

CONFIDENTIAL
Security Information

FORMAT FOR RECORDING QUALIFICATION REQUIREMENTS

Statements of qualification requirements will be included in the position analysis format as follows:

A. Knowledge, Skills and Abilities

1. Knowledge -- (Comprehension of essential subject matter fields, disciplines and specialties, language and area knowledge, required by position)
2. Skills -- (Proficiency in the use of equipment, materials and manual techniques required by position)
3. Abilities -- (Proficiency in the application of methods and procedures)

B. Work Experience and Education

1. Work Experience -- (Type, length and level)
 - a. Required
 - b. Desirable
2. Education
 - a. Required
 - b. Desirable
 - c. Substitution of education for experience

C. Physical Requirements -- (Departmental, overseas, P.M., unusual physical requirements)

D. Personal Characteristics

1. Interests
2. Aptitudes

E. Special Qualifications -- (Other factors such as age, sex, marital status, veteran status which are required by the position.)

Note: Those qualification requirements which are pre-requisites for assignment to the position will be marked with an asterisk.

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