



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, October 6, 2011

MEMORANDUM FOR: Human Resources Directors

FROM: Carmen Andujar, Acting Deputy Associate Director

Subject: Draft Qualification Standards for the Information Technology
Management, 2210, Series

Copies of the standards are attached. These draft standards update the qualification requirements to include competencies and minimum proficiency levels by grade. OPM worked with the Chief Human Capital Officers (CHCO) Council's subcommittee for the Human Resources (HR) Workforce to develop this approach to qualification standards. We are continuing to develop additional competency-based qualification standards, and will be issuing standards for additional occupations throughout the remainder of the year.

We value your input and ask that you review these standards for:

1. Accuracy;
2. Completeness;
3. Clarity; and
4. Ease of use

Please send your comments by email to competency@opm.gov no later than November 18, 2011.

Attachment 1-Information Technology Management Series, 2210-Alternative A

Attachment 2-Information Technology Management Series, 2210-Alternative B