

**TABLE 1****Qualification Guidelines for BWT 1 – Professional, Technical and Clerical Occupations**

Grade	Experience/License	Education
10	At least one year of specialized experience equivalent to the next lower grade level	
9	At least one year of specialized experience equivalent to the next lower grade level	
8	At least one year of specialized experience equivalent to the next lower grade level	Doctorate Degree in Graduate School in a related field
7	At least one year of specialized experience equivalent to the next lower grade level	OR Masters Degree in a related field OR 3 academic year of graduate level education
6	At least one year of specialized experience equivalent to the next lower grade level	OR Completion of four year college/university in a related field OR 2 academic year of graduate level education
5	At least one year of specialized experience equivalent to the next lower grade level	OR 4 academic years above high school leading to a bachelor's degree OR Completion of four-year college/university
4	At least one year of general experience	OR Completion of two-year junior college/university or technical or business school
3	At least six months of general experience.	OR High School completion or equivalent

Note: Completion of Studies includes those applicants who are expected to graduate (at the end of the current school year or current semester) with a condition to present the certificate of completion of education. Failure to present completion of education upon at a specified period of time (a month) will be considered as failure to meet the requirements of the job.

#### Combination of Experience and Education:

For BWT 1-4 and above Experience and Education may be combined. Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades BWT 1-6 and BWT 1-7.

**TABLE 2**

**Qualification Guidelines for BWT 2 – Manual, Trade and Craft Occupations**

Grade	Experience
6-10	Specialized experience in the related work at the next lower level
5 and below	Trade and/or manual work experience.

Note: Manual work experience may include unpaid manual work that demonstrates the applicant's ability to perform the duties of the position.

**TABLE 3**  
**Qualification Guidelines for BWT 3 – Guard and Fire Protection Occupations**

Grade	Experience
3-7	1 year of specialized experience in the related work at the next lower grade
2	6 months of specialized experience in the related work at the next lower grade (Guard only) *
1	No experience required (Guard only)

\*May require completion of specialized training or requirement to obtain an appropriate license.

Note: Specialized Experience is defined as experience in substantially the same line of work as the job to be filled, whether the experience was acquired at USFJ installation or in private industry. Candidates must show experience that has equipped them with the knowledge and skills necessary to successfully perform the duties of the position. General experience is defined as work that indicates ability to acquire the particular knowledge and skills needed to successfully perform the duties of the position. Candidates must show experience that has given them the qualifications to successfully perform the duties of the position.