



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Wednesday, March 10, 2010

MEMORANDUM FOR: Human Resources Directors

FROM: Angela Bailey, DEPUTY ASSOCIATE DIRECTOR RECRUITMENT AND DIVERSITY

Subject: Changes to Qualification Standards for Four Occupations in the Equipment, Facilities, and Services Group, 1600

The U. S. Office of Personnel Management (OPM) is updating qualification standards for four occupational series in the 1600 series to align them with the *Job Family Position Classification Standard for Administrative Work in the Equipment, Facilities, and Services Group, GS-1600*, and the *Position Classification Flysheet for Equipment, Facilities, and Services Assistance Series, GS-1603*.

The table below indicates the applicable qualification standard for each of the four occupational series:

Series	Qualification Standard
1601, Equipment, Facilities, and Services	Group Coverage Qualification Standard for Administrative and Management Positions
1603, Equipment, Facilities, and Services Assistance	Group Coverage Qualification Standard for Clerical and Administrative Support Positions
1658, Laundry Operations Services	Group Coverage Qualification Standard for Administrative and Management Positions
1667, Food Services	Group Coverage Qualification Standard for Administrative and Management Positions

These changes are effective immediately. If you have questions, please contact Andrea Bright, Manager for Classification and Assessment Policy, by email at Andrea.Bright@opm.gov.