



EPAP New Qualification Standards Table

The EPAP Minimum Standards are made of combined Education **and** Specialized Experience* - see details below for each EPAP area.

*To be credited as specialized experience, 60% or more of the duties must be in the functional or closely related field.

All positions require a minimum level of business proficiency (3/3) in English.

EPAP Position Title	EPAP Grade	EPAP Minimum Standards			Specialized Experience
		Education and Experience*		Prior EPAP Employment	
Political EPAP	FP-06	BA/BS or above in non-related field and 5 years specialized experience	or	Minimum 12 months fully successful employment in Political EPAP position at FP-06 level	Research, monitor and analysis of political, social or related conditions and trends; write reports and make recommendations on same; negotiate policy.
	FP-05	BA/BS in Int'l Relations, Political Science, History, Geography, Sociology, Anthropology, or related field and 2 years specialized experience	or	Minimum 12 months fully successful employment in Political EPAP position at FP-05 level	
	FP-04	MA/MS+ in Int'l Relations, Political Science, History, Geography, Sociology, Anthropology, or related field and 1 year specialized experience	or	Minimum 12 months fully successful employment in Political EPAP position at FP-04 level	
Economic EPAP	FP-06	BA/BS or above in non-related field and 5 years specialized experience	or	Minimum 12 months fully successful employment in Economic EPAP position at FP-06 level	Research, monitor and analysis of economic, trade, business or related conditions and trends; write reports and make recommendations on same; promote economic and/or commercial interests.
	FP-05	BS/BA in Economics, Finance, Trade, Energy, Environmental Health Science, Business, or related field and 2 years specialized experience	or	Minimum 12 months fully successful employment in Economic EPAP position at FP-05 level	
	FP-04	MA/MS+ in Economics, Finance, Trade, Energy, Environmental Health Science, Business, or related field and 1 year specialized experience	or	Minimum 12 months fully successful employment in Economic EPAP position at FP-04 level	

EPAP Position Title	EPAP Grade	EPAP Minimum Standards			Specialized Experience
		Education and Experience*		Prior EPAP Employment	
Management EPAP	FP-06	BA/BS or above in non-related field and 5 years specialized experience	or	Minimum 12 months fully successful employment in Management EPAP position at FP-06 level	Management, oversight and provision of strategic planning, operations, human resources, budget, and logistics services for a medium-sized (25 employees or more) or larger enterprise.
	FP-05	BA/BS in Public Administration, Business Administration, Operations, Finance, or related field and 2 years specialized experience	or	Minimum 12 months fully successful employment in Management EPAP position at FP-05 level	
	FP-04	MA/MS+ in Public Administration, Business Administration, Operations, Finance, or related field and 1 year specialized experience	or	Minimum 12 months fully successful employment in Management EPAP position at FP-04 level	
Public Diplomacy EPAP	FP-06	BA/BS or above in non-related field and 5 years specialized experience	or	Minimum 12 months fully successful employment in Public Diplomacy EPAP position at FP-06 level	Management, oversight and provision of media, marketing, communications, public relations, educational, cultural or journalistic services.
	FP-05	BA/BS in Public Relations, Media, Marketing, Communications, Journalism, or related field and 2 years experience	or	Minimum 12 months fully successful employment in Public Diplomacy EPAP position at FP-05 level	
	FP-04	MA/MS+ in Public Relations, Media, Marketing, Communications, Journalism, or related field and 1 year experience	or	Minimum 12 months fully successful employment in Public Diplomacy EPAP position at FP-04 level	
Facilities Manager EPAP	FP-04	HS/GED and 10 years specialized experience		N/A	Experience in facilities operations and/or maintenance; strategic operations planning; working with projects that require specialized knowledge of engineering drawings and designs; working with projects that require specialized knowledge of safety functions and applicable building codes; managing and administering preventative and non-preventative maintenance programs; managing the financial aspects of a variety of contracts and supervising staff; or related experience.
		BA/BS - Any Field and 3 years specialized experience			
		MA/MS - Any Field and 2 years specialized experience			
		BA/BS+ in Facility Management (FM) or Facilities Engineering (FE)			

EPAP Position Title	EPAP Grade	EPAP Minimum Standards			Specialized Experience
		Education and Experience*		Prior EPAP Employment	
Human Resources EPAP	FP-04	HS/GED and 10 years specialized experience	or	Minimum 12 months fully successful employment in Human Resources EPAP position at FP-04 level	Recruitment and staffing; staff training and development; performance management and appraisal; employee relations; salary and benefits administration; employee policies and procedures; labor relations and laws – including EEO; position classification; and supervision of HR staff.
		BA/BS or above in non-related field and 5 years specialized experience			
		BA+ in Human Resources Personnel or Labor Relations and 3 years specialized experience			
Financial Management EPAP	FP-04	BA/BS in Accounting or Finance and 3 years specialized experience	or	Minimum 12 months fully successful employment in Financial Management EPAP position at FP-04 level	Financial management involving the preparation, justification, or management of an organization's budget; work in a business or industrial concern with responsibilities for program planning, organization, methods and procedures; accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources; Teaching comprehensive budget, fiscal or accounting courses in an accredited educational institution above the high school level; development and/or implementation of internal controls and compliance with laws and regulations related to financial management; banking, currency purchasing or treasury operations; or payroll plan development and/or administration.
	FP-03	MA/MS in Business or Public Administration with a concentration in Accounting or Finance and no specialized experience		N/A	
General Services EPAP	FP-04	HS/GED and 10 years specialized experience	or	Minimum 12 months fully successful employment in General Services EPAP position at FP-04 level	Procurement practices and procedures; negotiating contracts; supervision of contractual services for utilities and equipment; responsibility for scheduling large shipments of domestic or overseas freight, and managing customs clearances; supervision of inventory of supplies and equipment; supervision of motor pool operations, including management and servicing of vehicles; negotiating for the purchase and leasing of real property; managing a pool of housing, developing space assignments and maintaining individual units; or managing an employee travel program encompassing a wide variety of types of travel and destinations.
		BA/BS or above in non-related field and 5 years specialized experience			
		BA/BS in public administration, business administration, industrial engineering, industrial management, or related field and 3 years specialized experience			
		MA/MS in public administration, business administration, industrial engineering, industrial management, or related field and 2 years specialized experience			

EPAP Position Title	EPAP Grade	EPAP Minimum Standards			Specialized Experience
		Education and Experience*		Prior EPAP Employment	
Information Management EPAP	FP-06	Associate of Arts degree in Information Management, Telecommunications Management, Computer Information Systems, Networking, Data Processing, Computer Sciences, Mathematics, or related computer networking fields and no specialized experience		N/A	Working with computers, upgrading, repairing, replacing hardware and software components; or working with network devices, switches and routers; or performing Sys-Admin functions such as- mail server maintenance; adding, deleting and assigning users to roles, patch management and server maintenance; configuring or administering virtual network environment; or Program Management for IT projects or Data Analytics experience.
		Associate of Arts degree non-IT field and 2 in the last 5 years specialized experience			
		U.S. Military IT Specialty Code and 2 in the last 5 years specialized experience			
Office Management EPAP	FP-07	HS Diploma/GED and 5 years specialized experience	or	Minimum 12 months fully successful employment in Office Management EPAP position at FP-07 level	Duties must have been a combination of secretarial, administrative assistant or office management components, including but not limited to managing the calendar(s) and schedule(s) for one or more senior staff; proofing and editing documents as well as tracking written materials and maintaining office files; preparing documents or computer presentations for meetings, including facilitating agendas and following up on commitments made at meetings; providing computer support of all types and knowledge management; and planning and assisting with official events and visitors.
		AA/AS in Office Management, Business Administration, or related field and two years specialized experience			
		BA/BS+ - Any Field and 1 year specialized experience			
Medical Laboratory Scientist/ Medical Technologist EPAP	FP-05	Bachelor's degree in related field and completion of an NAACLS program for MLS or MT. U.S. National MLS and MT certification and 5 years specialized, of full-time post-certification laboratory work within the last 7 years.		N/A	Recent experience in all areas of the medical laboratory including Parasitology, Microbiology, Chemistry, Immunology, Hematology, Blood Banking and Urinalysis, with progressively responsible supervisory experience as a Medical Technologist/Medical Laboratory Scientist.
Nurse Practitioner/Physician Assistant EPAP	FP-04	Master's degree in a health related field. National certification and licensure in a U.S. state and 3 years specialized, of full-time clinical experience within the past 7 years, post certification, with at least 75% involved in direct primary care.		N/A	Recent experience providing "Primary care": encompassing adult and pediatric diagnosis and treatment of acute illness and management of chronic diseases, routine gynecologic care, prenatal care, adult health maintenance and preventive health care, well child care and immunization management. Ability to manage a Health Unit and supervise diverse employees. BLS and ACLS certified (or eligible).
	FP-03	Master's degree in a health related field. National certification and licensure in a U.S. state and 5 years specialized, full-time clinical experience within the past 7 years, post certification, with at least 75% involved in direct primary care.			
Registered Nurse (and RN equivalent) EPAP	FP-05	Degree, certificate or diploma from an accredited School of Nursing. U.S. RN license or equivalent and 2 years specialized, within the last 5 years.		N/A	Recent experience providing direct in-patient and out-patient care. Ability to evaluate by means of a health history, observation, interview, physical examination and selected diagnostic measures, and treat and teach within the Scope of Nursing, and in collaboration with medical staff. BLS certified (or eligible).

EPAP Position Title	EPAP Grade	EPAP Minimum Standards		Specialized Experience
		Education and Experience*	Prior EPAP Employment	
Physician EPAP	FP-02	<p>Doctorate in Medicine or Osteopathy (MD or DO) from an accredited medical program. Completion of residency and board certification in either Family Practice, Emergency Medicine, Internal Medicine, Pediatrics, or Obstetrics/Gynecology. Must possess a valid U.S. medical license or equivalent and 3 years specialized, of full time post-residency clinical experience within the past seven (7) years, in providing primary care to adults, children, and infants, with at least 75% of the time involved in direct patient care.</p>	N/A	<p>Post residency Provision of direct primary and preventive healthcare for pediatric, obstetric, and adult patients, and emergency and acute care services. Ability to manage entire health care teams and supervise diverse employees. BLS and ACLS certified (or eligible).</p>
	FP-01	<p>Doctorate in Medicine or Osteopathy (MD or DO) from an accredited medical program. Completion of residency and board certification in either Family Practice, Emergency Medicine, Internal Medicine, Pediatrics, or Obstetrics/Gynecology. Must possess a valid U.S. medical license or equivalent and 5 years specialized, of full time post-residency clinical experience within the past seven (7) years, in providing primary care to adults, children, and infants, with at least 75% of the time involved in direct patient care.</p>		

EPAP Position Title	EPAP Grade	EPAP Minimum Standards		Specialized Experience
		Education and Experience*	Prior EPAP Employment	
Psychiatrist EPAP	FP-02	<p>Doctorate in Medicine or Osteopathy (MD or DO) from an accredited medical program. Successful completion of an internship and psychiatric residency training program. Current broad certification by the American Board of Psychiatry & Neurology (ABPN). Current, valid, and unrestricted license to practice medicine in a state, the District of Columbia, Puerto Rico, or a territory of the United States and 3 years post-residency clinical experience with at least 50% of the applicant's time involved in direct patient care during the last five years.</p>	N/A	<p>Experience in team building, leadership, and management in a multidisciplinary setting are preferred. Effective written and oral communication skills and the ability to present findings in a clear and concise manner to both medical and non-medical personnel. Public speaking skills as well as knowledge and hands-on familiarity of computer systems and software are also desirable qualities. Strong command of the English language to include grammar, spelling and punctuation. Must consistently meet a high standard for English, both written (overall structure as well as grammar, spelling and punctuation) and spoken (overall structure as well as delivery, clarity and succinctness). BLS and ACLS certified (or eligible).</p>
	FP-01	<p>Doctorate in Medicine or Osteopathy (MD or DO) from an accredited medical program. Successful completion of an internship and psychiatric residency training program. Current broad certification by the American Board of Psychiatry & Neurology (ABPN). Current, valid, and unrestricted license to practice medicine in a state, the District of Columbia, Puerto Rico, or a territory of the United States and 5 years post-residency clinical experience with at least 50% of the applicant's time involved in direct patient care during the last five years.</p>		
Licensed Clinical Social Worker EPAP	FP-02	<p>Master's degree from an accredited school of social work. Qualifications for self-regulated practice in the form of membership in the Academy of Certified Social Workers (ACSW) or credentialed as a Board Certified Diplomat (BCD) by the American Board of Examiners in Clinical Social Work. Licensed at an independent practice level (LICSW) in a state, the District of Columbia, Puerto Rico, or a territory of the United States and 5 years of post-graduate experience in a clinical psychiatric setting.</p>	N/A	<p>Experience working in a multidisciplinary setting. Experience in developing delivering and facilitating support groups in the workplace. Knowledge of evidence-based trauma interventions and experience in responding to critical incidents with appropriate interventions. Skill in oral and written communications. Ability to write neuro-psychiatric notes, memoranda, cables, correspondence.</p>