

**BY ORDER OF THE COMMANDER
US AIR FORCES IN EUROPE-AIR
FORCES AFRICA**

**UNITED STATES AIR FORCES IN
EUROPE-AIR FORCES AFRICA
INSTRUCTION 36-103**

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Personnel



**QUALIFICATION STANDARDS FOR
NON-US POSITIONS IN GERMANY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*, and AFPD 34-3, *Non-Appropriated Funds Personnel Management and Administration*. This instruction provides general guidelines for the rating of job applicant qualifications when filling non-United States (US) citizen appropriated and non-appropriated fund positions of US Air Forces or serviced organizations in Germany. It contains general qualification standards and qualification standards for supervisory positions, leader and foreman positions. It serves to implement basic requirements contained in the Collective Tariff Agreement of 16 December 1966 for the Employees of the Sending States Forces in the Federal Republic of Germany (CTA II), as amended. This instruction applies to all United States Air Forces in Europe, United States Air Forces Africa (USAFE-AFAFRICA) Regular Air Force units. It does not apply to the Air Force Reserve Command or Air National Guard units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number ("T-0, T-1, T-2, T-3") following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers

through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items, utilizing guidance identified in DAFI 33-360. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: Updates to office symbols and references. Changes instruction number for USAFEI36-703 to USAFE-AFAFRICA I36-103. Changes form number from USAFE Form 260 to USAFE-AFAFRICA Form 260.

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1. Policy. 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.

2. Roles, Responsibilities, and Assessment of Qualification. To ensure a fair and consistent requirements level for similar positions or groups of positions, 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. USAFE-AFAFRICA Form 260, *Record of Qualifications (NON-US)* 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. Qualification records of all applicants will be filed in the job folder, prepared for each position announcement, and destroyed when superseded, obsolete, or no longer needed. Upon appointment of an applicant to a specific position, the respective USAFE-AFAFRICA Form 260 will be filed in the Official Personnel Folder (OPF). Qualification records of employees under reduction-in-force (RIF) must be kept with all other RIF documents in the active or inactive OPF or RIF-placement file.

3. Education and Training (E&T) Levels.

3.1. Education and Training levels are patterned after the German education system. 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. Six E&T levels, as laid down in **Table 3.1**, have been established.

Table 3.1. Education and Training Level I.

Education and Training Level I (Bildungsebene I)	
Hauptschule with graduation (lower secondary school)	Hauptschule mit Abschluss

Table 3.2. Education and Training Level II.

Education and Training Level II (Bildungsebene II)	
<p>A. Intermediate secondary school diploma (Mittlerer Bildungsabschluss (Mittlere Reife)). The intermediate secondary school diploma is obtained after completion of the 10th grade of the Realschule (intermediate secondary school), Gymnasium (grammar school), and Gesamtschule (comprehensive school). The “intermediate secondary school diploma” is a term for various other school diplomas. In some states (Länder), the requirements for obtaining an intermediate secondary school diploma vary, OR</p> <p>B. A completed apprenticeship with certificate of completion in a commercial, administrative business, or trade/technical engineering occupation that is closely related to the position for which considered.</p>	<p>A. Mittlerer Bildungsabschluss (Mittlere Reife). Der mittlere Bildungsabschluss wird nach erfolgreichem Besuch der 10. Klasse einer Realschule, eines Gymnasiums bzw. einer Gesamtschule erreicht. Der „mittlere Bildungsabschluss“ ist eine Bezeichnung für verschiedene vergleichbare Schulabschlüsse. Für den Erwerb des mittleren Bildungsabschlusses gibt es in den einzelnen Bundesländern unterschiedliche Regelungen, ODER</p> <p>B. Eine abgeschlossene Lehre in einem kaufmännischen, verwaltungstechnischen oder handwerklichem /technischen Beruf, der verwandt ist mit der Stelle, für die der Bewerber berücksichtigt wird.</p>

Table 3.3. Education and Training Level III.

Education and Training Level III (Bildungsebene III)
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Education and Training Level III (Bildungsebene III)	
A. Education and Training Level II A and a completed apprenticeship with certificate of completion in a commercial, administrative, business, or trade/technical engineering occupation that is closely related to the position for which considered, or	A. Bildungsebene II A und eine abgeschlossene Lehre in einem kaufmännischen, verwaltungstechnischen oder handwerklichem /technischen Beruf, der verwandt ist mit der Stelle, für die der Bewerber berücksichtigt wird, oder
B. Technical college entrance qualification, or	B. Fachhochschulreife oder
C. Abitur (university entrance qualification) (junior college graduation equivalent).	C. Abitur.

Table 3.4. Education and Training Level IV.

Education and Training Level IV (Bildungsebene IV)	
A. Education and Training level III B or C and a completed apprenticeship with certificate of completion in a commercial, business, administrative or trade/ technical engineering occupation that is closely related to the position for which considered, or -	A. Bildungsebene III B oder C und eine abgeschlossene Lehre in einem kaufmännischen oder verwaltungstechnischen, oder handwerklichem/ technischen Beruf der verwandt ist mit der Stelle, für die der Bewerber berücksichtigt wird, oder
B. State Certified Master Craftsman (Meister), or	B. staatlich geprüfter Meister oder
C. State Certified Technician, or	C. staatlich geprüfter Techniker oder
D. State Certified Business Administrator.	D. staatlich geprüfter Betriebswirt.

Table 3.5. Education and Training Level V.

Education and Training Level V (Bildungsebene V)	
Degree from a university or specialized college; e.g..Bachelor Exam/College Diploma/1st State Exam	Erfolgreicher Abschluss einer Universität oder Fachhochschule, z.B. Bachelor Examen/ Fachhochschuldiplom/1.Staatsexamen

Table 3.6. Education and Training Level VI.

Education and Training Level VI (Bildungsebene VI)
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Education and Training Level VI (Bildungsebene VI)	
Degree from a university, e.g. Masters Exam/University Diploma/2nd State Exam/PhD	Erfolgreicher Abschluss einer Universität, z.B. Masters Examen/Hochschuldiplom/2.Staatsexamen/Doktorat

3.2. Formal E&T that was completed in foreign educational institutions are creditable upon submission of documentation to prove the equivalency level. The applicant is responsible to provide verification of an appropriate equivalency determination through the appropriate authority of the state (*Land*) where the applicant is residing.

4. General Qualification Standards for Salary Schedule C and Equivalent Positions.

4.1. General qualification standards establish the amount and type of required experience based on E&T levels for each grade of the salary schedule C and equivalent positions for which a specific qualification standard ([paragraph 5](#)) does not exist or for which the CTA II does not specifically prescribe qualification requirements ([paragraph 6](#)).

Table 4.1. General Qualification Standards.

E&T Level	I	II	III	IV	V	VI
Grade	Years of Creditable Experience*					
3	None	None	None	None	None	None
4	1	None	None	None	None	None
4a	2	1	None	None	None	None
5	3	2	None	None	None	None
5a	4	3	1	None	None	None
6						
6	n/a	4	2	None	None	None
6a	n/a	5	3	None	None	None
7	n/a	n/a	4	1	None	None
7a	n/a	n/a	5	2	1	None
8						
8	n/a	n/a	n/a	3	2	1
9	n/a	n/a	n/a	4	3	2
10	n/a	n/a	n/a	5	4	3

Table 4.2. Pay Categories Experience Requirements.

<p>Creditable experience is defined by pay categories as follows:</p>
<p>Salary Schedule C-3 through C-5a: Creditable experience includes any type of work or activity of an applicant that has provided the basic knowledge, skills and abilities needed to successfully perform the major tasks of the position for which considered.</p>
<p>Salary Schedule C-6 through C-7a: Creditable experience must reflect the particular knowledge, skills, and abilities required for the position and must be in the same or in a similar line of work as the job for which considered. The predominant experience must have been gained at a comparable level of difficulty to the position to be filled and must be directly related to the position.</p>
<p>Salary Schedule C- 8 and above: Creditable experience is work at a high level of responsibility in a closely related professional field that is in the same line of work of the position to be filled. The experience must reflect in-depth technical knowledge, sound judgment, personal initiative, and the ability to make independent decisions.</p>
<p>As a rule one year of creditable experience must have been gained at one level below the grade for which considered.</p>
<p>Substitution of E&T Levels. For positions up to and including the C-7a level, E&T levels III and IV may be substituted by additional experience as follows:</p>
<p>Level III: 2 years; applicant must meet E&T level II</p>
<p>Level IV: 3 years, if applicant meets E&T level II, or 2 years if applicant meets E&T level III</p>
<p>Substitution of the E&T level is not possible for positions at the C-8 level and above.</p>

5. Specific Qualification Standards.

5.1. Specific qualification standards establish particular education, training and experience requirements for positions in certain occupational series for which the general qualification standard is not likely to produce qualified candidates. These standards normally require higher E&T levels and, in most cases, job-related education and experience. Specific qualification standards may be developed locally as needed.

6. Qualification Requirements for Salary Positions Prescribed by CTA II.

6.1. Salary schedules and positions, as specified in [Table 5.1](#), are subject to qualification requirements prescribed by the CTA II. Accordingly, qualification requirements in the CTA II must be used when appraising and rating an applicant’s qualification to fill positions subject to these schedules.

Table 5.1. Salary Schedule.

Salary Schedule	Position Title/Employees Covered
C (L)	Teachers
C (FS)	Air Traffic Controllers
C (TK)	Telecommunications Personnel
C (DV)	Information Technologists
D	Foremen (Meister)
H	Employees in Accommodations, Catering, and Services Establishments
K and KD	Employees in Hospitals and Other Medical Facilities
P	Firefighters (ICW locally developed standards)
T	Employees in Retail Activities
Z	Employees in Civilian Support Units

7. General Qualification Requirements for Supervisory, Foreman, Leader, and Wage Earner Positions.

7.1. Supervisory Positions. Applicants must meet the qualification requirements of the highest position technically supervised. Applicants must also demonstrate in their work experience or training, that they possess, or have the potential to develop supervisory skills such as developing and furthering management goals, organizing work/assignments, motivating and properly communicating with subordinates, etc.

7.2. Foreman Positions. Applicants must meet the qualification requirements for the highest wage earner position technically supervised. External applicants for positions in pay grade D-3, Foreman (Shop Supervisor (Skilled Trades and Crafts)) and D-4, General Foreman (Skilled Trades and Crafts) must be in possession of the *Meister* diploma in the skill or a related skill applied by the majority of the employees supervised. Substitution of the *Meister* diploma with experience is not authorized for external applicants.

7.3. Leader Positions. Applicants for leader (Vorarbeiter) positions must meet the qualification requirements for the highest wage earner position technically supervised with at least one year experience at the respective wage group level.

8. English Language Requirements. English language proficiency levels and applicable procedures for test administration are prescribed in USAFE-AFAFRICA I 36-132, *English Language Proficiency Testing of LN Employees and Applicants*.

9. Miscellaneous Job Requirements (All Positions). Other requirements such as security screening/drug testing/physical job demands, etc. must be communicated in the position announcement.

10. Grandfathering of Current Employees. In situations where the experience and education requirements of new standards exceed those of previous standards, current employees who do not meet the new requirements, will be retained without prejudice in their current position.

11. Waiver of Qualification Requirements. Local labor market conditions or special US Forces requirements for skills not commonly found in the labor market may require waiving qualification requirements established by standard.

11.1. A waiver of qualification requirements may be considered if the following prerequisites are met.

11.1.1. Extensive internal and external recruitment efforts failed to produce the type of candidate who meets the qualification requirements for the position as established by the standard.

11.1.2. Efforts to establish a trainee position with an individual development plan for the employee to acquire the necessary skills and qualification during a prescribed training period were unsuccessful.

11.1.3. Justification is provided reflecting the prospective ability of the candidate to perform successfully in the position to be filled.

11.2. The request must be initiated by the selecting official, and must be endorsed by the operating official in charge of the employing organization.

11.3. The Civilian Personnel Officer may approve exceptions to qualification standards for in-service placement actions. Waivers for positions at grade level C-8 and equivalent, and above, as well as waivers for external placement actions require prior approval by the Personnel Programs Division Chief (HQ USAFE-AFAFRICA/A1K).

SUSAN M. AIROLA-SKULLY, Colonel, USAF
Director, Manpower, Personnel and Services

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

AFPD34-3, *Non-Appropriated Funds Personnel Management and Administration*, 13 June 2018

AFPD36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019

USAFE-AFAFRICA I36-123, *English Language Proficiency Testing of LN Employees and Applicants*, 5 August 2019

Federal Ministry of Finance (Germany), *Collective Tariff Agreement for the Employees of the Sending States Forces in the Federal Republic of Germany (CTA II)*, 16 December 1966

Prescribed Forms

USAFE-AFAFRICA Form 260, *Record of Qualifications (NON-US)*

Adopted Forms

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Department of the Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CTAII—Collective Tariff Agreement for the Employees of the Sending States Forces in the Federal Republic of Germany

DAFI—Department of the Air Force Instruction

E&T—Education & Training

HQUSAFE-AFAFRICA/A1K—Personnel Programs Division Chief

IAW—In Accordance With

OPF—Official Personal Folder

OPR—Office of Primary Responsibility

RIF—Reduction-in-force

US—United States

USAFE-AFAFRICA—United States Air Forces in Europe and Air Forces Africa