



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Tuesday, April 30, 2019

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: KIMBERLY A. HOLDEN, DEPUTY ASSOCIATE DIRECTOR,
TALENT ACQUISITION AND WORKFORCE SHAPING

Subject: Draft Qualification Standards for the Professional and Administrative
Work in the Accounting, Auditing, and Budget Group, 0500

The U.S. Office of Personnel Management (OPM) is releasing draft qualification standards for professional and administrative occupations in the Accounting, Auditing, and Budget Group, 0500. The qualification standards for the occupational series in the table below were reviewed for this study. The qualification standards for the 0512, Revenue Agent and 0526, Tax Specialist will be issued separately. After consulting with Federal agencies, the Auditing, 0511 Qualification Standard was updated. Agency subject matter experts confirmed the 510 standard was still accurate, therefore, no changes were made to the 0510 standard. The qualification requirements for the 501 and 560 series are covered by the *Group Qualifications Standard for Administrative and Management Positions*.

Occupational Name	Series
Financial Administrative and Program	0501
Accounting	0510
Auditing	0511
Budget Analysis	0560

OPM is constantly engaged with developing and issuing minimum qualification standards, policies, and instructions. This includes updating qualification standards for currency, fairness, and appropriate alignment of degree definitions, certifications, registrations and/or licensures in order to keep pace with evolving types of work.

After issuance of the final qualification standards, agencies will use these revised standards to qualify candidates for positions in these series. Therefore, we encourage all agencies to conduct a general review of the current 510 and the draft 511 qualification standards and provide comments based on your applications of the standards by the date provided below. We rely on agency human resources officials to ensure subject matter experts and program management officials are aware of the release of these draft standards and to seek their input. We depend on

your feedback to assist us in making the appropriate updates to ensure the final standards contain clear, accurate and complete occupational requirements that meet your needs.

We are providing a 30-day comment period. Each submission must cover your entire agency. Therefore, departments and independent agencies must consolidate information from all of their components or bureaus before sending your electronic comments. Please send your electronic comments as an email attachment to fedclass@opm.gov within 30-days of the date of this memorandum.

If you have questions or would like to discuss the draft qualification standards, please contact Terri France at (202) 606-3600 or via email at fedclass@opm.gov.

cc: Chief Human Capital Officers, Deputy Chief Human Capital Officers, and Chief Financial Officers Council Members