



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Friday, August 26, 2011

MEMORANDUM FOR: Human Resources Directors

FROM: Andrea Bright, Acting Deputy Associate Director

Subject: Draft Qualification Standards for Four Occupations in the Accounting and Budget Occupational Group

The U.S. Office of Personnel Management (OPM) is issuing draft qualification standards for four occupational series in the Accounting and Budget Occupational Group:

- 0501, Financial Administration and Program
- 0510, Accounting
- 0511, Auditing
- 0560, Budget Analysis

Copies of the standards are attached. These draft standards update the qualification requirements to include competencies and minimum proficiency levels by grade. The draft standards propose removing the 0501 and 0560 series from coverage by the Group Coverage Qualification Standard for Administrative and Management Positions, and removing the 0510 and 0511 series from coverage by the Group Qualification Standard for Professional and Scientific Positions.

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 September 30, 2011.

[Attachment-Draft Qualification Standards](#)