

**BY ORDER OF THE COMMANDER
65TH AIR BASE GROUP (USAFE)**



LAJES FIELD INSTRUCTION

36-101-2

LAJES FIELD

Supplement

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Certified Current: 13 March 2025

Personnel

**EDUCATION QUALIFICATION
STANDARDS FOR NON-US POSITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Daniel J. Becker, GS-13, DAF)

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This supplement is implemented under the authority of Article 1, **Paragraph 3.1** of the Labor Agreement of the Agreement on Cooperation and Defense between the United States and Portugal as well as Article 3 of the Work Regulation of 1995, Employment Conditions for Portuguese Civilian Personnel employed by USFORAZORES. This supplement complies with LFI 36-101, *Portuguese Civilian Personnel*. The purpose of this supplement is to establish policies and procedures for educational qualification standards for non-US positions. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847s from the field through the 65 Air Base Group publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/frims/frims/rims.cfm>, or any updated statement provided by the AF Records Management office (SAF/CIO A6P). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013 and E.O. 9397.

SUMMARY OF CHANGES

This publication has been revised from LAJES FIELD INSTRUCTION 36-101 to a supplement.

1.1. **APPLICABILITY:** This supplement is applicable to all personnel within the 65th ABG.

2.1. **PROCEDURES:** Non-US positions are to be filled with competent applicants on the basis of their qualifications to perform the job in terms of education and training, as well as experience, skills and abilities, and without regard to such factors as ethnic origin, sex, religion or world view, disability, age or sexual identity.

3.1. **Assessment of Educational Qualifications:** To ensure fair and consistent requirements levels for similar positions or groups of positions, educational qualification standards are to be applied as outlined in this instruction. The purpose of these qualification standards is to identify applicants who are likely to perform successfully on the job and those who are unlikely to do so. The standards are designed to determine an applicant's minimum qualification for a particular position. They are not intended to rank applicants, identify the best suitable candidate for the position to be filled, or otherwise substitute for a careful analysis of an applicant's knowledge, skills, and abilities.

4.1. **The applicant's resume and educational transcript** will be used to screen and document the applicant's qualification against the requirements of the position for which considered, and to document deviations from standard qualification requirements.

5.1. **Education and Training (E&T) Levels.** Education and Training levels are patterned after the International Standard Classification of Education (ISCED). E&T levels appraise and define formal education and occupational training creditable as minimum qualification. Creditable E&T must have been completed successfully with an appropriate certificate or diploma. The ISCED revised the classification of educational levels from six levels to eight in 2011, matching the European Union's European Qualifications Framework (EQF), which also had eight levels. **Table 1.1** provides approximate equivalencies that can be applied in place of the Office of Personnel Management (OPM) educational qualification standards for General Schedule (GS) positions:

6.1. **Educational Equivalency Determination:** Portuguese applicant qualifications listed in this document will be considered equivalent to the U.S. education level in **Table 1.1** as long as all documents provided are valid and clearly demonstrate the education level or certification under Portuguese Law. Certain positions, such as engineer or physician, require additional certifications and qualifications which will need to be validated on a case-by-case basis. Qualifications from other countries will not be considered under this instruction. The Civilian Personnel Officer (CPO) will base all equivalency determinations on the education documentation that were provided, unrelated to the remainder of the application. Any disputes on the educational equivalency determination will be resolved by the Force Support Flight Director/Commander.

7.1. **Credit Hours and Semester Hours.** This paragraph will be used when a qualification standard requires a specific number of semester hours be completed or be from a major area of study related to the occupational series. According to the European Credit Transfer and Accumulation System (ECTS), an ECT represents 25-30 hours of work in a study program. According to the Merriam-Webster Dictionary, a Semester Hour or Credit Hour is essentially the same thing. A normal class is 3 hours per week for 15 weeks; therefore, a semester hour is

equivalent to about 45 hours of work in a study program. In addition, if a “Licenciatura” is typically 180 ECTS and a Bachelor’s Degree is typically 120 Semester Hours, we have determined that ECTS can be converted to Semester Hours by multiplying the number of ECTS by 67%. For example, 36 ECTS times 0.67 equals 24.1 Semester Hours. If an applicant required 24 semester hours of education in a specific major area of study, then 36 ECTS would be deemed a satisfactory equivalency.

TABLE 1.1. Educational Equivalency Between Portuguese and US Education Systems

| Portuguese Education System Equivalency | US Education System Equivalency |
|--|--|
| Basic Education | Primary and Middle School through 9 th Grade |
| Secondary Education: High School Diploma through 12 th grade or apprenticeship graduation certificate through a Professional School | High School Diploma through 12 th Grade |
| Professional Program completion (diploma or certification) from a recognized professional school in a commercial, administrative, business, or trade/technical engineering occupation that closely relates to the position being considered. | Technical College or Trade School Diploma |
| Post-Secondary Education through Higher Education Institutions that offer Technologic Specialization Courses “Cursos de Especialização Tecnológica (CET)” | Graduation from a Junior College or completion of an Associate’s Degree or Certified Master Craftsman, Technician, Business Administrator with a trade license certified by a State Government Office. |
| Licenciatura Typically 180 – 240 ECTS | Bachelor’s Degree Typically 120 or more Semester Hours |
| Mestrado | Master’s Degree |
| Doutoramento | Doctorate |

8.1. **RESPONSIBILITY:** The educational equivalency of a candidate is the responsibility of the Civilian Personnel Office. Any decision by the Civilian Personnel Office to assign equivalency to the educational requirements will be the same for all candidates to a position.

BETH D. GRABORITZ, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

LFI 36-101, *Portuguese Civilian Personnel*, 18 Nov 2019

AFMAN 33-363, *Management of Records*, 31 May 2019

Adopted Forms

AF Form 847, *Recommendation for Change of Publications*

Abbreviations and Acronyms

65 ABG—65th Air Base Group

65 FSF—65th Force Support Flight

AFI—Air Force Instruction

CPO—Civilian Personnel Officer

DoD—Department of Defense

ECTS—European Credit Transfer and Accumulation System

EQF—Educational Qualifications Framework

E&T—Education and Training

IAW—In Accordance With

ISCED—International Standard for Classification of Education

LFI—Lajes Field Instruction

LN—Local National

OPM—Office of Personnel and Management

POC—Point of Contact

USFORAZORES—United States Forces Azores

Terms

Doutouramento—The Portuguese equivalency of a Doctorate Degree.

Educational Equivalency—A Portuguese educational qualification that is deemed equivalent to the US standard for a job announcement. Portuguese applicant qualifications will be considered equivalent to the U.S. education level as long as all documents provided are valid and clearly demonstrate the education level or certification under Portuguese Law.

Licenciatura—The Portuguese equivalency of a Bachelor's Degree.

Mestrado—The Portuguese equivalency of a Master's Degree.