

Position Qualification Standards

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SCHEDULES OF QUALIFICATIONS

The following Schedules establish promotion and reassignment standards in connection with the general authorities granted FPFA under Departmental Circular No. 257, Revision 2. Other Schedules will be distributed at an early date.

Schedule I	Clerical, Administrative and Fiscal Series (grades 1 to 6 inclusive)
Schedule II	Accounting and Auditing Series (grades CAF-7 to 12 inclusive)
Schedule III	Sub-professional Series
Schedule IV	Professional and Scientific Series
Schedule V	Clerical, Administrative and Fiscal Series (grades 7 to 12 inclusive)

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POSITION QUALIFICATION STANDARDS

Clerical, Administrative, and Fiscal Series
Grades 1 to 6 inclusive
(Except the Inspectional Series)

The standards set forth in this schedule apply also to positions not specifically mentioned, but of the same type and for which the standards would be appropriate; for instance, the standards set forth in paragraphs one and two for Typist and Clerk-Typist positions would also apply to positions for which the Typist register would be appropriate, such as Teletype Operator, Varitype Operator, etc. The clerical series would also include all positions for which a general clerical register would be appropriate, and the machine operator series will cover all office machines except the typewriter and those positions for which the typist register would be appropriate.

A. TYPING AND STENOGRAPHY

1. CAF-1 -- Jr. Typist, or Under Clerk-Typist
 - (a) 60 days' experience as typist, alphabetic card-punch operator, or alphabetic bookkeeping machine operator; or
 - (b) Completion of a satisfactory course of training, in residence, in typing; or
 - (c) Eligibility in an alphabetic card-punch operator, alphabetic bookkeeping machine operator, or typist examination given by the United States Civil Service Commission.
2. CAF-2 -- Sr. Typist, or Jr. Clerk-Typist
 - (a) 90 days' experience as typist, alphabetic card-punch operator, or alphabetic bookkeeping machine operator; or
 - (b) Completion of a satisfactory course of training, in residence, in typing; or
 - (c) Eligibility in an alphabetic card-punch operator, alphabetic bookkeeping machine operator, or typist examination.
3. CAF-3 -- Asst. Clerk-Typist and allied positions.
 - (a) 6 months' clerical experience that has included a substantial amount of typing or the equivalent operation

of a closely related office machine with an alphabetic keyboard, such as a card-punch or bookkeeping machine; or

- (b) Completion of a satisfactory training course, in residence, in typing, plus 3 months' experience in typing; or
 - (c) Eligibility in alphabetic card-punch operator, stenographer, typist, or junior alphabetic bookkeeping machine operator examination, plus 3 months' experience as typist, or eligibility in senior alphabetic bookkeeping machine operator examination.
4. CAF-4 and above -- Clerk-Typist and allied positions.
- (a) For any grade above CAF-3, in addition to that needed to meet the requirements under paragraph 1 (a), (b), or (c), 8 months' responsible progressive clerical experience that has included a substantial amount of typing or the equivalent operation of a closely related office machine with an alphabetic keyboard.
5. CAF-2 -- Jr. Stenographer, or Jr.-Clerk Stenographer.
- (a) 60 days' experience as a typist, alphabetic card-punch operator, or alphabetic bookkeeping machine operator, and 30 days' additional experience as a stenographer; or
 - (b) 60 days' experience as a stenographer; or
 - (c) Completion of a satisfactory course of training, in residence, in typing and stenography; or
 - (d) Eligibility in a stenographer and typist examination.
6. CAF-3 -- Sr. Stenographer, or Asst.-Clerk Stenographer
- (a) 60 days' experience as typist, alphabetic card-punch operator, alphabetic bookkeeping machine operator, and 60 days' additional experience as a stenographer; or
 - (b) 3 months' experience as a stenographer; or
 - (c) Completion of a satisfactory course of training, in residence, in typing and stenography plus 60 days' experience as stenographer; or
 - (d) Eligibility in a stenographer and typist examination plus 60 days' experience as clerk, typist, or stenographer.
7. CAF-4 -- Principal Stenographer, or Clerk-Stenographer.
- (a) 60 days' experience as typist, alphabetic card-punch operator,

or alphabetic bookkeeping machine operator, plus 5 months additional experience as stenographer; or

- (b) 6 months' progressive experience as stenographer; or
 - (c) Completion of a satisfactory training course, in residence, in a stenography and typing plus 4 months' experience as stenographer; or
 - (d) Eligibility in a stenographer and typist examination plus 3 months' experience as stenographer.
8. CAF-5 and above -- Sr. Clerk-Stenographer and allied positions such as Secretary.
- (a) For any grade above CAF-4, in addition to that needed to meet the requirements under paragraph 7 above, eight months' responsible progressive clerical experience the duties of which included stenography.

B. CLERICAL.

9. CAF-1 -- Clerical positions including under clerk, under file clerk, under fiscal accounting clerk, junior statistical clerk, under mail, file, and record clerk.
- (a) 60 days' satisfactory clerical experience; or
 - (b) Eligibility in an appropriate examination for the position.
10. CAF-2 -- Clerical positions including junior clerk, junior fiscal accounting clerk, junior statistical clerk, and junior mail, file, and record clerk.
- (a) 90 days' satisfactory clerical experience; or
 - (b) Eligibility in an appropriate examination for the position.
11. CAF-3 -- Asst. Statistical Clerk.
- (a) 60 days' experience in accounting or statistical clerical work; or
 - (b) Eligibility in an appropriate examination, such as assistant statistical clerk or accounting and auditing assistant.
12. CAF-3 -- Clerical positions including assistant clerk, assistant file clerk, assistant fiscal accounting clerk (but not including such positions as assistant editorial clerk, assistant purchasing clerk, and assistant stock clerk, for which special examination or experience requirements have been set -- see 14 below)

- (a) 6 months' satisfactory clerical experience; or
 - (b) Eligibility in an appropriate examination.
13. CAF-4, CAF-5, CAF-6 -- Clerical Positions.
- (a) For any grades above CAF-3, at least 8 months' appropriate progressive responsible clerical experience in addition to that specified under (a) or (b), paragraph 12 above; or
 - (b) Eligibility in an appropriate examination.
14. CAF-3 -- Specialized clerical positions for which special examination or experience requirements have been set such as assistant editorial clerk, assistant purchasing clerk, assistant stock clerk, etc.
- (a) 60 days' experience in appropriate field such as editing and proofreading, analyzing bids, and purchasing of supplies in quantities, etc.; or
 - (b) Eligibility in an appropriate examination.
15. CAF-4 -- Specialized clerical positions, for which special examination or experience requirements have been set, such as editorial clerk, purchasing clerk, stock clerk, fiscal accounting clerk, statistical clerk, rate clerk (express and pullman).
- (a) 8 months' appropriate experience such as editing and proofreading, analyzing bids and purchasing of supplies in quantities, accounting or statistical clerical work, computing express or pullman rates or fares, or auditing express or pullman accounts; or
 - (b) Eligibility in an appropriate examination.
16. CAF-5 -- Specialized clerical positions for which special examination or experience requirements have been set such as senior editorial clerk, senior purchasing clerk, accounting clerk, senior statistical clerk, passenger rate clerk, freight rate clerk, etc.
- (a) 16 months' appropriate responsible, progressive experience such as editing, proofreading, abstracting and preparation of manuscripts, analyzing bids and purchasing supplies in quantities, accounting or statistical clerical work, computing passenger or freight rates or auditing passenger or freight transportation accounts; or
 - (b) Eligibility in an appropriate examination.

17. CAF-6 -- Specialized clerical positions for which special examination or experience requirements have been set such as principal editorial clerk, junior purchasing officer, principal accounting clerk, passenger rate clerk (landgrant), freight rate clerk (landgrant), etc.
- (a) 2 years' appropriate responsible, progressive and difficult experience such as editing, proofreading, abstracting and preparation of manuscripts, analyzing bids and purchasing supplies in quantities, accounting or statistical clerical work, computing passenger or freight rates or auditing passenger or freight transportation accounts; or
 - (b) Eligibility in an appropriate examination.

C. MACHINE OPERATING

18. For CAF-1 or CAF-2 positions of operator of one of the following machines: Adding, hectograph, binding, graphotype, addressograph, and horizontal sorting.
- (a) 30 days' satisfactory experience as operator of the specific machine; or
 - (b) Eligibility in an appropriate examination for the position.
19. For CAF-1 or CAF-2 positions of operator of one of the following machines: Mimeograph, alphabetic card-punch, numerical card-punch, alphabetic tabulating, numerical tabulating, and calculating, blueprint, and photostat.
- (a) 30 days' satisfactory experience as operator of the specific machine; or
 - (b) Completion of a prescribed training course, as follows:
 - (1) Mimeograph 50 hours
 - (2) Alphabetic card-punch 60 hours
 - (3) Numerical card-punch 60 hours
 - (4) Alphabetic tabulating 40 hours for Grade 2
10 hours for Grade 1
 - (5) Numerical tabulating 20 hours for Grade 2
10 hours for Grade 1
 - (6) Calculating 100 hours
 - (7) Photostat 80 hours for Grade 2
 - (8) Blueprint 80 hours for Grade 2or
 - (c) Eligibility in an appropriate examination for the position.
20. For CAF-1 or CAF-2 positions of operator of one of the following machines: Accounting, bookkeeping, and multigraph.

- (a) 60 days' satisfactory experience as operator of the specific machine; or
 - (b) Eligibility in an appropriate examination for the position.
21. For CAF-2 positions as operator of a multilith press.
- (a) 30 days' satisfactory experience as operator of the machine; or
 - (b) Completion of a prescribed training course of 80 hours; or
 - (c) Eligibility in an appropriate examination for the position.
22. For CAF-3 positions as alphabetic tabulating machine operator.
- (a) 4 months' satisfactory experience as operator of the machine, at least 2 months of which must have involved actual experience in wiring plugboards; or
 - (b) 2 months' satisfactory experience as operator of the machine, and completion of a 2 weeks' prescribed training course in advanced machine operation and wiring of plugboards; or
 - (c) Eligibility in an appropriate examination for the position.
23. For CAF-3 positions as operator of office machines (other than alphabetic tabulating machines)
- (a) 6 months' satisfactory experience as operator of the specific machine; or
 - (b) Eligibility in an appropriate examination for the position.
24. For any grade above CAF-3 for operators of office machines (CAF-4 and higher grades)
- (a) 8 months' responsible and progressive experience as operator, or supervisor of operators of the specific machine in addition to that required under either paragraph 22 or 23 above; or
 - (b) Eligibility in an appropriate examination for the position.

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

2. The second part of the report is a detailed description of the study area. It includes information about the location of the study area, the population of the study area, and the characteristics of the study area. It also discusses the data sources used in the study.

3. The third part of the report is a description of the methodology used in the study. It includes information about the research design, the data collection methods, and the data analysis methods. It also discusses the limitations of the study.

4. The fourth part of the report is a description of the results of the study. It includes information about the findings of the study, the conclusions drawn from the findings, and the implications of the findings. It also discusses the strengths and weaknesses of the study.

5. The fifth part of the report is a conclusion. It summarizes the findings of the study and provides a final statement on the importance of the study. It also discusses the future research that is needed in this area.

POSITION QUALIFICATION STANDARDS

ACCOUNTING AND AUDITING SERIES

For any grade, experience offered as qualifying must have been progressively responsible and successful paid experience in accounting or auditing positions requiring, as increasing responsibilities are assumed, the performance of increasingly complex, difficult and important accounting or auditing duties. Amounts of experience prescribed to meet this requirement are shown below for each grade.

1. CAF-7 ---

- (a) Eligibility in an appropriate examination such as Assistant Accountant, Assistant Accountant and Auditor, Assistant Project Auditor or Assistant Investigator (Accounting); or
- (b) Successful completion of at least two years of study in a residence school in an accountancy course provided such study has included an average of at least six semester hours per year in accounting subjects, plus eight months of appropriate auditing and accounting experience; or
- (c) Two years of appropriate auditing and accounting experience which has demonstrated the individual's ability to perform the duties of a CAF-7 position in that field; or
- (d) Any time equivalent combination of (b) or (c) above.

2. CAF-8 ---

- (a) Eligibility in an appropriate examination such as Associate Accountant, Associate Accountant and Auditor, Associate Project Auditor or Associate Investigator (Accounting); or
- (b) Successful completion of at least two full years of study in a residence school in an accountancy course provided such study has included an average of at least six semester hours per year in accounting subjects plus at least sixteen months of appropriate auditing and accounting experience; or
- (c) Thirty-two months of appropriate auditing and accounting experience which has demonstrated the individual's ability to perform duties of a CAF-8 position in that field; or
- (d) Any time equivalent combination of (b) or (c) above.

3. CAF-9 ---

- (a) Eligibility in an appropriate examination such as Accountant, Accountant and Auditor or Project Auditor; or
- (b) Successful completion of at least two years of study in a residence school in an accountancy course provided such study has included an

average of at least six semester hours per year in accounting subjects, plus at least two years of appropriate auditing and accounting experience; or

- (c) Forty months of appropriate auditing and accounting experience which has demonstrated the individual's ability to perform duties of a CAF-9 position in that field; or
- (d) Any time equivalent combination of (b) or (c) above.

4. CAF-10 ---

- (a) Eligibility in an appropriate examination such as ~~Senior Accountant~~, Senior Accountant and Auditor or Senior Project Auditor; or
- (b) Successful completion of at least two years of study in a residence school in an accountancy course provided such study has included an average of at least six semester hours per year in accounting subjects, plus at least thirty-two months of appropriate auditing and accounting experience; or
- (c) Four years of appropriate auditing and accounting experience which has demonstrated the individual's ability to perform duties of a CAF-10 position in that field; or
- (d) Any time equivalent combination of (b) or (c) above.

5. CAF-11 ---

- (a) Eligibility in an appropriate examination such as Principal Accountant, Principal Accountant and Auditor or Principal Project Auditor; or
- (b) Successful completion of at least two years of study in a residence school in an accountancy course provided such study has included an average of at least six semester hours per year in accounting subjects, plus at least forty months of appropriate auditing and accounting experience; or
- (c) Fifty-six months of appropriate auditing and accounting experience which has demonstrated the individual's ability to perform duties of a CAF-11 position in that field; or
- (d) Any time equivalent combination of (b) or (c) above.

The experience required under (b) or (c) above must show administrative ability in the organizing, directing and coordinating of activities in the accounting field and attainments in that field commensurate with the grade of the position to be filled.

6. CAF-12 —

- (a) Eligibility in an appropriate examination such as Head Accountant or Head Project Auditor; or
- (b) Successful completion of at least two years of study in a residence school in an accountancy course provided such study has included an average of at least six semester hours per year in accounting subjects, plus at least four years of appropriate auditing and accounting experience; or
- (c) Sixty-four months of appropriate auditing and accounting experience which has demonstrated the individual's ability to perform duties of a CAF-12 position in that field; or
- (d) Any time equivalent combination of (b) or (c) above.

The experience required under (b) or (c) above must show administrative ability in the organizing, directing and coordinating of activities in the accounting field and attainments in that field commensurate with the grade of the position to be filled.

POSITION QUALIFICATION STANDARDS

SUBPROFESSIONAL SERIES

A. Aid

1. SP-1 -- Minor Apprentice

- (a) 60 days' satisfactory experience in the appropriate field; or
- (b) Completion of three years of a full four-year high school course including or supplemented by a course in any science; or
- (c) Eligibility in an appropriate examination such as Minor Laboratory Apprentice, Student Aid, etc.

2. SP-2 -- Under Aid

- (a) 90 days' satisfactory experience in the appropriate field; or
- (b) High school graduation which has included three units in mathematics, physics, chemistry, general science or drafting. (High school graduates who have not completed three units on mathematics, physics, chemistry, general science, biology or drafting but who have supplemented their high school work by an equivalent amount of credit in such subjects in any residence school or high school grade or above may also qualify.) or
- (c) Completion of 1 semester of study in a recognized college or university or resident study in a technical institute above high school grade. Such study must have included courses in the appropriate field; or
- (d) Eligibility in an appropriate examination such as Student Aid, Under Engineering Aid, etc.

3. SP-3 -- Junior Aid

- (a) 8 months' appropriate experience; or
- (b) Completion of 2 full semesters of study in a recognized college or university or resident study in a technical institute above high school grade. Such study must have included courses in the appropriate field; or
- (c) Any time-equivalent combination of (a) and (b); or
- (d) High school graduation which has included six units in mathematics, physics, general science, chemistry, biology or drafting. (High school graduates who have not completed six units in mathematics,

physics, chemistry, general science or drafting but who have supplemented their high school work by an equivalent amount of credit in such subjects in a residence college or other school of high school grade or above may also qualify.) or

- (e) Eligibility in an appropriate examination such as Student Aid, Junior Scientific Aid, Junior Agricultural Aid, Junior Engineering Aid, Junior Scientific and Technical Aid, etc.

4. SP-4 -- Assistant Aid

- (a) 16 months' appropriate experience; or
- (b) Completion of 4 full semesters of study in a recognized college or university or resident study in a technical institute above high school grade. Such study must have included courses in the appropriate field; or
- (c) Any time-equivalent combination of (a) and (b); or
- (d) Eligibility in an appropriate examination such as Assistant Technical and Scientific Aid, Assistant Engineering Aid, Student Aid, etc,

5. SP-5 -- Aid

- (a) 24 months' appropriate experience; or
- (b) Completion of 5 full semesters of study in a recognized college or university or resident study in a technical institute above high school grade. Such study must have included courses in the appropriate field; or
- (c) Any time-equivalent combination of (a) and (b); or
- (d) Eligibility in an appropriate examination such as Technical and Scientific Aid, Engineering Aid, Student Aid, etc.

6. SP-6 -- Senior Aid

- (a) 32 months' appropriate experience; or
- (b) Completion of 6 full semesters of study in a recognized college or university or resident study in a technical institute above high school grade. Such study must have included a major in the appropriate field; or
- (c) Any time-equivalent combination of (a) and (b); or

- (d) Eligibility in an appropriate examination such as Junior Chemist, Junior Physicist, Junior Engineer, Senior Technical and Scientific Aid, Senior Agricultural Aid, Senior Engineering Aid, etc.
7. For each grade above the position of Senior Aid, SP-6, 8 months additional appropriate experience will be required, or 2 full semesters of appropriate study in a college or university of recognized standing.

B. Draftsman

12. SP-2 -- Apprentice Draftsman

- (a) 3 months' appropriate experience; or
- (b) Successful completion of at least 2 semesters of high school study in drafting, or an equivalent course in a residence school of drafting, or
- (c) Eligibility in an appropriate examination.

13. SP-3 -- Junior Draftsman

- (a) 6 months practical elementary drafting room experience; or
- (b) Successful completion of a course in drafting requiring actual classroom study in a school specializing in drafting; or
- (c) Successful completion of at least 3 semesters of high school study in drafting; or
- (d) Successful completion of a course in drafting in a college or university of recognized standing; or
- (e) Successful completion of a course in drafting under the U. S. Office of Education War Training Program; or
- (f) Eligibility in an appropriate examination for the position.

14. For higher grade positions, 8 months' additional appropriate experience (including at least 4 months' experience at or above the level of the grade immediately below) or the successful completion of an additional year in an engineering or architectural course in a recognized college or university or resident study in a technical institute above high school level for each grade above Junior Draftsman, SP-3; or eligibility in a draftsman examination of appropriate grade.

C. Library Assistant

15. SP-2 -- Minor Library Assistant

- (a) 4 semester hours resident study in a recognized library training course; or
- (b) 2 months' recognized library apprentice course; or
- (c) 4 months' paid library experience in a general or technical library using approved library methods; or
- (d) Any time-equivalent of (a), (b), and (c); or
- (e) Eligibility in an appropriate examination such as Minor Library Assistant, Under Library Assistant, Hospital Librarian, etc.

16. SP-3 -- Under Library Assistant

- (a) 8 semester hours resident study in a recognized library training course; or
- (b) 4 months' recognized library apprentice course; or
- (c) 8 months' paid library experience in a general or technical library using approved library methods; or
- (d) Any time-equivalent combination of (a), (b), and (c); or
- (e) Eligibility in an appropriate examination such as Under Library Assistant, Junior Library Assistant, Hospital Librarian, etc.

17. SP-4 -- Junior Library Assistant

- (a) 12 semester hours' resident study in a recognized library training course; or
- (b) 12 months' paid experience in a general or technical library using approved library methods, which may include a library apprentice course (not to exceed 6 months); or
- (c) Any time-equivalent combination of (a) and (b); or
- (d) Eligibility in an appropriate examination such as Junior Library Assistant, Library Assistant, Hospital Librarian, etc.

18. SP-5 -- Library Assistant

- (a) 16 semester hours resident study in a recognized library training course; or

- (b) 16 months' paid experience in a general or technical library using approved library methods, which may include a library apprentice course (not to exceed 6 months); or
- (c) Any time equivalent combination of (a) and (b); or
- (d) Eligibility in an appropriate examination such as Library Assistant, Hospital Librarian, Junior Librarian, etc.

E. Nurse

24. SP-4 -- Junior Graduate Nurse

- (a) Successful completion of a full course in a recognized school of nursing requiring a residence of at least two years in a hospital having a daily average of 50 bed patients or more and registration as Graduate Nurse in a State, Territory, or the District of Columbia; or
- (b) One year of satisfactory service in the Army or Navy Nursing Corps, and registration in a State, Territory, or the District of Columbia; or
- (c) Eligibility in an appropriate examination for the position.

25. SP-5 -- Graduate Nurse

In addition to the requirements specified for Junior Graduate Nurse, SP-4 (paragraph 24), - 12 months of graduate experience in nursing.

26. SP-5 -- Junior Public Health Nurse

In addition to the requirements specified for Junior Graduate Nurse, SP-4 (paragraph 24):

- (a) Completion of at least one academic year of study in public health nursing at a college or university offering a program of study approved by the National Organization for Public Health Nursing; or
- (b) Completion of at least one semester of study in public health nursing at a college or university offering a program of study approved by the National Organization for Public Health Nursing plus 8 months' successful public health nursing; or
- (c) Eligibility in an appropriate examination for the position.

27. SP-6 -- Public Health Nurse

In addition to the requirements specified for Junior Graduate Nurse, SP-4 (paragraph 24):

- (a) Completion of at least one academic year of study in public health nursing at a college or university offering a program of study approved by the National Organization for Public Health Nursing plus 8 months' successful public health nursing; or
- (b) Completion of at least one semester of study in public health nursing at a college or university offering a program of study approved by the National Organization for Public Health Nursing plus 16 months' successful public health nursing; or
- (c) Eligibility in an appropriate examination for the position.

POSITION QUALIFICATION STANDARDS

PROFESSIONAL AND SCIENTIFIC SERIES

A. Other than Medical officers.

For any of the professional experience required below, each year of graduate study in an appropriate field successfully completed at a college or university of recognized standing may be substituted for one year of such experience up to a maximum of three years of graduate study.

1. P-1 -- Junior Professional positions (such as Junior Engineer, Junior Chemist, Junior Architect, Junior Economist, etc.)
 - (a) Eligibility in an appropriate examination such as Junior Professional Assistant (in proper option), Junior Engineer, Junior Economist, etc.; or
 - (b) Completion of 3 years of a 4-year course leading to bachelor's degree in any field in a college or university of recognized standing, such course to include not less than 12 semester hours of strictly technical subjects which would normally be credited toward a major in the field under consideration; or
 - (c) 36 months' progressive, technical experience in appropriate field which has demonstrated the individual's ability to perform professional work of the P-1 level; or
 - (d) Any time equivalent combination of (b) and (c).
2. P-2 -- (such as Assistant Engineer, Assistant Chemist, Assistant Architect, Assistant Economist, etc.,)
 - (a) Eligibility in an appropriate examination such as Assistant Civil Engineer, Assistant Economist; etc.; or
 - (b) Completion of three years of a 4-year course leading to bachelor's degree in any field in a college or university of recognized standing, such course to include not less than 12 semester hours of strictly technical subjects which would normally be credited toward a major in the field under consideration, plus 16 months' professional experience in the appropriate field; or
 - (c) Completion of a 4-year course leading to a bachelor's degree in a college or university of recognized standing, such course to include not less than 12 semester hours of strictly technical subjects which would normally be credited toward a major in the field under consideration plus 4 months' professional experience in the appropriate field; or

- (d) 52 months of progressive technical experience in appropriate field which has demonstrated the individual's ability to perform professional work and which includes 16 months of experience of professional grade; or
 - (e) Any time equivalent combination of (b), (c), and (d).
3. P-3 -- such as Associate Engineer, Associate Chemist, Associate Economist, etc.
- (a) Eligibility in an appropriate examination such as Associate Civil Engineer, Associate Economist; etc., or
 - (b) Completion of 3 years of a 4-year course leading to bachelor's degree in any field in a college or university of recognized standing, such course to include not less than 12 semester hours of strictly technical subjects which would normally be credited toward a major in the field under consideration, plus 2 years' professional experience in the appropriate field, demonstrating the individual's ability to perform work of the P-3 grade; or
 - (c) Completion of a 4-year course leading to a bachelor's degree in a college or university of recognized standing, such course to include not less than 12 semester hours of strictly technical subjects which would normally be credited toward a major in the field under consideration, plus 12 months' professional experience in the appropriate field; or
 - (d) 60 months' technical experience in appropriate field of which 2 years must have been of professional grade demonstrating the individual's ability to perform work of the P-3 grade; or
 - (e) Any time equivalent combination of (b), (c), and (d).
4. P-4 -- such as Civil Engineer, Statistician, Economist, etc.,
- (a) Eligibility in an appropriate examination such as Civil Engineer, Economist, etc.; or
 - (b) Completion of 3 years of a 4-year course leading to bachelor's degree in any field in a college or university of recognized standing, such course to include not less than 12 semester hours of strictly technical subjects which would normally be credited toward a major in the field under consideration, plus, 40 months' professional experience in the appropriate field; demonstrating the individual's ability to perform work of the P-4 grade; or
 - (c) Completion of a 4-year course leading to a bachelor's degree in a college or university of recognized standing, such course to include not less than 12 semester hours of strictly technical

subjects which would normally be credited toward a major in the field under consideration, plus 28 months' professional experience in the appropriate field; or

- (d) 76 months' experience in appropriate field, 40 months of which must have been in professional grade, demonstrating the individual's ability to perform work of the P-4 grade; or
- (e) Any time equivalent combination of (b), (c), and (d).

- 5. P-5 -- positions in the Professional and Scientific Series -- 8 months or more of appropriate experience in addition to the experience specified in Paragraph 4. Administrative ability to organize, direct, and coordinate activities of the appropriate field, and professional attainments in the appropriate field commensurate with the grade of the position to be filled must also be shown.

CLERICAL, ADMINISTRATIVE, AND FISCAL SERIES
GRADES 7 TO 12 INCLUSIVE
(EXCEPT ACCOUNTING AND INSPECTIONAL POSITIONS)

This schedule establishes the minimum qualifications which applicants for promotion or reassignment to positions (other than accounting and inspectional) in the clerical, administrative, and fiscal series must possess. Criteria to be used by departments and agencies for approving promotions or reassignments will include:

A. Performance in the present position in the same organization or in the same occupational group. Among other things such performance should indicate:

1. a broad knowledge of organizational objectives
2. ability to plan
3. ability to coordinate
4. ability to negotiate and confer with superiors, associates, and subordinates
5. capacity for accepting responsibility
6. leadership characteristics

Emphasis on these various factors will differ according to the nature of the particular positions. Also, all of these qualities become increasingly important as the level of the position becomes higher.

B. Training for the higher positions, either general educational background or specific training for the position as an understudy or closely supervised assistant or as a trainee systematically instructed in the duties of the higher positions.

In addition to these general guides, the following specific standards are to be applied:

1. CAF-7 — (such as Junior Administrative Assistant, Assistant Administrative Analyst, Assistant Housing Management Supervisor, Assistant Placement Officer, and clerical supervisory or office management positions, etc.)
 - (a) Eligibility in an appropriate examination such as Junior Personnel Assistant, Assistant Information Specialist, etc.; or
 - (b) Progressively responsible, full-time paid experience in public or private employment, at least 8 months of which must have

involved responsible office work requiring training and experience, the exercise of independent judgment or knowledge of a specialized subject matter or both in an appropriate field or other appropriate duties of the kind performed by persons in the CAF-5 or CAF-6 grade in the Federal service; or

- (c) Completion of a course of training sponsored or conducted by a Federal agency designed to prepare employees to perform work of the CAF-7 and 8 grade and six months of appropriate Federal experience of the kind performed by persons in the CAF-5 or CAF-6 grade; or
 - (d) Completion of 3 years of a 4-year course leading to a bachelor's degree in any field in a college or university of recognized standing, such course to have included not less than 12 semester hours of subjects pertinent to the field under consideration and six months of appropriate Federal experience of the kind performed by persons in the CAF-5 or CAF-6 grade.
2. CAF-8 and CAF-9 -- (such as Senior Administrative Assistant, Associate Information Specialist, Personnel Assistant, Associate Public Employment Office Specialist, etc.)
- (a) Eligibility in an appropriate examination such as Associate Administrative Analyst, Personnel Assistant, etc.; or
 - (b) Progressively responsible, full-time paid experience in public or private employment, at least 8 months of which must have involved responsible executive, administrative, or supervisory work along specialized and technical lines, requiring specialized training and experience and the exercise of independent judgment in an appropriate field, or other appropriate duties of the kind performed by persons in the CAF-7 or CAF-8 grade in the Federal service; or
 - (c) Completion of a course sponsored or conducted by a Federal agency of training designed to prepare employees to perform work of the CAF-8 and CAF-9 grade and six months of appropriate Federal experience of the kind performed by persons in the CAF-7 or CAF-8 grade; or
 - (d) Completion of a 4-year course leading to a bachelor's degree in any field in a college or university of recognized standing, such course to have included not less than 15 semester hours of subjects pertinent to the field under consideration and six months of appropriate Federal experience of the kind performed by person in the CAF-7 or CAF-8 grade.
3. CAF-10 and CAF-11 -- (such as Administrative Officer, Administrative Analyst, Industrial Specialist, Principal Personnel Assistant, etc.)
- (a) Eligibility in an appropriate examination such as Administrative Officer, Public Employment Office Specialist, etc.; or

- (b) Progressively responsible, full time paid experience in public or private employment, at least 8 months of which must have involved exceptionally difficult and responsible executive, administrative or supervisory work along specialized and technical lines, requiring considerable specialized training and experience and the exercise of independent judgment in an appropriate field or other appropriate duties of the kind performed by persons in the CAF-9 or CAF-10 grade in the Federal service; or
 - (c) Completion of a course sponsored or conducted by a Federal agency of training designed to prepare employees to perform work of the CAF-10 and CAF-11 grades and six months of appropriate Federal experience of the kind performed by persons in the CAF-9 or CAF-10 grade; or
 - (d) Completion of a 4-year course leading to a bachelor's degree in any field in a college or university of recognized standing, such course to have included not less than 18 semester hours of subjects pertinent to the field under consideration and six months of appropriate Federal experience of the kind performed by persons in the CAF-9 or CAF-10 grade.
4. CAF-12 -- (such as Senior Administrative Analyst, Senior Administrative Officer, etc.)
- (a) Eligibility in an appropriate examination such as Senior Public Employment Office Specialist, Senior Administrative Analyst, etc., or
 - (b) Progressively responsible, full-time paid experience in public or private employment, at least 1 year of which must have involved the most difficult and responsible executive or administrative work along specialized and technical lines, requiring extended training and experience, the exercise of independent judgment, and the assumption of responsibility for results in an appropriate field or other appropriate duties of the kind performed by persons in the CAF-11 grade in the Federal service; or
 - (c) Completion of a course sponsored or conducted by a Federal Agency of training designed to prepare employees to perform work of the CAF-12 grade and six months of appropriate Federal experience of the kind performed by persons in the CAF-11 grade.