to the position being filled. “*Technicien en électronique*” is an example of a qualifying diploma.

(3) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a trade or craft directly related to the position being filled. The following are examples of qualifying diplomas: “*Bachelier en électronique – finalité électronique appliquée*,” “*Bachelier en électronique*,” “*Bachelier en électronique – finalité électronique médicale*.”

(4) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. The following are examples of qualifying diplomas: “*Master Ingénieur industriel – électricité – finalité électronique*” and “*Ingénieur civil électricien – option électronique*.”

e. Additional Requirements. None.

f. References. None.

E-13. GENERAL ATTORNEY (BA-0905)

a. Description. Legal advisers provide advice on issues of Belgian and international 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 Belgian domestic law; and serve as advisers in these areas to commanders and staff officers. Necessary expertise includes extensive, in-depth knowledge of Belgian or international law, or both, including, but not limited to, regulatory and judicial procedures, constitutional law, administrative law, tort claims, and labor law.

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

(3) Provide legal assistance to U.S. Forces military and civilian personnel and their Family members on numerous personal matters involving Belgian or international 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).

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	B	a	b
09								
11								1
12								1
13								1
14								1
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 position to be filled. 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. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed an education in the legal field and must hold a “*Master en Droit*” diploma.

d. Credit for Education.

(1) Education levels 1, 2, and 3 are not creditable for positions in this occupational series.

(2) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed an education in the legal field and must hold a “*Master en Droit*” diploma.

e. Additional Requirements. None.

f. References. None.

E-14. LANGUAGE SPECIALIST (BA-1040)

a. Description. This paragraph applies to translator and interpreter positions. Translators and interpreters perform a variety of different translating and interpreting duties, translating and interpreting from the English language into other languages (for example, French, German, Russian, Arabic, Italian, Greek) 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 simple, nontechnical material to highly complicated legal, scientific, or technical material. Positions may require simultaneous or consecutive interpreting service during conferences. Translations may involve highly technical areas of specialization (for example, criminal law, civil law, tax law and practice, medical terminology and reports, information technology, office automation, international agreements, treaties, ordinances, court documents, regulations, codes).

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
07								
09						1		
11						1		1
Years of required experience: a = general and b = job-related								

b. Job-Related Experience. Job-related experience provides the knowledge to independently translate and interpret materials in a variety of technical areas of specialization. The experience must enable applicants to fluently read, write, and speak the native and required foreign languages and provide a comprehensive knowledge of terms and abbreviations, with emphasis on terms and abbreviations specific to the U.S. Army and NATO. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a commercial, business, or administrative occupation in a closely related field of study in which the study of foreign languages is an important part of the curriculum. The English language must be the first foreign language studied. The following are examples of qualifying diplomas: “*Bachelier Secrétariat de direction*,” “*Bachelier bibliothécaire-documentaliste*,” “*Bachelier en communication*,” “*Bachelier en droit*,” “*Bachelier en gestion hôtelière*,” “*Bachelier en gestion des transports et logistique d’entreprise*,” “*Bachelier en marketing*,” “*Bachelier en relations publiques*,” “*Bachelier en sciences administratives et gestion publique*,” “*Bachelier en tourisme*,” and “*Bachelier Régent Langues Modernes*.”

d. Credit for Education.

(1) Education levels 1 and 2 are not creditable for positions in this occupational series.

(2) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a commercial, business, or administrative occupation in a closely related field of study in which the study of foreign languages is an important part of the curriculum. The English language must be the first foreign language studied. The following are examples of qualifying diplomas: “*Bachelier Secrétariat de direction*,” “*Bachelier bibliothécaire-documentaliste*,” “*Bachelier en communication*,” “*Bachelier en droit*,” “*Bachelier en gestion hôtelière*,” “*Bachelier en gestion des transports et logistique d’entreprise*,” “*Bachelier en marketing*,” “*Bachelier en relations publiques*,” “*Bachelier en sciences administratives et gestion publique*,” “*Bachelier en tourisme*,” and “*Bachelier Régent Langues Modernes*.”

(3) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled with English as major study. The following are examples of qualifying diplomas: “*Master en Langues et Littératures modernes*,” “*Master en Interprétation*,” “*Master en Traduction*,” and “*Master en Traduction – orientation traduction multidisciplinaire*.”

e. Alternate Qualification Criteria. Applicants who have successfully passed the exam (level 1) organized by the Royal Belgian Chamber of Translators, Interpreters, and Philologists and who are members of this chamber are qualified at the BA-09 grade level. The primary subject of this exam must be the knowledge of the English language.

f. Additional Requirements. None.

g. References. None.

E-15. ART SPECIALIST (BA-1056)

a. Description. Art specialists plan, supervise, administer, or carry out educational, recreational, cultural, or other programs in art; demonstrate the techniques and instruct in one or more arts; or perform other functions requiring knowledge and skill in one or more art forms.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
05								
07				1				
09				1		1		
11				1		1		1
Years of required experience: a = general; b = job-related								

b. Job-Related Experience.

(1) Job-related experience includes experience that demonstrates the ability to—

(a) Plan, supervise, administer, or carry out an educational, recreational, cultural, or other art program such as an art festival, competition, or workshop.

(b) Perform as an artist.

(c) Demonstrate the methods and techniques of and teach one or more art forms such as graphics, sculpture, pottery and ceramics, or metalwork and jewelry.

(2) This experience may have been gained through managing, administering, directing, or teaching art methods and techniques of one or more art forms in a community or private art center, or through planning, establishing, or evaluating an art curriculum at secondary or higher academic levels.

(3) To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a trade or craft field related to the position being filled. The following are examples of qualifying diplomas: “*Technicien(ne) en photographie*,” “*Technicien(ne) en infographie*,” “*Arts appliqués décoration publicité*,” and “*Assistant en décoration*.”

d. Credit for Education.

(1) Education level 1 is not creditable for positions in this occupational series.

(2) Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a trade or craft field related to the position being filled. The following are examples of qualifying diplomas: “*Technicien(ne) en photographie*,” “*Technicien(ne) en infographie*,” “*Arts appliqués décoration publicité*,” and “*Assistant en décoration*.”

(3) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a trade or craft field related to the position being filled. The following are examples of qualifying diplomas: “*Bachelier en Arts graphiques*,” “*Bachelier en Arts graphiques et infographie*,” “*Bachelier en Publicité – option agencement de l’espace*,” “*Bachelier en Publicité – option médias contemporains*,” and “*Bachelier Régent normal secondaire en arts plastiques, habillement, bois, construction*.”

(4) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled. The following are examples of qualifying diplomas: “*Master en Histoire de l’art et archéologie*” and “*Master en Arts du spectacle*.”

e. Additional Requirements. None.

f. References. None.

E-16. AUDIOVISUAL PRODUCTION (BA-1071)

a. Description. Audiovisual specialists supervise or perform work in the production of videotaped and live television programs; live and prerecorded radio broadcasts; motion-picture films; broadcast-type, closed-circuit teleconferences; and other similar productions, such as slide shows with sound accompaniments. The work requires the ability to plan, organize, and direct the work of writers, editors, actors, narrators, musicians, set designers, audio and lighting technicians, camera operators, and other associated technical personnel to reduce, select, and arrange the actions, sounds, and visual effects required for the finished production.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
5								
7				1				
9				1		1		
11				1		1		1
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. Experience in the actual type of work for which the application is submitted. Unpaid experience is creditable, provided the work done was of a high-quality level and demonstrated the ability required for the position. This includes work directly connected with the production aspects of the field or fields of the position to be filled. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a field closely related to the field of the position being filled with major study in photography, radio or television production, motion-picture production, or other fields related to the position. The following are examples of qualifying diplomas: “*Technicien en photographie*” and “*Technicien en infographie*.”

d. Credit for Education.

(1) Education level 1 is not creditable for positions in this occupational series.

(2) Education level 2 is fully qualifying at the BA-05 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled with major study in photography, radio or television production, motion-picture production, or other fields related to the position. The following are examples of qualifying diplomas: “*Technicien en photographie*” and “*Technicien en infographie*.”

(3) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled with major study in photography, radio or television production, motion-picture production, or other fields related to the position. The following are examples of qualifying diplomas: “*Bachelier en Publicité –option médias contemporains*,” “*Bachelier en Techniques de l’image –finalité de la photographie*,” “*Bachelier en Techniques de l’image – finalité techniques de la cinématographie*,” “*Bachelier en Techniques graphiques – finalité techniques infographiques*,” “*Bachelier en Communication graphique*,” and “*Bachelier en Communication visuelle*.”

(4) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed the education in a field closely related to the position being filled with major study in photography, radio or television production, motion-picture production, or other fields related to the position.

e. Additional Requirements. None.

f. References. None.

E-17. LIBRARY TECHNICIAN (BA-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 referencing). They manage and direct the operations of the circulation desk and are responsible for maintaining a variety of medical and scientific materials on microfiche, in online medical databases, on CD-ROMs, and in audiovisual mediums. They are also responsible for properly checking library materials in and out and for posting changes in manual or automated records and files. In addition, they organize library materials to ensure that all items are in proper sequence and perform all duties according to U.S. Army library policies and procedures.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
05								
06				1				
07				1				
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. Job-related experience provides knowledge of a wide variety of interrelated steps and procedures to order and process different types of library materials. The experience must provide a 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. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 2 completed in any field is fully qualifying at the BA-05 grade level.

d. Credit for Education.

(1) Education level 1 is not creditable for positions in this occupational series.

(2) Education level 2 completed in any field is fully qualifying at the BA-05 grade level.

(3) Education levels 3 and 4 completed in the field of library science are fully qualifying at the BA-07 grade level. Applicants must have one of the following diplomas: “*Bachelier bibliothecaire-documentaliste*” (level 3), “*Master en sciences du livre et des bibliothèques*” (level 4), or “*Master en sciences de l’information et de la documentation*” (level 4).

e. Additional Requirements. None.

f. References. None.

E-18. GENERAL EDUCATION AND TRAINING (BA-1701)

a. Child and Youth Services (CYS) Program.

(1) Description. This category includes the management of child-development services (CDS), school-age services (SAS), child and youth liaison, education, and outreach services (CLEOS), supplemental programs and services, and youth services (YS) programs that affect the growth and development of children and youth. Programs encompass regularly scheduled childcare options as well as programs and services for children who do not require care on a regular basis (occasional users). Delivery includes center-based, home-based, and outreach opportunities. The following are examples of CYS positions (not all-inclusive) and the duties they involve:

(a) CYS Coordinators. CYS coordinators manage and oversee installation child-development programs; youth programs; and liaison, education support, and outreach services programs serving children and youth from birth to 18 years of age. They ensure that all CYS programs are in compliance with health, fire, safety, facility, and program regulatory requirements as well as CYS and national accreditation standards.

(b) Child and Youth Facilities Center Directors and Assistant Directors. Child and youth facilities center directors and assistant directors supervise a staff composed of care-giving personnel, program directors, assistant directors, administrative personnel, and food-service workers in child-development, school-age, or youth facilities. They implement policies and develop operational procedures as required to efficiently operate and manage the facilities. In addition, they take action to obtain or retain accreditation from the National Parent Education Network and encourage parent observation and participation.

(c) CYS Training Specialists. CYS training specialists serve as trainers and professional child and youth development education consultants for CDS, SAS, CLEOS, and YS programs. They are responsible for ensuring the quality and consistency of these programs with respect to the following: environment, equipment, materials, program structure, special-needs inclusion, curriculum, risk-management practices to minimize the risk of abuse; supportive interactions and positive social development, and oversight and coordination of activity and program schedules.

(d) School Liaison Officers for School Liaison Services (SLS). School liaison officers for SLS are responsible for operating, integrating, coordinating, and overseeing all installation CYS issues involving public schools and their relationship to the local military community. They meet with parents and students, school principals, guidance counselors, teachers, other school staff, and superintendents. In addition, they establish, implement, and coordinate all local school-liaison administrative and operational procedures.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
07								
09						1		
11						1		1
12						1		1
Years of required experience: a = general; b = job-related								

(2) Job-Related Experience.

(a) Job-related experience must have been gained in group childcare or other work that demonstrates the ability to—

1. Manage the operation of a childcare center.

2. Select, train, and supervise childcare and preschool employees, Family childcare providers, or other care-giving adults.

3. Develop and implement child-development programs, including Family daycare programs, part-day preschool programs, and before- and after-school programs.

4. Work with individuals and groups to solve complex problems related to the care and education of children.

(b) To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

(c) For the BA-07 grade level, job-related experience includes experience in teaching young children in a preschool, early elementary school, church school, or daycare center; experience that provides knowledge in supervising, observing, and developing children; and the ability to encourage and guide children in playing, painting, crafts, and music.

(d) For the BA-09 grade level, job-related experience includes experience in managing an entire cycle of operation of an early-childhood program, including budgeting; facility management; supply management; program development and implementation; selection, training, and supervision of personnel; and curriculum oversight. It also includes experience that provides knowledge of professional child- and youth-development principles, methods, practices, and techniques.

(e) For the BA-11 grade level and above, job-related experience includes experience in managing a large, complex child-development program that offers a wide range of services in a variety of settings. It also includes experience that provides knowledge of the principles, norms, behaviors, growth patterns, and procedures to develop a meaningful training program that promotes the physical, social, emotional, and cognitive growth and development of children and youth.

(3) Minimum Educational Requirement. Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed an education in the field of education, child-development education, early-childhood education, home economics (with early-childhood emphasis), elementary education, special education (with early-childhood emphasis), or related behavioral science. The following are examples of qualifying diplomas: “*Bachelier en Soins infirmiers*,” “*Bachelier Instituteur*,” “*Bachelier en Sciences psychologiques et de l’éducation*,” “*Bachelier Educateur*,” “*Bachelier en Logopédie*,” “*Bachelier Régent*,” “*Bachelier Section normale pré-scolaire*,” and “*Bachelier Régent en économie sociale et familiale*.”

(4) Credit for Education.

(a) Education levels 1 and 2 are not creditable for positions in this occupational series.

(b) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed an education in the field of education, child-development education, early-childhood education, home economics (with early-childhood emphasis), elementary education, special education (with early-childhood emphasis), or related behavioral science. The following are examples of qualifying diplomas: “*Bachelier en Soins infirmiers*,” “*Bachelier Instituteur*,” “*Bachelier en Sciences psychologiques et de l’éducation*,” “*Bachelier Educateur*,” “*Bachelier en Logopédie*,” “*Bachelier Régent*,” “*Bachelier Section normale pré-scolaire*,” and “*Bachelier Régent en économie sociale et familiale*.”

(c) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed an education in the field of education, child-development education, early-childhood education, home economics (with early-childhood emphasis), elementary education, special education (with early-childhood emphasis), or related behavioral science. The following are examples of qualifying diplomas: “*Master en Sciences Psychologiques et de l’Education*,” “*Master en Logopédie*,” “*Master en Sciences Psychologiques*,” and “*Master en Sciences de l’Education*.”

(5) Additional Requirements. None.

(6) References. None.

b. Teachers.

(1) Description. Preschool teachers are advisers to childcare givers, education technicians, and parents. They—

(a) Develop, plan, lead, and supervise childcare and childcare-development programs.

(b) Develop preschool curricula.

(c) Supervise, observe, and promote an individual child or small groups of children and infants.

(d) Arrange and prepare lesson plans to enable the development and promotion of children’s abilities and talents, increase the children’s knowledge and awareness, and develop the children’s techniques and skills.

(e) Teach foreign languages to middle grades in elementary schools.

(f) Act as a resource in intercultural education.

(2) Minimum Education Requirements.

(a) At the kindergarten-school level, successful completion of a teacher degree of “*Instituteur pré-scolaire*” (if completed before the Bologna process) or “*Bachelier Instituteur pré-scolaire*” (if completed after the Bologna process) is required.

(b) At the elementary-school level, successful completion of a teacher degree of “*Instituteur*” (if completed before the Bologna process) or “*Bachelier Instituteur*” (if completed after the Bologna process) is required.

(c) At the junior-high-school level, successful completion of a teacher degree of “*Régent*” (if completed before the Bologna process) or “*Bachelier Régent*” (if completed after the Bologna process) in a field appropriate to the subject to be taught.

(d) At the senior-high-school level, successful completion of a university degree of “*Licencié*” (if completed before the Bologna process) or “*Master*” (if completed after the Bologna process) in a field appropriate to the subject to be taught and successful completion of the high-school teaching certificate.

(3) **Additional Requirements.** None.

(4) **References.** None.

E-19. EDUCATION AND TRAINING TECHNICIAN (BA-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. They—

(1) Establish program environments that sustain participant interest and promote positive child and youth interactions with other children, youth, and adults.

(2) Create a pleasant and inviting atmosphere for children.

(3) Ensure the safety and health of children through constant supervision, effective arrangement of space, and proper maintenance of equipment.

(4) Observe program participants for signs that may indicate illness, abuse, or neglect.

(5) Prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules.

(6) Help children and youth with special projects, homework, and life skills.

(7) Help children collect their belongings when they depart.

(8) Ensure that each child leaves with a parent or someone authorized to take the child.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
3				.25				
4				1				
5				1				
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. Job-related experience is experience in dealing with children and infants (for example, arranging festive occasions with and for children; supervising children and youth during daily schedules of indoor and outdoor activities, on field trips, outings and special events; arranging for and serving appropriate snacks and meals to children; assisting children and youth with special projects, homework, and life skills). The experience may have been gained in childcare centers, day nurseries, kindergartens, pediatric clinics, summer camps, youth clubs, and in Families with infants. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

c. Minimum Educational Requirement. Education level 2 is mandatory for positions in this occupational series.

d. Credit for Education.

(1) Education level 1 is not creditable for positions in this occupational series.

(2) Education levels 3 and 4 are fully qualifying at the BA-05 grade level. Applicants must have successfully completed an education in a field related to the position being filled. The following are examples of qualifying diplomas: “*Bachelier en Soins infirmiers*,” “*Bachelier Instituteur*,” “*Bachelier en Sciences Psychologiques et de l’Education*,” “*Bachelier Educateur*,” “*Bachelier en Logopédie*,” “*Bachelier Régent*,” “*Bachelier Section normale pré-scolaire*,” “*Bachelier Régent en économie sociale et familiale*,” “*Master en Sciences Psychologiques et de l’Education*,” “*Master en Logopédie*,” “*Master en Sciences Psychologiques*,” and “*Master en Sciences de l’Education*.”

e. Additional Requirements. Applicants must be 18 years of age at the time of appointment. To qualify at the BA-05 grade level, applicants must demonstrate 1 year of experience in working in a group program with children or youth, or both, and have one of the following qualifications: “Child Development Associate (CDA),” “Army School-Age Credential” (including Boys and Girls of America), or “Army Practicum.”

f. References. None.

E-20. INFORMATION TECHNOLOGY MANAGEMENT (BA-2210)

a. Description. This series includes positions that manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services. It covers only those positions for which the paramount requirement is knowledge of IT principles, concepts, and methods (for example, data storage, software applications, networking). IT refers to systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. IT includes computers, network components, peripheral equipment, software applications, and networking. This qualification standard includes IT management positions in the following areas: application software, customer support, data management, information security, Internet systems administration, network services, and systems analysis.

Grade	Education Level							
	Level 1		Level 2		Level 3		Level 4	
	a	b	a	b	a	b	a	b
07								
09						1		
11						1		1
12						1		1
Years of required experience: a = general; b = job-related								

b. Job-Related Experience. To be creditable, demonstrated specialized experience must be equivalent in difficulty and complexity to at least the next lower grade level in the normal line of progression for the occupation within the organization. Creditable experience may have been gained inside or outside the U.S. Forces.

(1) Application Software. Job-related experience includes 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. Job-related experience includes any work experience that involves the planning and delivery of customer-support services, including installation, configuration, troubleshooting, customer assistance, and 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. Job-related experience includes 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 of, and recovering databases.

(4) Information Security. Job-related experience includes 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 to—

- (a) Ensure information systems are reliable and accessible.
- (b) Prevent and defend against unauthorized access to systems, network, and data.
- (c) Promote awareness of security issues among management.

(d) Ensure that sound security principles are included in organization visions and goals.

(5) Internet Systems Administration. Job-related experience includes any work experience that involves the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including the development of systems and applications and the technical management of websites. This includes experience in determining the 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. Job-related experience includes 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 Analysis. Job-related experience includes 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, hardware).

(e) Performing needs analysis to define opportunities for new or improved business-process solutions.

c. Minimum Educational Requirement. Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a computer-science occupation or in an area that is directly related to the position to be filled.

d. Credit for Education.

(1) Education levels 1 and 2 are not creditable for positions in this occupational series.

(2) Education level 3 is fully qualifying at the BA-07 grade level. Applicants must have successfully completed the education in a computer-science occupation or in an area that is directly related to the position to be filled.

(3) Education level 4 is fully qualifying at the BA-09 grade level. Applicants must have successfully completed an education in an academic field related to computer science or in an area that is directly related to the position to be filled.

e. Additional Requirements. None.

f. References. None.

APPENDIX F

INVENTORY OF SALARY-SCHEDULE POSITIONS AND TYPES OF QUALIFICATION STANDARDS

NOTE: The information in this appendix is listed in series-number order. An asterisk (*) after the series title indicates positions that are covered by specific standards. These standards are defined in [appendix E](#).

F-1. GROUP COVERAGE QUALIFICATION STANDARDS FOR CLERICAL, ADMINISTRATIVE, TECHNICAL, AND MEDICAL SUPPORT POSITIONS

Series	Title
0019	Safety Technician
0020	Community Planning
0021	Community Planning Technician
0081	Fire Protection and Prevention*
0086	Security Clerical and Assistance
0102	Social Science Aid and Technician
0119	Economics Assistant
0181	Psychology Aid and Technician
0186	Social Services Aid and Assistant
0187	Social Services*
0189	Recreation Aid and Assistant
0203	Human Resource Assistance
0302	Messenger
0303	Miscellaneous Clerk and Assistant
0305	Mail and File
0318	Secretary
0326	Office Automation Clerical and Assistance
0332	Computer Operations
0335	Computer Clerk and Assistant
0344	Management Clerical and Assistance
0356	Data Transcriber
0361	Equal Opportunity Assistance
0382	Telephone Operating
0404	Biological Science Technician
0421	Plant Protection Technician
0455	Range Technician
0458	Soil Conversation Technician
0459	Irrigation Systems Operation
0462	Forestry Technician
0503	Financial Clerical and Assistance Program
0525	Accounting Technician

Series	Title
0530	Cash Processing
0540	Voucher Examining
0544	Civilian Pay Technician
0545	Military Pay
0561	Budget Clerical and Technician
0610	Nurse*
0621	Nursing Assistant
0622	Medical Supply Aid and Technician
0625	Autopsy Assistant
0636	Rehabilitation Therapy Assistant
0640	Health Aid and Technician
0642	Nuclear Medicine Technician
0645	Medical Technician
0646	Pathology Technician
0647	Diagnostic Radiologic Technician
0648	Therapeutic Radiologic Technician
0649	Medical Instrument Technician
0651	Respiratory Therapist
0661	Pharmacy Technician
0675	Medical Records Technician
0679	Medical Clerk
0681	Dental Assistant
0682	Dental Hygiene
0683	Dental Laboratory Aid and Technician
0698	Environmental Health Technician
0704	Animal Health Technician
0802	Engineering Technician*
0809	Construction Control Technician
0817	Survey Technical
0856	Electronics Technician
0895	Industrial Engineering Technician*
0962	Contact Representative
0986	Legal Assistance
0998	Claims Assistance and Examining
1021	Office Drafting
1046	Language Clerical
1071	Audiovisual Production*
1087	Editorial Assistance
1105	Purchasing
1106	Procurement Clerical and Technician
1152	Production Control

Series	Title
1173	Housing Management
1176	Building Management
1202	Patent Technician
1311	Physical Science Technician
1316	Hydrologic Technician
1341	Meteorological Technician
1371	Cartographic Technician
1374	Geodetic Technician
1411	Library Technician*
1421	Archives Technician
1531	Statistical Assistant
1521	Mathematics Technician
1541	Cryptanalysis
1702	Education and Training Technician*
1862	Consumer Safety Inspection
1981	Agricultural Commodity Aid
2005	Supply Clerical and Technician
2091	Sales Store Clerical
2102	Transportation Clerk and Assistant
2131	Freight Rate
2144	Cargo Scheduling
2151	Dispatching

F-2. GROUP COVERAGE QUALIFICATION STANDARDS FOR ADMINISTRATIVE, MANAGERIAL, PROFESSIONAL, AND SCIENTIFIC POSITIONS

Series	Title
0018	Safety and Occupational Health Management*
0020	Community Planning
0023	Outdoor Recreation Planning
0028	Environmental Protection Specialist
0029	Environmental Protection Assistant
0030	Sports Specialist
0080	Security Administration
0101	Social Science*
0110	Economist
0130	Foreign Affairs
0131	International Relations
0185	Social Work*
0188	Recreation Specialist
0201	Human Resources Management

Series	Title
0244	Labor Management Relations Examining
0260	Equal Employment Opportunity
0301	Miscellaneous Administration & Program
0340	Program Management
0341	Administrative Officer
0342	Support Services Administration
0343	Management and Program Analysis
0346	Logistics Management
0360	Equal Opportunity Compliance
0362	Electric Accounting Machine Project Planning
0391	Telecommunications
0392	General Telecommunications
0403	Microbiology
0501	Financial Administration and Program
0505	Financial Management
0510	Accounting
0511	Auditing*
0526	Tax Specialist
0560	Budget Analysis
0570	Financial Institution Examining
0602	Medical Officer
0631	Occupational Therapist
0633	Physical Therapist
0660	Pharmacist
0669	Medical Records Administration
0670	Health System Administration
0671	Health System Specialist
0672	Prosthetic Representative
0673	Hospital Housekeeping Management
0685	Public Health Program Specialist
0690	Industrial Hygiene
0800	All Professional Engineering*
0801	General Engineering*
0803	Safety Engineering*
0807	Landscape Architect*
0808	Architecture
0809	Construction Control
0810	Civil Engineering*
0819	Environmental Engineering*
0828	Construction Analyst
0830	Mechanical Engineering*

Series	Title
0850	Electrical Engineering*
0855	Electronics Engineering*
0880	Mining Engineering*
0893	Chemical Engineering*
0896	Industrial Engineering*
0901	General Legal and Kindred Administration
0905	General Attorney*
0920	Estate Tax Examining
0930	Hearings and Appeals
0950	Paralegal Specialist
0958	Pension Law Specialist
0965	Land Law Examining
0967	Passport and Visa Examining
0991	Worker's Compensation Claims Examining
0993	Railroad Retirement Claims Examining
0996	Veterans Claims Examining
1001	General Arts and Information
1008	Interior Design
1010	Exhibits Specialist
1020	Illustrating
1035	Public Affairs
1040	Language Specialist*
1051	Music Specialist
1054	Theater Specialist
1056	Art Specialist
1060	Photography
1071	Audiovisual Production*
1082	Writing and Editing
1084	Visual Information
1101	General Business and Industry
1102	Contracting
1103	Industrial Property Management
1104	Property Disposal
1130	Public Utilities Specialist
1140	Trade Specialist
1144	Commissary Store Management
1150	Industrial Specialist
1160	Financial Analysis
1170	Realty
1173	Housing Management
1176	Building Management

Series	Title
1410	Librarian
1601	Equipment, Facilities, and Services
1640	Facility Management
1654	Printing Management
1670	Equipment Specialist
1701	General Education and Training*
1710	Education and Vocational Training
1720	Education Program
1910	Quality Assurance
2001	General Supply
2003	Supply Program Management
2010	Inventory Management
2030	Distribution Facilities and Storage Management
2101	Transportation Specialist
2130	Traffic Management
2131	Freight Rate
2150	Transportation Operations
2210	Information Technology Management*

APPENDIX G

LIST OF COUNTRIES THAT SIGNED THE BOLOGNA DECLARATION OR JOINED THE BOLOGNA PROCESS THEREAFTER

Albania	Latvia
Andorra	Liechtenstein
Armenia	Lithuania
Austria	Luxembourg
Azerbaijan	Macedonia
Belarus	Malta
Belgium	Moldova
Bosnia and Herzegovina	Montenegro
Bulgaria	Netherlands
Croatia	Norway
Cyprus	Poland
Czech Republic	Portugal
Denmark	Romania
Estonia	Russia
Finland	Serbia
France	Slovakia
Georgia	Slovenia
Germany	Spain
Greece	Sweden
Hungary	Switzerland
Iceland	Turkey
Ireland	Ukraine
Italy	United Kingdom
Kazakhstan	Vatican City

APPENDIX H

PART-TIME CONVERSION CHART FOR CREDITING EXPERIENCE

HOURS PER WEEK	A M O U N T O F C R E D I T I N M O N T H S															
	1 Mth	2 Mths	3 Mths	4 Mths	5 Mths	6 Mths	7 Mths	8 Mths	9 Mths	10 Mths	11 Mths	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs
1	.0	.0	.0	.1	.1	.1	.1	.2	.2	.2	.2	.3	.6	.9	1.2	1.5
2	.0	.1	.1	.2	.2	.3	.3	.4	.4	.5	.5	.6	1.2	1.8	2.5	3.1
3	.0	.1	.2	.3	.3	.4	.5	.6	.7	.7	.8	.9	1.8	2.8	3.7	4.7
4	.1	.2	.3	.4	.5	.6	.7	.8	.9	1	1.1	1.2	2.5	3.7	5	6.3
5	.1	.2	.3	.5	.6	.7	.9	1	1.1	1.3	1.4	1.5	3.1	4.7	6.3	7.8
6	.1	.3	.4	.6	.7	.9	1.1	1.2	1.4	1.5	1.7	1.8	3.7	5.6	7.5	9.4
7	.1	.3	.5	.7	.9	1.1	1.2	1.4	1.6	1.8	2	2.2	4.4	6.6	8.8	11
8	.2	.4	.6	.8	1	1.2	1.4	1.6	1.8	2.1	2.3	2.5	5	7.5	10.1	12.6
9	.2	.4	.7	.9	1.1	1.4	1.6	1.8	2.1	2.3	2.6	2.8	5.6	8.5	11.3	14.2
10	.2	.5	.7	1	1.3	1.5	1.8	2	2.3	2.6	2.8	3.1	6.3	9.4	12.6	15.7
11	.2	.5	.8	1.1	1.4	1.7	2	2.3	2.6	2.8	3.1	3.4	6.9	10.4	13.8	17.3
12	.3	.6	.9	1.2	1.5	1.8	2.2	2.5	2.8	3.1	3.4	3.7	7.5	11.3	15.1	18.9
13	.3	.6	1	1.3	1.7	2	2.3	2.7	3	3.4	3.7	4.1	8.2	12.3	16.4	20.5
14	.3	.7	1.1	1.4	1.8	2.2	2.5	2.9	3.3	3.6	4	4.4	8.8	13.2	17.6	22.1
15	.3	.7	1.1	1.5	1.9	2.3	2.7	3.1	3.5	3.9	4.3	4.7	9.4	14.2	18.9	23.6
16	.4	.8	1.2	1.6	2.1	2.5	2.9	3.3	3.7	4.2	4.6	5	10.1	15.1	20.2	25.2
17	.4	.8	1.3	1.7	2.2	2.6	3.1	3.5	4	4.4	4.9	5.3	10.7	16.1	21.4	26.8
18	.4	.9	1.4	1.8	2.3	2.8	3.3	3.7	4.2	4.7	5.2	5.6	11.3	17	22.7	28.4
19	.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	12	18	24	30
20	.5	1	1.5	2.1	2.6	3.1	3.6	4.2	4.7	5.2	5.7	6.3	12.6	18.9	25.2	31.5
21	.5	1.1	1.6	2.2	2.7	3.3	3.8	4.4	4.9	5.5	6	6.6	13.2	19.8	26.5	33.1
22	.5	1.1	1.7	2.3	2.8	3.4	4	4.6	5.2	5.7	6.3	6.9	13.8	20.8	27.7	34.7
23	.6	1.2	1.8	2.4	3	3.6	4.2	4.8	5.4	6	6.6	7.2	14.5	21.7	29	36.3
24	.6	1.2	1.8	2.5	3.1	3.7	4.4	5	5.6	6.3	6.9	7.5	15.1	22.7	30.3	37.8
25	.6	1.3	1.9	2.6	3.2	3.9	4.6	5.2	5.9	6.5	7.2	7.8	15.7	23.6	31.5	39.4
26	.6	1.3	2	2.7	3.4	4.1	4.7	5.4	6.1	6.8	7.5	8.2	16.4	24.6	32.8	41
27	.7	1.4	2.1	2.8	3.5	4.2	4.9	5.6	6.3	7.1	7.8	8.5	17	25.5	34.1	42.6
28	.7	1.4	2.2	2.9	3.6	4.4	5.1	5.8	6.6	7.3	8.1	8.8	17.6	26.5	35.3	44.2
29	.7	1.5	2.2	3	3.8	4.5	5.3	6.1	6.8	7.6	8.3	9.1	18.3	27.4	36.6	45.7
30	.7	1.5	2.3	3.1	3.9	4.7	5.5	6.3	7.1	7.8	8.6	9.4	18.9	28.4	37.8	47.3
31	.8	1.6	2.4	3.2	4	4.8	5.7	6.5	7.3	8.1	8.9	9.7	19.5	29.3	39.1	48.9
32	.8	1.6	2.6	3.3	4.2	5	5.8	6.7	7.5	8.4	9.2	10.1	20.2	30.3	40.4	50.5
33	.8	1.7	2.6	3.4	4.3	5.2	6	6.9	7.8	8.6	9.5	10.4	20.8	31.2	41.6	52.1
34	.8	1.7	2.6	3.5	4.4	5.3	6.2	7.1	8	8.9	9.8	10.7	21.4	32.2	42.9	53.6
35	.9	1.8	2.7	3.6	4.6	5.5	6.4	7.3	8.2	9.2	10.1	11	22.1	33.1	44.2	55.2
36	.9	1.8	2.8	3.7	4.7	5.6	6.6	7.5	8.5	9.4	10.4	11.3	22.7	34.1	45.4	56.8
37	.9	1.9	2.9	3.8	4.8	5.8	6.8	7.7	8.7	9.7	10.7	11.6	23.3	35	46.7	58.4
38	1	2	3	4	5	6	7	8	9	10	11	12	24	36	48	60

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
APO	Army post office
AR	Army regulation
BA	Belgian White Collar Pay System
CDS	child-development services
CLEOS	child and youth liaison, education, and outreach services
CPAC	civilian personnel advisory center
CYS	child and youth services
DOD	Department of Defense
ECMS	Energy Monitoring and Control System
EU	European Union
HN	host nation
IT	information technology
KSA	knowledge, skills, and abilities
mil	military
NATO	North Atlantic Treaty Organization
OPF	official personnel folder
OPM	United States Office of Personnel Management
RIF	reduction in force
SAS	school-age services
SHAPE	Supreme Headquarters Allied Powers Europe
SLS	school liaison services
SOH	safety and occupational health
SOFA	[North Atlantic Treaty Organization] Status of Forces Agreement
U.S.	United States
USAG	United States Army garrison
YS	youth services

SECTION II TERMS

host-nation employee

An employee who is employed according to host-nation labor law and the modifications based on Article 56 of the Supplementary Agreement to the NATO Status of Forces Agreement (1 July 1968)