



EPAP EXPANDED PROFESSIONAL
ASSOCIATES PROGRAM

2017 EPAP Qualifications Standards

EPAP Professional Associate positions are equivalent to entry level Foreign Service Officer and Specialist positions and use the position descriptions (PDs) classified by HR/RMA (Resource Management and Organization Analysis) for entry-level positions. The qualification standards are used to determine if applicants meet the minimum requirements to perform the functions of positions in each EPAP area.

Qualification for a position does not guarantee an offer at the advertised (or full performance level) of that position. For information on salary determination, go to www.state.gov/flo/epap.

Once the vacancy announcement on USAJOBS.gov closes, the bureaus and IRM, as the case may apply, will review applications to confirm eligibility and whether each candidate meets the qualification standards for the position(s) to which they applied. The bureaus will forward the list of qualified candidates (including those candidates who have been previously qualified for the appropriate EPAP area and who have submitted a complete application package) to the posts to conduct any required language testing and to schedule interviews. The regional bureaus will notify candidates of the status of their application throughout the process.

The bureaus will rely on the applicant's USAJOBS/online federal resume and educational transcripts when making their determinations. Along with the application, applicants must include legible copies of U.S. college/university transcript(s) that include degree(s) (if any) awarded and course work completed for those position areas below that require a college degree. If transcripts do not indicate the degree awarded, applicants should include a copy of their diploma with their transcripts.

Foreign Education Provision: Foreign education transcripts will not be accepted. Applicants will submit copies of their foreign education credential evaluations in lieu of transcripts in their applications. For additional information on educational documentation and credential evaluations, please see the information posted online in the [Checklist: How to prepare now for the next open season](#).

Qualification Standards by Area

“Professional experience” is defined as experience gained in a recognized field such as journalism; social sciences; business management; project management; marketing; economics; political science; law; engineering; computer science; healthcare; teaching; or natural sciences. Note: Professional experience does not include clerical or receptionist work experience.

“Specialized experience” is required for some positions. See the information listed for the type of specialized experience that is required for the various areas

Economics

To be determined “qualified” for positions in this area, a candidate must:

- Hold an advanced degree with a major or minor in economics; or
- Hold a bachelor’s degree with a major or minor in economics and have a minimum of 2 years’ professional experience; or
- Hold a bachelor’s degree in any field and have a minimum of 2 years’ professional experience in business, economics, public policy, law, statistics, accounting, or finance.

Management

To be determined “qualified” for positions in this area, a candidate must:

- Hold an advanced degree in any field; or
- Hold a bachelor’s degree in any field and have a minimum of 2 years’ professional experience; or
- Hold an associate’s degree in any field and have a minimum of 2 years’ specialized experience.

“Specialized experience” is professional work directly relevant to management work. It includes the examples listed below under general services, human resources, and financial management qualification standards.

Political

To be determined “qualified” for positions in this area, a candidate must:

- Hold an advanced degree in any field; or
- Hold a bachelor’s degree in any field and have a minimum of 2 years’ professional experience

Public Diplomacy

To be determined “qualified” for positions in this area, a candidate must:

- Hold an advanced degree in any field; or
- Hold a bachelor’s degree in any field and have a minimum of 2 years’ professional experience

Financial Management

To be determined “qualified” for positions in this area, a candidate must:

- Hold a master’s degree in business, government, or public administration with a concentration in accounting, finance, auditing, statistics, information systems, or engineering; or
- A bachelor’s degree (BA or BS) with a minimum of 24 semester hours in accounting or finance, and have at least 2 years of specialized experience. (Note: The requirement for a minimum of 24 semester hours in accounting or finance may be waived if the candidate is a Certified Public Accountant.)

“Specialized experience” is professional work that is of a progressively responsible nature in a medium or large organization with a multi-million dollar budget. This experience also must include more than one area of financial management. Consumer loan management/approval and individual tax preparation are not

considered to be specialized experience for an FMO position. Examples of specialized experience are as follows:

- Experience in financial management work which involved the preparation, justification, or management of an organization's budget, or participation in budget hearings on appropriations for a government agency.
- Experience as a financial management officer in a government agency or in a business or industrial concern with responsibilities for program planning, organization, methods, and procedures.
- Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient use of resources.
- Teaching comprehensive budget, fiscal, or accounting courses in an accredited educational institution above the high-school level.
- Experience in the development and/or implementation of internal controls and compliance with laws and regulations related to financial management. This includes experience in the audit and financial management review of procedures and requirements.
- Experience in banking, currency purchasing, or treasury operation.
- Experience in payroll plan development and/or administration.

General Services

To be determined "qualified" for positions in this area, a candidate must:

- Hold a bachelor's degree in any field and have a minimum of 2 years' professional experience; or
- Hold an associate's degree in any field and have a minimum of 2 years' specialized experience; or
- Have a high school degree and a minimum of 6 years' professional experience, including 3 years' general professional experience and 3 years' specialized experience.

"Specialized experience" is professional work directly relevant to general services work. It includes:

- Responsibility for scheduling large shipments of domestic or overseas freight and managing customs clearances.
- Experience in negotiating contracts.
- Experience in procurement practices and procedures.
- Supervision of inventory of supplies and equipment.
- Supervision of contractual services for utilities and equipment.
- Experience in negotiating for the purchase and leasing of real property.
- Supervision of maintenance, repair and services of office and residential property.
- Supervision of motor pool operations, including management and servicing of vehicles.
- Experience in managing a pool of housing, developing space assignments, and maintaining individual units.
- Experience in managing an employee travel program encompassing a wide variety of types of travel and destinations.

Human Resources

To be determined "qualified" for positions in this area, a candidate must have:

- Hold a bachelor's degree in any field and have a minimum of 2 years' professional experience; or

- Hold an associate's degree in any field and have a minimum of 2 years' specialized experience; or
- Have a high school degree and a minimum of 6 years' specialized experience.

"Specialized experience" is professional work directly relevant to human resources work. It includes:

- Experience in a human resources office in a government agency or in the private sector with responsibilities for program planning and policy development.
- Experience in recruitment, qualifications examination and placement of professional and/or support staff personnel.
- Experience in position classification/job evaluation.
- Experience in wage and benefits surveys and analysis.
- Experience in the administration of employee benefits programs such as health benefits, life insurance and retirement systems.
- Experience in labor relations and equal opportunity issues in government and business.
- Experience in employee career development and training.
- Experience in performance management/employee evaluations.

Information Management

To be determined "qualified" for positions in this area, a candidate must:

- Hold an associates, bachelor's, or advanced degree in an IT-related field*, earned within the past five (5) years; or
- Hold an advanced degree in any field and have a minimum one (1) year of professional experience within past five (5) years; or
- Hold a bachelor's degree in any field and have a minimum two (2) years of professional experience in past five (5) years; or
- Have a high school degree and a minimum of three (3) years professional experience in the past five (5) years; or
- Formerly served in an IT-related U.S. Military Occupational Specialty (MOS)** and have a minimum of one (1) year of specialized experience in past five (5) years, or minimum of two (2) years of professional experience in past five (5) years. Must submit a DD-214 indicating this service; or
- Formerly served or currently serving (but on LWOP) as a direct-hire IM specialist for at least one overseas tour with the State Department's Foreign Service. Must submit an SF-50 reflecting this service. A copy of the SF-50 is available from the HR Service Center at 866-300-7419.

"Specialized experience" is professional work directly relevant to information management work. It includes: The implementation, management, and/or support of information technologies including information security, problem and resolution tracking, telecommunications, computer networking, trouble-shooting, off-the-shelf software, radio and telephone systems, social media, and other technologies leveraged to satisfy business needs in a customer-oriented environment.

Experience using standard office automation tools such as word processing or spreadsheet software as a tool in the performance of one's duties, where the primary responsibilities of the position do not meet the preceding definition, does not qualify.

Office Management

To be determined “qualified” for positions in this area, a candidate must have:

- Hold a bachelor’s degree in any field; or
- Hold an associate’s degree in any field and have a minimum of 1 year professional experience; or
- Have a high school diploma and 2 years’ professional experience

Office management experience is progressively responsible work related experience in positions which have a combination of secretarial, administrative assistant or office management components. Applicants must have a demonstrated proficiency in Microsoft Office Word 2003 or Microsoft Office Word 2007 as well as other commonly used programs (such as Outlook, Excel and Power Point).

Medical-Registered Nurse

To be determined “qualified” for positions in this area, a candidate must have:

A bachelor’s or associate’s degree from a professional nursing school or college and have a current and unrestricted Registered Nurse (RN) license with 1 year of hospital or outpatient nursing experience.

If you have any questions about these requirements, please contact FLOAskEPAP@state.gov.

Additional information on Information Management Qualification Standards:

***IT or IT-Related Master’s Degree:** Master’s degree from an accredited college or university in Computer Science, Information Technology Management, Telecommunications Management, Information Systems, Information Security, Data Processing, Library Science, or other -IT-related fields

IT or IT-Related Bachelor’s Degree: Bachelor’s degree from an accredited college or university in Computer Science, Information Technology Management, Telecommunications Management, Information Systems, Information Security, Data Processing, Library Science, or other IT-related fields.

IT or IT-Related Associate’s Degree: Associate’s degree from an accredited college or university in Computer Science, Information Technology Management, Telecommunications Management, Information Systems, Networking, Information Security, Data Processing, Library Science, or other IT-related fields.

IT-related Military Occupation Specialties:

** One way IM-EPAP candidates may qualify is by producing a DD-214 demonstrating service in an IT-related Military Occupation Specialty. Qualifying specialties are:

Air Force:

1B4X1	1C1X1	1C4X1	1N0X1	1N4X1	2A3X2
2A5X3	2A8X1	2A9X1	3C0X1	3D0X2	3D0X3
3D0X4	3D1X1	2D1X2	3D1X3	3D1X4	3D1X7
17C	17D	17SX			

Army:

15Q	24A	24X	25A	251A	255A
255N	255S	255Z	25B	25C	25D
25E	25F	25L	25N	25P	25Q
25S	25T	25U	25W	25X	29A
290A	29E	53A	53X	57A	948E
94D	94E	94F	94W	94Z	

Marine Corps:

0602	0603	0605	0610	0620	0640
0650	2602	2611	2802	2805	5902
5950	5970	0619	0621	0622	0623
0627	0629	0648	0651	0653	0659
0681	0689	0699	2629	2631	2649
2651	2691	2821	2822	2823	2826
2831	2832	2833	2834	2841	2844
2846	2847	2862	2871	2891	5939
5950	5954	5959	5962	5970	5939

Navy:

161X	164X	181X	182X	184X	618X
628X	629X	639X	642X	644X	718X
728X	738X	742X	743X	744X	AC
AT	CTI	CTM	CTN	CTR	CTT
ET	ETR	ETV	ET (Nuc)	IT	ITS
IC	SM				

Coast Guard:

AET	ET	IT	RM/TC	T	
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