



**USA Staffing®**  
*Great Government Starts Here®*

**USA Staffing®**

# **HR Manager Competencies Reference Guide**

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Advisory Board Requirements Group Members and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you have received this document in error, please notify the USA Staffing Program Office immediately and delete all copies of the presentation.



**OPM HR SOLUTIONS**  
*by government, for government*

**U.S. Office of Personnel Management**  
1900 E Street NW Washington, DC 20415

## Overview

Agencies are provided direct access to the OPM-developed competencies for use as a starting place in their own job analyses and assessment development. These competencies are already loaded into USA Staffing and available to all customer agencies through the OPM HR Manager competency networks. These networks are populated with job analysis (competency) information collected by OPM through government-wide surveys, referred to as the MOSAIC (Multipurpose Occupational Systems Analysis Inventory – Closed Ended) surveys. Although HR Manager, the original Internet-based tool designed to make the MOSAIC data available, was decommissioned in 2020, MOSAIC competency data are still available through USA Staffing (the OPM HR Manager competency networks).

## Additional Resources

- The **Assessment & Selection** section of the OPM Website (<https://www.opm.gov/policy-data-oversight/assessment-and-selection/competencies/>) contains helpful information and resources such as a PDF and Excel file of the MOSAIC competencies. These additional documents also explain why, in certain instances, there are multiple versions of a competency. In those instances, the reason for the additional definitions is noted.
- The **Federal Wage System Qualifications** section of the OPM Website (<https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=Overview>) contains helpful information and resources such as a list of approved job elements organized by Job Family, including which job elements are required screen-out elements.
- The **USA Staffing Competency Networks User Guide** contains helpful information for agencies seeking to create agency-specific competency libraries to supplement the system-level competency data provided. Please contact your USA Staffing Account Manager for questions regarding this guide.
- The **USA Staffing Assessment Questionnaire Copy from File Template** provides a template file for agencies seeking to use the competency ID information provided below when creating their questionnaire content. Please contact your USA Staffing Account Manager for questions regarding this template.

## HR Manager Competencies

Each competency in the below table has a Name, Definition, and the USA Staffing Competency ID. The Competency ID can be used when creating questionnaires using the Add from Library or Copy from File functionality.

ID	Competency Name	Competency Definition
1	Accessibility	Knowledge of tools, equipment, and technologies used to help individuals with disabilities use computer equipment and software.
2	Accident Investigation	Knowledge of guidelines, regulations, and procedures associated with an accident investigation including preservation of accident scene, root cause analysis, and evidence detection and handling.
3	Accountability	Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
4	Accounting	Knowledge of traditional accounting practices including accrual, obligations, and costs methods.

ID	Competency Name	Competency Definition
5	Administration and Management	Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.
6	Administrative Law	Knowledge of state and federal administrative laws, including procedures, regulations, guidelines, and precedents related to case preparation and settlements.
7	Aerospace Engineering	Knowledge of the concepts, principles, and theories of aerodynamics or space environments related to the design, development, testing, analysis, application, and utilization of aerospace and aeronautical devices, vehicles, systems, and equipment.
8	Agility	Bends, stretches, twists, or reaches out with the body, arms, or legs.
9	Aircraft Maintenance	Knowledge of aircraft engines, parts, and systems, including their designs, uses, repair, and maintenance.
10	Ammunition and Explosives	Knowledge of ammunition and explosives and their uses, interactions, dangers, production, handling, storage, and disposal.
11	Animal Husbandry	Knowledge of the care and handling of animals, including feeding, controlling, restraint, health, and reproduction.
12	Applies Technology to Tasks	Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.
13	Architecture	Knowledge of the concepts, principles, theories, and practices used in the planning, design, construction, and maintenance of buildings or other structures, taking into consideration aesthetic and functional concerns.
14	Arithmetic	Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.
15	Arithmetic/Mathematical Reasoning	Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.
16	Arrest	Knowledge of the laws, principles, and procedures used in apprehending a criminal suspect, including polices for pursuit and proper use of force and capture such as Miranda rights.
17	Artificial Intelligence	Knowledge of the principles, methods, and tools used to design systems that perform human intelligence functions.
18	Astronomy	Knowledge of the concepts, principles, and theories of the physical processes leading to the emission of electromagnetic radiation or particles from celestial bodies, the measurement and physical characteristics of celestial bodies, including cosmic microwave background, submillimeter technology, galaxies, star formations, and planetary science.

ID	Competency Name	Competency Definition
19	Attention to Detail	Is thorough when performing work and conscientious about attending to detail.
20	Auditing	Knowledge of generally accepted auditing standards and procedures for conducting financial and compliance, economy and efficiency, and program results audits.
21	Biology	Knowledge of plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other.
22	Biology	Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
23	Botany	Knowledge of the concepts, principles, and theories of plants, including structures and functions, classification, taxonomy, plant communities, distribution, habitat requirements, life histories, reproduction, conservation, and care of plant species.
24	Building and Construction	Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.
25	Building and Construction	Knowledge of the materials, methods, systems, and the tools used to construct objects, structures, and buildings.
26	Business Process Reengineering	Knowledge of methods, metrics, tools, and techniques of Business Process Reengineering.
27	Capacity Management	Knowledge of the principles and methods for monitoring, estimating, or reporting actual performance or the performance capability of information systems or components.
28	Capital Planning and Investment Assessment	Knowledge of the principles and methods of capital investment analysis or business case analysis, including return on investment analysis.
29	Carpentry/Woodworking	Knowledge of materials, methods, and the appropriate tools to construct, install, finish, or repair wooden objects or structures.
30	Cartography	Knowledge of the concepts, principles, theories, and methods related to the research, design, development, or revision of maps, charts, and related cartographic products, and photogrammatic and cartographic processing.
31	Chemical Engineering	Knowledge of the concepts, principles, and theories related to the chemical composition or physical characteristics of materials for the design, construction, operation, and improvement of processes or systems.
32	Chemistry	Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
33	Chemistry	Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, storage, and disposal.

ID	Competency Name	Competency Definition
34	Chemistry	Knowledge of the concepts, principles, and theories of the composition, structure, and properties of substances, and of the chemical processes and transformations, including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
35	Civil Engineering	Knowledge of the concepts, principles, theories, and methods required to plan, design, construct, operate, and maintain facilities such as buildings, transportation systems, water and sanitary systems, and other public works systems.
36	Clerical	Knowledge of filing, typing, entering data, maintaining records, taking shorthand, and using and completing forms.
37	Client Orientation	Anticipates and meets the needs of clients; achieves quality end-products; is committed to improving services.
38	Communications and Media	Knowledge of the production, communication and dissemination of information and ideas to inform and entertain via written, oral, and visual media.
39	Compliance Inspection	Knowledge of the guidelines, regulations, and procedures associated with compliance inquiries, including application of compliance rules and criteria and ability to make appropriate decisions and issue citations, fines, or orders.
40	Computer Forensics	Knowledge of tools and techniques used in data recovery and preservation of electronic evidence.
41	Computer Languages	Knowledge of computer languages and their applications to enable a system to perform specific functions.
42	Computers	Knowledge of circuit boards, processors, chips, and computer hardware and software, including applications and programming.
43	Computers and Electronics	Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including applications and programming.
44	Computers and Electronics	Knowledge of the design and operation of electric circuit boards, processors, chips, and computer hardware or software systems, including applications and programming.
45	Configuration Management	Knowledge of the principles and methods for planning or managing the implementation, update, or integration of information systems components.
46	Conflict Management	Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.
47	Conflict Management	Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

ID	Competency Name	Competency Definition
48	Conscientiousness	Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.
49	Constitutional Law	Knowledge of the laws and legal precedents related to the U.S. Constitution.
50	Contracting/Procurement	Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.
51	Contracting/Procurement	Knowledge of various types of contracts, techniques or requirements (for example, Federal Acquisitions Regulations) for contracting or procurement, and contract negotiation and administration.
52	Cost Benefit Analysis	Knowledge of the principles and methods of cost benefit analysis, including the time value of money, present value concepts, and quantifying tangible and intangible benefits.
53	Cost-Benefit Analysis	Knowledge of the principles and methods of cost-benefit analysis, including the time value of money, present value concepts, and quantifying tangible and intangible benefits.
54	Creative Thinking	Develops new insights into situations and applies innovative solutions to make organizational improvements; designs and implements new or cutting-edge programs/processes.
55	Creative Thinking	Uses imagination to combine ideas or information in new ways.
56	Creative Thinking	Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.
57	Creative Thinking	Uses imagination to develop new insights into situations and applies new solutions to problems; designs new methods where established methods and procedures are not suitable or are unavailable.
58	Criminal Investigation	Knowledge of the guidelines, regulations, and procedures associated with criminal investigation, including evidence detection and handling and drawing appropriate factual inferences and conclusions.
59	Criminal Law	Knowledge of state and federal criminal laws, including procedures, regulations, guidelines, and precedents related to admissibility of evidence and prosecution.
60	Customer Service (Clerical/Technical)	Works and communicates with clients and customers (e.g., any individuals who use or receive the services or products that your work unit provides, including individuals who work in your agency or in other agencies or organizations outside the Government) to satisfy their expectations. Committed to quality services.

ID	Competency Name	Competency Definition
61	Customer Service	Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
62	Cutting	Knowledge of meat cutting, including the grades and structure of meat, fish, or poultry.
63	Data Management	Knowledge of the principles, procedures, and tools of data management, such as modeling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes.
64	Data Systems	Knowledge of computer hardware and software development and systems as they apply to the conception, specification, analysis, planning, development, installation, test, modification and use of data handling and computing systems in support of aerospace flight and ground systems.
65	Database Administration	Knowledge of the principles, methods, and tools for automating, developing, implementing, or administering database systems.
66	Database Management Systems	Knowledge of the uses of database management systems and software to control the organization, storage, retrieval, security, and integrity of data.
67	Decision Making	Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
68	Decision Making	Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
69	Decision Making	Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.
70	Decisiveness	Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.
71	Depth Perception	Accurately judges which of several objects is closer or farther away from the observer, or the distance between an object and the observer.
72	Design	Knowledge of conceptualizing, developing, producing, understanding, and using plans, models, blueprints, and maps, including the use of tools and instruments to produce precision technical drawings, working prototypes, components, or systems.

ID	Competency Name	Competency Definition
73	Design	Knowledge of developing, producing, understanding, and using plans, blueprints, models, and maps, including the use of tools and instruments to produce precision technical drawings.
74	Detention	Knowledge of the policies and procedures for detaining criminal suspects including processing, fingerprinting, detention requests, informing detainee of charges, and transportation.
75	Distributed Systems	Knowledge of the principles, theoretical concepts, and tools underlying distributed computing systems, including their associated components and communication standards.
76	Earth Science	Knowledge of interdisciplinary disciplines associated with the earth's composition, structure, or other physical aspects, including atmosphere.
77	Ecology	Knowledge of the concepts, principles, and theories of the interrelationships among organisms and their environment, including competition and predation, evolution and natural selection, population dynamics, and the impact of natural phenomena or human actions on natural systems, processes, and biota.
78	Economics	Knowledge of economic policy, principles, and practices, market and non-market values, and the analysis and reporting of economic data.
79	Economics and Accounting	Knowledge of economic and accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.
80	Economics and Accounting	Knowledge of economic and accounting principles and practices, tax laws and practices, the financial markets, banking, and the analysis and reporting of financial data.
81	Education and Training	Knowledge of teaching, training, research, making presentations, lecturing, testing, and other instructional methods.
82	Education and Training	Knowledge of the concepts, principles, and theories of instructional methods such as teaching, training, research, making presentations, lecturing, and testing.
83	Electrical	Knowledge of electrical equipment, components, instruments, and systems, including their design, installation, testing, uses, repair, or maintenance.
84	Electrical Engineering	Knowledge of the concepts, principles, theories, and methods related to the design, analysis, test, and integration of electrical systems; energy conversion; electrical power generation; and energy transmission, control, distribution or use.
85	Electronic Commerce (e Commerce)	Knowledge of the principles, methods, and tools for conducting business online, including electronic data interchange.
86	Electronics	Knowledge of electronic theory, circuits, components, and material properties (excluding computers).



ID	Competency Name	Competency Definition
87	Electronics Engineering	Knowledge of the concepts, principles, theories, and methods related to the design, analysis, test, fabrication, or verification of analog or digital electronic systems.
88	Embedded Computers	Knowledge of specifications and uses of specialized computer systems used to control devices (for example, automobiles, helicopters), including the appropriate programming languages.
89	Encryption	Knowledge of procedures, tools, and applications used to keep data or information secure, including public key infrastructure, point to point encryption, and smart cards.
90	Engineering and Technology	Knowledge of engineering concepts, principles, and practices, and of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.
91	Entomology	Knowledge of the concepts, principles, and theories of insects, including taxonomy, morphology, behavior, life cycles, population dynamics, host-insect interactions, the role of insects in natural and managed ecosystems, and the regulation, prevention, and control of pest-related problems.
92	Environmental Engineering	Knowledge of the concepts, principles, theories, and methods to protect and improve the quality of the environment and its resources; and to monitor, control, abate, and prevent pollutants.
93	External Awareness	Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.
94	External Awareness	Identifies and understands economic, political, and social trends that affect the organization.
95	Eye-Hand Coordination	Accurately coordinates one's eyes with one's fingers, wrists, or arms to move, carry, or manipulate objects, or to perform other job-related tasks.
96	Eye-Hand Coordination	Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).
97	Facilities	Knowledge of the physical, engineering, and experimental equipment and operational characteristics of facilities, and safety and equipment development designed to support aerospace activities.
98	Financial Management	Prepares, justifies, and/or administers the budget for program area; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies.
99	Financial Management	Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

ID	Competency Name	Competency Definition
100	Fine Arts	Knowledge of theory and techniques required to produce, compose, and perform works of music, dance, visual arts, drama, and sculpture.
101	Fire Management	Knowledge of the concepts, principles, and theories of fire management, including the characteristics, behavior, and ecology of fire; methodologies, strategies, and equipment used in prescribed fires; fire detection, prevention, and suppression strategies; and integration of fire with natural resource management.
102	Firearms	Knowledge of firearm usage and related issues, such as ammunition, range regulations and safety and use of force policies.
103	First Response	Knowledge of emergency management methods, such as first aid, rescue techniques, and threat assessments.
104	Fishery Biology	Knowledge of the concepts, principles, and theories of aquatic life, including classification, taxonomy, population dynamics, distribution, habitat requirements, life histories, reproduction, behaviors, conservation, and care of aquatic species.
105	Adaptability	Adapts quickly to changes.
106	Flexibility	Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.
107	Flexibility	Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.
108	Flexibility	Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.
109	Flight Systems	Knowledge of the concepts, principles, and theories related to the development, design, test, and evaluation of aerospace flight vehicles and their component subsystems, or their related external systems.
110	Fluid Dynamics and Mechanics	Knowledge of the concepts, principles, and theories of computational fluid dynamics, fluid mechanics, flight dynamics, flight structures, the force and motion mechanics of vehicles in various atmospheric and celestial environments, aerothermodynamics, and the characteristics of electrically conducting fluids under the action of magnetic and electric fields.
111	Food Production	Knowledge of planning, growing, and harvesting of food for consumption using appropriate equipment and techniques.
112	Food Service	Knowledge of preparing and serving food for consumption.
113	Foreign Language	Knowledge of sign language or of the structure and content of a foreign (non-English) language, including the meaning and spelling of words, rules of composition, and grammar.

ID	Competency Name	Competency Definition
114	Forensics	Knowledge of procedures of civil, criminal, or administrative hearings, evidence collection, including the delivery and receipt of evidence, classes of evidence, and rules of evidence and legal procedures.
115	Forest Management	Knowledge of the concepts, principles, and theories of silviculture and forest ecology, forest use, management, harvesting, conducting inventories, regeneration, sustainability, and conservation; and the role of disturbances in timberland resources.
116	General Engineering	Knowledge of the concepts, principles, and theories of engineering and their practical applications.
117	Genetics	Knowledge of the concepts, principles, and theories of genetics, including the biochemistry of DNA, gene interaction, gene expression, gene inheritance, population genetics, adaptation, and evolution.
118	Geography	Knowledge of geographical locations, their relationships and characteristics.
119	Geography	Knowledge of the concepts, principles, theories, and methods for describing the location and distribution of land, sea, and air masses, including their physical locations, relationships, characteristics and what the land supports.
120	Geology	Knowledge of the concepts, principles, and theories of the origins and structure of the earth, including the physical forces that have shaped it and its physical and organic history.
121	Geophysics	Knowledge of the concepts, principles, and theories related to solid earth structure, global seismic patterns, lithosphere, atmosphere, and the behavior of the earth's gravitational, magnetic, and electrical fields, and other forces affecting the earth and its environment.
122	Geotechnical Engineering	Knowledge of the concepts, principles, theories, and methods related to the investigation and evaluation of subsurface soil or geologic conditions and properties for the purpose of designing stable foundation systems, earthen structures, or the remediation of subsurface conditions.
123	Hardware	Knowledge of specifications, uses, and types of computer or computer related equipment.
124	Hardware	Knowledge of specifications, uses, and types of computer or computer-related equipment.
125	Hardware Engineering	Knowledge of the principles, methods, and tools for designing, developing, and testing computer or computer related equipment.
126	Hazardous Materials	Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.
127	Health Physics	Knowledge of the concepts, principles, theories, and methods pertaining to the protection of people, their environment, and equipment from hazards (for example, radiation or hazardous chemical) and the control of radioactive material.

ID	Competency Name	Competency Definition
128	History and Archaeology	Knowledge of historical events and their causes, indicators, and impact on particular civilization and cultures, and of preservation and archival techniques.
129	Horticulture	Knowledge of cultivating flowers, plants, and trees.
130	Horticulture	Knowledge of the concepts, principles, theories, and practices of cultivation or crop management, physiological processes in plant growth and crop yield.
131	Human Factors	Knowledge of the principles, methods, and tools used to identify and apply information about human behavior, abilities, limitations, and other characteristics to the design of tools, machines, systems, tasks, jobs, and environments for effective human use.
132	Human Resources Management	Empowers people by sharing power and authority; develops lower levels of leadership by pushing authority downward and outward throughout the organization; shares rewards for achievement with employees; ensures that staff are appropriately selected, utilized, appraised, and developed, and that they are treated in a fair and equitable manner.
133	Hydraulic Engineering	Knowledge of the concepts, principles, theories, and methods applicable to analysis of the flow of fluids (open channel and pressure flow), estimation of river stages, and design of hydraulic structures, drainage structures, pipes, navigation facilities, reservoirs, locks, and dams.
134	Hydrology	Knowledge of the concepts, principles, theories, and methods related to the magnitude, distribution, and quality of water resources including watershed management, climatology, geomorphology, groundwater hydrology, water quality, water resource management, and groundwater/surface water interactions.
135	Industrial Equipment Operation	Knowledge of principles and methods for operating industrial equipment.
136	Influencing/Negotiating	Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.
137	Influencing/Negotiating	Persuades others; develops networks and coalitions; gains cooperation from others to obtain information and accomplish goals; negotiates to find mutually acceptable solutions; builds consensus through give and take.
138	Information Assurance	Knowledge of methods and procedures to protect information systems and data by ensuring their availability, authentication, confidentiality, and integrity.
139	Information Management	Identifies a need for and knows where or how to gather information, organizes and maintains information or information management systems.
140	Information Management	Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

ID	Competency Name	Competency Definition
141	Information Resources Strategy and Planning	Knowledge of the principles, methods, and techniques of information technology (IT) assessment, planning, management, monitoring, and evaluation, such as IT baseline assessment, interagency functional analysis, contingency planning, and disaster recovery.
142	Information Systems Security Certification	Knowledge of the principles, methods, and tools for evaluating information systems security features against a set of specified security requirements. Includes developing security certification and accreditation plans and procedures, documenting deficiencies, reporting corrective actions, and recommending changes to improve the security of information systems.
143	Information Systems/Network Security	Knowledge of methods, tools, and procedures, including development of information security plans, to prevent information systems vulnerabilities, and provide or restore security of information systems and network services.
144	Information Technology Architecture	Knowledge of architectural methodologies used in the design and development of information systems, including the physical structure of a systems' internal operations and interactions with other systems.
145	Information Technology Performance Assessment	Knowledge of the principles, methods, and tools (for example, surveys, system performance measures) to assess the effectiveness and practicality of information technology systems.
146	Information Technology Research and Development	Knowledge of scientific principles, methods, and tools of basic and applied research used to conduct a systematic inquiry into a subject matter area.
147	Infrastructure Design	Knowledge of the architecture and typology of software, hardware, and networks, including LANS, WANS, and telecommunications systems, their components and associated protocols and standards, and how they operate and integrate with one another and with associated controlling software.
148	Insurance	Knowledge of various types of insurance, insurance regulations, claims processing, examination, adjudication, or adjustment.
149	Integrity/Honesty	Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
150	Integrity/Honesty	Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.
151	Internal Controls/Integrity	Assures that effective internal controls are developed and maintained to ensure the integrity of the organization.
152	Interpersonal Skills	Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

ID	Competency Name	Competency Definition
153	Interpersonal Skills	Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
154	Interpersonal Skills	Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.
155	Knowledge Management	Knowledge of the value of collected information and the methods of sharing that information throughout an organization.
156	Labor Law	Knowledge of state and federal employment laws, regulations, guidelines, and legal precedents related to hiring practices, equal employment opportunity, and wage and hour restrictions.
157	Landscape Architecture	Knowledge of the concepts, theories, and practices used in the planning, design, construction, and adaptation of outdoor features, taking into consideration recreation planning, requirements, aesthetic value, and compatibility with other developments and resources.
158	Leadership	Influences, motivates, and challenges others; adapts leadership styles to a variety of situations.
159	Leadership	Inspires, motivates and guides others toward goal accomplishment; coaches, mentors, and challenges subordinates; adapts leadership styles to a variety of situations; models high standards of honesty, integrity, trust, openness, and respect for the individual by applying these values to daily behaviors.
160	Leadership	Interacts with others to influence, motivate, and challenge them.
161	Learning	Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self learning and development.
162	Learning	Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
163	Legal, Government and Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.
164	Legal, Government and Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

ID	Competency Name	Competency Definition
165	Legal, Government, and Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.
166	Life Sciences and Systems	Knowledge of life sciences that involve the theoretical and experimental research of life systems.
167	Listening	Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.
168	Logical Systems Design	Knowledge of the principles and methods for designing business logic components, system processes and outputs, user interfaces, data inputs, and productivity tools (for example, CASE).
169	Manages and Organizes Information	Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.
170	Manages Human Resources	Plans, distributes, and monitors work assignments; evaluates work performance and provides feedback to others on their performance.
171	Manages Resources	Selects, acquires, stores, and distributes resources such as materials, equipment, or money.
172	Managing Diverse Workforce	Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.
173	Managing Human Resources	Plans, distributes, coordinates, and monitors work assignments of others; evaluates work performance and provides feedback to others on their performance; ensures that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
174	Manufacturing	Knowledge of the specifications, tools, inputs, raw materials, outputs, and waste related to the manufacture of prototypes, models, systems, or other products.
175	Materials Engineering	Knowledge of the concepts, principles, theories, and methods related to the composition, structures, and properties of materials, their use, behavior and performance under environmental influences, and the identification, processing, and manufacture of optimal materials for various applications.
176	Mathematical Reasoning	Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
177	Measurement and Instrumentation	Knowledge of electronics and related electrical engineering disciplines necessary for the research and development of sensors, electronic measurement devices, and instrumentation systems for aerospace systems and components.
178	Mechanical	Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

ID	Competency Name	Competency Definition
179	Mechanical	Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
180	Mechanical Engineering	Knowledge of the concepts, principles, theories, and methods related to planning, designing, developing, testing, or evaluating thermodynamic, mechanical, electro-mechanical, pneumatic, hydraulic, or structural equipment, systems, models, tools, or specialized mechanical devices.
181	Mechanics	Knowledge of machines and tools, including their design, use, benefits, repair, operation, and maintenance.
182	Medicine and Dentistry	Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive health-care measures.
183	Memory	Recalls information that has been presented previously.
184	Mental Visualization	Sees things in the mind by mentally organizing and processing symbols, pictures, graphs, objects, or other information (for example, sees a building from a blueprint, or sees the flow of work activities from reading a work plan).
185	Mental Visualization	Sees things in the mind by mentally organizing and processing symbols, pictures, graphs, objects, or other information. For example, sees a building from a blueprint, or sees the flow of work activities from reading a work plan.
186	Metal Processing and Metalworking	Knowledge of materials, methods, and appropriate tools to process, treat, form, or shape metal.
187	Metallurgy	Knowledge of the concepts, principles, and theories related to the study of extracting, refining, alloying, and preparing metals for use; and their properties and behavior as affected by the composition, treatment in manufacture, and conditions of use.
188	Mine Safety and Health	Knowledge of mine safety and health principles and practices, techniques and procedures, regulations, and standards as they apply to conducting inspections/investigations, identifying and evaluating unsafe conditions, and recommending methods to correct unsafe conditions.
189	Mining Engineering	Knowledge of the concepts, principles, theories, and methods related to rock mechanics; the exploration, excavation, extraction, processing and transporting of mineral resources; and the conservation and development of mineral lands, materials, and deposits.
190	Modeling and Simulation	Knowledge of mathematical modeling and simulation tools and techniques to plan and conduct test and evaluation programs, characterize systems support decisions involving requirements, evaluate design alternatives, or support operational preparation.
191	Modeling and Simulation	Knowledge of the tools and techniques used to develop functional, physical, or prototype models and simulations for test and evaluation programs, the prediction of behavior and phenomena, and to visually communicate concepts.



ID	Competency Name	Competency Definition
192	Multimedia Technologies	Knowledge of the principles, methods, tools, and techniques of developing or applying technology using text, audio, graphics, or other media.
193	Negotiation	Works with others toward an agreement that may involve exchanging specific resources or resolving differences.
194	Network Management	Knowledge of the operation, management, and maintenance of network and telecommunication systems and linked systems and peripherals.
195	Nuclear Engineering	Knowledge of the concepts, principles, theories, and application of nuclear technologies including research, development, construction, operation, testing, and maintenance of nuclear reactors, radiation generating devices, and associated systems and equipment.
196	Nuclear Physics	Knowledge of the concepts, principles, theories, and methods related to the prediction of nuclear interactions and reactions, including practices and methods used to produce, measure, use, or observe such reactions in stars, nuclear weapons systems, and radiation shielding.
197	Object Technology	Knowledge of the principles, methods, tools, and techniques that use object oriented languages, analysis, and design methodologies.
198	Operating Systems	Knowledge of computer network, desktop, and mainframe operating systems and their applications.
199	Operations	Knowledge of engineering or physical science disciplines to support space flight operations, training or planning; serving as an astronaut or mission specialist.
200	Operations Support	Knowledge of procedures to ensure production or delivery of products and services, including tools and mechanisms for distributing new or enhanced software.
201	Oral Communication	Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.
202	Oral Communication	Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
203	Organizational Awareness	Knows how social, political, organizational, and technological systems work and operates effectively within them. This includes the policies, procedures, rules and regulations of the work unit or organization.
204	Organizational Awareness	Knows the organization's mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.

ID	Competency Name	Competency Definition
205	Organizational Awareness	Knows the organization's mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.
206	Organizational Awareness	Knows the organizations mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.
207	Organizational Development	Knowledge of the principles of organizational development and change management theories, and their applications.
208	Painting	Knowledge of materials, methods, and appropriate tools to apply paint and other protective coating materials on drywall, wood, metal, glass, and other surfaces.
209	Partnering	Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
210	Pathology	Knowledge of the concepts, principles, and theories of plant, insect, or animal diseases and host/pathogen relationships, including effects on natural and managed ecosystems.
211	Perceptual Speed	Quickly and accurately sees detail in words, numbers, pictures, and graphs.
212	Perceptual Speed	Sees detail in words, numbers, pictures, and graphs quickly and accurately.
213	Peripheral Vision	Sees objects or movement of objects to one's side when the eyes are focused forward.
214	Peripheral Vision	Sees objects or movement of objects to one's side when the eyes are focused forward.
215	Personnel and Human Resources	Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state, and local employment regulations.
216	Pest Control	Knowledge of pest species and the methods and materials, including chemicals, for control or prevention.
217	Petroleum Engineering	Knowledge of the concepts, principles, theories, and methods related to the exploration, development, extraction, recovery, processing, and conservation of fluid minerals, geothermal resources, organic compounds, or natural gas resources.
218	Philosophy	Knowledge of different philosophical systems, including their basic principles, values, ethics, ways of thinking, customs, religions, and practices, and their impact on human culture.
219	Physical Strength	Exerts maximum muscle force to lift, push, pull, or carry objects; performs moderately laboring work.

ID	Competency Name	Competency Definition
220	Physical Strength and Agility	Ability to bend, lift, climb, stand, and walk for long periods of time; ability to perform moderately heavy laboring work.
221	Physics	Knowledge and prediction of physical principles, laws, and applications including air, water, material dynamics, light, atomic principles, heat, electric theory, earth formations, and meteorological and related natural phenomena.
222	Physics	Knowledge of the concepts, principles, theories, and methods to investigate and apply the relations between space, time, matter, and energy in the areas of gravity, atomic principles, mechanics, heat, light, sound, electricity, magnetism, and related natural phenomena.
223	Planning and Evaluating	Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.
224	Planning and Evaluating	Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
225	Plumbing and Pipefitting	Knowledge of materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures, including water, air, steam, gas, chemicals, or sewage.
226	Problem Solving	Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgements.
227	Problem Solving	Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
228	Process Control	Knowledge of the principles, methods, and procedures used for the automated control of a process, including the design, development, and maintenance of associated software, hardware, and systems.
229	Product Evaluation	Knowledge of methods for researching and analyzing external products to determine their potential for meeting organizational standards and business needs.
230	Production and Processing	Knowledge of inputs, outputs, raw materials, waste, quality control, costs, maintaining inventory, and techniques for maximizing the manufacture and distribution of goods.
231	Project Management	Applies principles, methods, or tools for developing, scheduling, coordinating, monitoring, evaluating, and managing projects and resources, including technical performance.

ID	Competency Name	Competency Definition
232	Project Management	Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.
233	Propulsion and Power	Knowledge of the concepts, principles, and theories of liquid, solid, electrical, chemical, electrochemical, or nuclear propulsion and power generation systems, their component parts and subsystems, and the direct and indirect conversion of energy into power for various applications.
234	Psychology	Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
235	Psychology	Knowledge of the concepts, principles, and theories of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
236	Public Planning	Knowledge of functions, principles, methods, and techniques of public planning, including those related to community planning, outdoor recreation planning, and natural resource management, such as demand forecasting, environmental impact analysis, financial forecasting, and land use planning and zoning.
237	Public Planning	Knowledge of functions, principles, practices, and techniques of public planning, including those related to community planning, outdoor recreation planning, and natural resource management, such as demand forecasting, environmental impact analysis, financial forecasting, and land use planning and zoning.
238	Public Safety and Security	Knowledge of intelligence operations; public safety and security operations; occupational health and safety; investigation and inspection techniques; or rules, regulations, precautions, and prevention techniques for the protection of people, data, and property.
239	Public Safety and Security	Knowledge of the military, weaponry, and intelligence operations; public safety and security operations; occupational health and safety; investigation and inspection techniques; or rules, regulations, precautions, and prevention techniques for the protection of people, data, and property.
240	Quality Assurance	Knowledge of principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements and standards.
241	Quality Management	Knowledge of the principles, methods, and tools of quality assurance, quality control, and reliability used to ensure that a project, system, or product fulfills requirements and standards.
242	Rangeland Management	Knowledge of the concepts, principles, and theories of non-forested or forested land ecosystems, including rangeland use, management, and monitoring; conducting inventories; and the role of disturbances in rangeland ecosystems.

ID	Competency Name	Competency Definition
243	Reading	Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.
244	Reading Comprehension	Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
245	Reading	Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
246	Real Estate	Knowledge of real estate principles, practices, markets, and values.
247	Reasoning (Clerical/Technical)	Discovers or selects rules, principles, or relationships between facts and other information.
248	Reasoning	Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
249	Remote Sensing	Knowledge of the concepts, principles, theories, and methods necessary to obtain, use, and interpret data from remote sensing sources, including aircrafts and satellites.
250	Requirements Analysis	Knowledge of the principles and methods to identify, analyze, specify, design, and manage functional and infrastructure requirements; includes translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches.
251	Research	Knowledge of the scientific principles, methods, and processes used to conduct a systematic and objective inquiry; including study design, collection, analysis, and interpretation of data; and the reporting of results.
252	Restraint and Self-Defense	Knowledge of techniques and methods used to restrain hostile individuals, including the models and guidelines on appropriate level and nature of force for self-defense.
253	Risk Management	Knowledge of methods and tools used for risk assessment and mitigation of risk.
254	Risk Management	Knowledge of the principles, methods, and tools used for risk assessment and mitigation, including assessment of failures and their consequences.
255	Road Work and Pavement	Knowledge of materials, methods, and appropriate tools to construct, maintain, or repair road surfaces, including sidewalks, parking lots, runways, etc.
256	Safety Engineering	Knowledge of the concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
257	Sales and Marketing	Knowledge of showing, promoting, and selling products and services.

ID	Competency Name	Competency Definition
258	Search	Knowledge of the laws, principles and methods of conducting searches on personal property such as vehicles, documents, buildings, and items.
259	Security	Knowledge of the laws, regulations, and guidelines related to securing personnel, facilities, and information, including the requirements for handling, transporting, and protecting classified information and proper reporting of security incidents.
260	Seizure	Knowledge of the laws, regulations, and procedures for property seizure, including chain of custody requirements and procedures to catalog and secure seized property.
261	Self Esteem	Believes in own self worth; maintains a positive view of staff and displays a professional image.
262	Self Esteem	Believes in own self-worth; maintains a positive view of self and displays a professional image.
263	Self Management	Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
264	Self-Direction	Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.
265	Self-Esteem	Believes in own self- worth; maintains a positive view of self and displays a confident, capable image.
266	Self-Esteem	Believes in own self-worth, maintains a positive view of self, and displays a professional image.
267	Self-Esteem	Believes in own self-worth; maintains a positive view of self and displays a professional image.
268	Self-Management	Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
269	Self-Management	Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.
270	Sociology and Anthropology	Knowledge of group behavior and dynamics, societal trends and influences, cultures, their history, migrations, ethnicity, and origins.
271	Sociology and Anthropology	Knowledge of the concepts, principles, and theories of group behavior and dynamics; societal trends and influences; and cultures, their history, migrations, ethnicity, and origins.

ID	Competency Name	Competency Definition
272	Software Development	Knowledge of the principles, methods, and tools for designing, developing, and testing software in a given environment.
273	Software Engineering	Knowledge of software engineering design and development methodologies, paradigms, and tools; the software life cycle; software reusability; and software reliability metrics.
274	Software Testing and Evaluation	Knowledge of the principles, methods, and tools for analyzing and developing software test and evaluation procedures.
275	Soil Science	Knowledge of the concepts, principles, or theories of soil composition, formation, classification, mapping, testing, and management including erosion, pollution, conservation, and watershed management.
276	Space Science	Knowledge of physical science and engineering necessary to conduct research or study the solar system and beyond.
277	Spatial Orientation	Knows one's location in relation to the environment; determines where other objects are in relation to one's self (for example, when using a map).
278	Spatial Orientation	Knows one's location in relation to the environment; determines where other objects are in relation to one's self (for example, when using a map).
279	Speaking	Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.
280	Stamina	Exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as data entry or coding).
281	Stamina	Exerts oneself physically over long periods of time without tiring (which may include performing repetitive tasks such as hammering or lifting objects).
282	Stamina	Performs repetitive tasks effectively over a long period of time, for example, data entry and coding.
283	Standards	Knowledge of standards that either are compliant with or derived from established standards or guidelines.
284	Strategic Thinking	Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential threats or opportunities.
285	Strategic Thinking	Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy; examines policy issues and strategic planning with a long term perspective; determines objectives and set priorities; anticipates potential threats or opportunities.
286	Stress Tolerance	Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

ID	Competency Name	Competency Definition
287	Structural Engineering	Knowledge of the concepts, principles, theories, and methods related to the design and analysis of complex structures using a variety of materials. Structures may include aerospace systems or structures, and other determinate or indeterminate systems.
288	Surveillance	Knowledge of surveillance and counter-surveillance techniques, polices, and laws, including overt and covert methods and electronic, optical, and video surveillance methods and tools.
289	Surveying	Knowledge of the concepts, principles, theories, and methods used in the measurement or determination of land boundaries, distances, elevations, areas, angles, and other features of the earth's surface.
290	Systems Integration	Knowledge of principles, methods, and procedures for installing, integrating, and optimizing information systems components.
291	Systems Life Cycle	Knowledge of systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems.
292	Systems Testing and Evaluation	Knowledge of the principles, methods, and tools for analyzing and developing systems test and evaluation procedures and technical characteristics of IT systems, including identifying critical operational issues.
293	Tax Law	Knowledge of accounting and tax law for individuals, sole proprietorships, partnerships, and corporations.
294	Teaches Others	Helps others learn; identifies training needs; provides constructive reinforcement; coaches others on how to perform tasks; acts as a mentor.
295	Teaching Others	Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.
296	Team Building	Manages group processes; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
297	Teamwork	Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
298	Technical Competence	Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.
299	Technical Competence	Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting); maintains credibility with others on technical matters.
300	Technical Competence	Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.



ID	Competency Name	Competency Definition
301	Technical Competence	Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.
302	Technical Documentation	Knowledge of procedures for developing technical and operational support documentation.
303	Technical Problem Solving	Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of the problem.
304	Technology Application	Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.
305	Technology Application	Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.
306	Technology Awareness	Knowledge of developments and new applications of information technology (hardware, software, telecommunications), emerging technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements.
307	Technology Management	Integrates technology into the workplace; develops strategies using new technology to manage and improve program effectiveness; understands the impact of technological changes on the organization.
308	Telecommunications	Knowledge of the concepts, principles, and theories of transmissions, broadcasting, switching, control, construction, or operation of telecommunications systems.
309	Telecommunications	Knowledge of transmissions, broadcasting, switching, control, and operation of telecommunications systems.
310	Textiles	Knowledge of materials, methods, and appropriate tools to make and repair items made of fabric or leather.
311	Therapy and Counseling	Knowledge of diagnosis and treatment of physical and mental ailments, and career guidance.
312	Toolmaking	Knowledge of materials, methods, and appropriate tools to make or repair metal parts, tools, gauges, models, patterns, and machines.
313	Transportation	Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including costs and limits.
314	Transportation Engineering	Knowledge of the concepts, principles, theories, and methods applicable to planning, designing, and constructing of transportation systems including traffic analysis, signal analysis, highway capacity, pavement design, bridge construction, planning of transportation projects, environmental analysis of transportation facilities, and transportation network analysis.

ID	Competency Name	Competency Definition
315	Vehicle Maintenance	Knowledge of motor vehicle engines, parts, and systems, including their designs, uses, repair, and maintenance.
316	Vehicle Operation	Knowledge of procedures for operating motor vehicles, including cars, trucks, or watercraft.
317	Vision	Takes a long-term view and initiates organizational change for the future; builds the vision with others; spots opportunities to move the organization toward the vision.
318	Vision	Understands where the organization is headed and how to make a contribution; takes a long term view and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.
319	Vision	Understands where the organization is headed and how to make a contribution; takes a long-term view and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.
320	Visual Color Discrimination	Accurately matches or detects differences among colors, including shades of color and brightness.
321	Visual Color Discrimination	Accurately matches or detects differences between colors, including shades of color and brightness.
322	Visual Identification	Accurately identifies people, animals, or objects based on knowledge of their characteristics.
323	Web Technology	Knowledge of the principles and methods of web technologies, tools, and delivery systems, including web security, privacy policy practices, and user interface issues.
324	Wildlife Biology	Knowledge of the concepts, principles, and theories of wildlife, including classification, taxonomy, population dynamics, distribution, habitat requirements, life histories, reproduction, behaviors, conservation, and care of wildlife.
325	Writing	Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.
326	Writing	Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.
327	Writing	Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

ID	Competency Name	Competency Definition
328	Writing	Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.
329	Written Communication	Expresses facts and ideas in writing in a succinct and organized manner.
50005	Computer Skills	Uses computers, software applications, databases, and automated systems to accomplish work.
50006	Resilience	Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
50007	Compliance	Knowledge of procedures for assessing, evaluating, and monitoring programs or projects for compliance with Federal laws, regulations, and OMB circulars.
50008	Financial Analysis	Knowledge of financial methods, procedures, and practices to assess the financial stability of those applying for or receiving Federal grants or agreements.
50009	Financial Assistance Mechanisms	Knowledge of the differences between acquisition and financial assistance purposes and requirements; knowledge of Federal assistance instruments, techniques, and procedures for grants (for example, block, mandatory, discretionary) and agreements (for example, cooperative, interagency).
50010	Grants Management	Knowledge of requirements, practices, and procedures for soliciting, receiving, reviewing, and processing proposals, and awarding and administering grants and agreements.
50011	Grants Management Laws, Regulations, and Guidelines	Knowledge of principles, laws, regulations, policies, practices, and guidelines (for example, Executive Orders, Code of Federal Regulations, OMB circulars) of grant or agreement programs, including their order of precedence.
50012	Human Capital Management	Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
50013	Communications Security Management	Knowledge of the principles, policies, and procedures involved in ensuring the security of communications services and data, and in maintaining the communications environment on which it resides.
50014	Computer Network Defense	Knowledge of defensive measures to detect, respond, and protect information, information systems, and networks from threats.
50015	Enterprise Architecture	Knowledge of principles, concepts, and methods of enterprise architecture to align information technology (IT) strategy, plans, and systems with the mission, goals, structure, and processes of the organization.

ID	Competency Name	Competency Definition
50016	Identity Management	Knowledge of methods and controls to validate the identity of individuals to verify access approval and level, and monitor activity to ensure that only authorized access is taking place.
50017	Incident Management	Knowledge of the tactics, technologies, principles, and processes to protect, analyze, prioritize, and handle incidents.
50018	Vulnerabilities Assessment	Knowledge of the principles, methods, and tools for assessing vulnerabilities, and developing or recommending appropriate mitigation countermeasures.
50019	Performance Management	Knowledge of performance management concepts, principles, and practices related to planning, monitoring, rating, and rewarding employee performance.
50020	Political Savvy	Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
50021	Creativity and Innovation	Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
50022	External Awareness	Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
50023	Flexibility	Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
50024	Strategic Thinking	Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
50025	Vision	Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.
50026	Conflict Management	Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
50027	Leveraging Diversity	Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
50028	Developing Others	Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
50029	Team Building	Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

ID	Competency Name	Competency Definition
50030	Customer Service	Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
50031	Decisiveness	Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
50032	Entrepreneurship	Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
50033	Problem Solving	Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
50034	Technical Credibility	Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
50035	Financial Management	Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
50036	Technology Management	Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.
50037	Client Engagement/Change Management	Knowledge of the impact of change on people, processes, procedures, leadership, and organizational culture; knowledge of change management principles, strategies, and techniques required for effectively planning, implementing, and evaluating change in the organization.
50038	Influencing/Negotiating	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.
50040	Internal Controls	Knowledge of the principles, methods, and techniques for establishing internal control activities (for example, authorizations, verifications, reconciliations), monitoring their use, and evaluating their performance (for example, identification of material weaknesses or significant deficiencies).
50041	Control of Funds	Knowledge of the principles, procedures, and requirements for maintaining control and accountability of obligations and expenditures for all appropriations and fund accounts (for example, revolving, non-appropriated, multiyear, and single-year appropriations).
50042	Financial Systems	Knowledge of the standards, architecture, and specifications of automated financial systems, including source documents, system flows, system interfaces, and related internal controls.

ID	Competency Name	Competency Definition
50043	Principles of Accounting	Knowledge of generally accepted accounting principles, standards, and practices (for example, double entry accounting, accrual accounting), including the full accounting cycle and the preparation of work sheets, financial statements, ledgers, and journals.
50044	Cost Accounting	Knowledge of the principles, procedures, and methods of cost accounting, including the use of historical cost, market value, or present value to measure cost; methods for assigning cost to accounting periods; and cost allocation, cost accrual, depreciation, and unit cost.
50045	Accounting Operations	Knowledge of general ledger accounting and the control/subsidiary account relationships and reconciliation techniques, including accounts receivable, accounts payable, and disbursing officer's accountability.
50046	Performance Measurement	Knowledge of the principles and methods for evaluating program or organizational performance using financial and nonfinancial measures, including identification of evaluation factors (for example, workload, personnel requirements), metrics, and outcomes.
50047	Financial Analysis	Knowledge of the principles, methods, and techniques of financial analysis, forecasting, and modeling to interpret quantitative and qualitative data; includes data modeling, earned value management, and evaluating key financial indicators, trends, and historical data.
50048	Decision Support	Knowledge of decision support theories, methods, and tools for identifying, synthesizing, representing, and evaluating the important aspects of a decision situation and prescribing the recommended course for decision makers and other stakeholders.
50049	Budget Administration	Knowledge of the principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.
50050	Principles of Finance	Knowledge of the basic principles, practices, and methods of financial management to include requisitions, apportionments, allotments, investments, fiscal management, activity reporting, and fiscal year guidelines.
50051	Federal Funds Processing	Knowledge of methods and procedures for processing direct and reimbursable program funds (for example, automatic and funded reimbursements, interagency agreements, transfer appropriations), grants, loans, and credit programs.
50052	Audit Reporting	Knowledge of the principles, practices, and techniques used to report audit findings (criteria, condition, cause, effect, and recommendation).
50053	Workforce Planning	Knowledge of HR concepts, principles, and practices related to determining workload projections and current and future competency gaps to align human capital with organizational goals.

ID	Competency Name	Competency Definition
50054	Classification	Knowledge of classification concepts, principles, and practices related to structuring organizations and positions and determining the appropriate pay system, occupational grouping, title, and pay level of positions.
50055	Compensation	Knowledge of compensation concepts, principles, and practices, including pay and leave administration and compensation flexibilities.
50056	Employee Benefits	Knowledge of HR concepts, principles, and practices related to retirement, insurance, injury compensation, and other employee benefits programs.
50057	Employee Development	Knowledge of employee development concepts, principles, and practices related to planning, evaluating, and administering training, organizational development, and career development initiatives.
50058	Employee Relations	Knowledge of laws, rules, regulations, case law, principles, and practices related to employee conduct, performance, and dispute resolution.
50059	HR Information Systems	Knowledge of HR management concepts, principles, and practices related to identifying and analyzing HR processes, translating functional requirements into technical requirements, and delivering and maintaining HR information systems.
50060	Labor Relations	Knowledge of laws, rules, regulations, case law, principles, and practices related to negotiating and administering labor agreements.
50061	Recruitment/Placement	Knowledge of HR concepts, principles, and practices related to identifying, attracting, and selecting individuals and placing them into positions to address changing organizational needs.
50062	Acquisition Strategy	Knowledge of the principles and methods for developing an integrated acquisition management plan that describes the business, technical, and support strategies, including the relationship between the acquisition phases, work efforts, and key program events (for example, decision points, contract awards, test activities).
50063	Change Management	Knowledge of change management principles strategies, and techniques required for effectively planning, implementing, and evaluating change in the organization.
50064	Information Technology Program Management	Knowledge of the principles, methods, and tools for the coordinated management of an IT program to include providing oversight of multiple IT projects, integrating dependent schedules and deliverables, and related activities (for example, benefits management, life cycle management, program governance).
50065	Stakeholder Management	Knowledge of the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort; including those actively involved, those who exert influence over the process and its results, and those who have a vested interest in the outcome (positive or negative).

ID	Competency Name	Competency Definition
50066	Systems Engineering	Knowledge of the practice of integrating multiple disciplines into a team as part of a structured development process throughout a system's life cycle.

## Trades and Labor Job Elements

Each job element in the below table has a Name, Definition, and the USA Staffing Competency ID. The Competency ID can be used when creating questionnaires using the Add from Library or Copy from File functionality.

ID	Job Element Name	Job Element Definition
50067	Ability to Do the Work of the Position without More Than Normal Supervision	Element 1 (Screen-out): Ability to Do the Work of the Position without More Than Normal Supervision
50068	Knowledge of Specific Equipment, Machinery, Structure, or Components That Are Involved	Element 2: Knowledge of Specific Equipment, Machinery, Structure, or Components That Are Involved
50069	Knowledge of Electrical Equipment	Element 2-B: Knowledge of Electrical Equipment
50070	Knowledge of Equipment Assembly, Installation, and Repair, etc.	Element 2-E: Knowledge of Equipment Assembly, Installation, and Repair, etc.
50071	Knowledge of Equipment, Structure, Materials, etc. (Includes Constructing, Repair, and Forging)	Element 2-F: Knowledge of Equipment, Structure, Materials, etc. (Includes Constructing, Repair, and Forging)
50072	Operation of Job Family Specify Equipment, Machinery, etc.	Element 6: Operation of Job Family Specify Equipment, Machinery, etc.
50073	Operation of Motor Vehicles	Element 6-A: Operation of Motor Vehicles
50074	Operation of Machine Tools	Element 6-C: Operation of Machine Tools
50075	Aptitude and Interest for Learning Trade Theory and Practice	Element 10 (Screen-out): Aptitude and Interest for Learning Trade Theory and Practice
50076	Ability to Handle Weights and Loads	Element 18: Ability to Handle Weights and Loads
50077	Shop Aptitude and Interest	Element 21: Shop Aptitude and Interest
50078	Special Aptitude	Element 22: Special Aptitude
50079	Knowledge of Job Family Specific Shop Practices	Element 25: Knowledge of Job Family Specific Shop Practices
50080	Work Practices (Including Keeping Things Neat, Clean, and in Order)	Element 25-A: Work Practices (Including Keeping Things Neat, Clean, and in Order)
50081	Practices in Construction, Structure	Element 25-C: Practices in Construction, Structure



ID	Job Element Name	Job Element Definition
50082	Theory and Instruments (Electrical, Electronic) Used in Shop and Trade Practices	Element 25-D: Theory and Instruments (Electrical, Electronic) Used in Shop and Trade Practices
50083	Technical Practices (Theoretical, Precise, Artistic)	Element 25-E: Technical Practices (Theoretical, Precise, Artistic)
50084	Knowledge of Different Relevant Lines of Work	Element 28-A: Knowledge of Different Relevant Lines of Work
50085	Ability to Instruct	Element 46 (Screen-out): Ability to Instruct
50086	Use of Measuring Instruments	Element 60: Use of Measuring Instruments
50087	Use of Test Equipment: Electronics	Element 60-A: Use of Test Equipment: Electronics
50088	Theory of Electronics	Element 62: Theory of Electronics
50089	Ability to Plan and Organize Work	Element 72: Ability to Plan and Organize Work
50090	Ability to Lead or Supervise	Element 73 (Screen-out): Ability to Lead or Supervise
50091	Ability to Supervise through Subordinate Supervisors	Element 73-A (Screen-out): Ability to Supervise through Subordinate Supervisors
50092	Ability to Interpret Instructions, Specifications, etc. (Includes Blueprint Reading)	Element 75-A: Ability to Interpret Instructions, Specifications, etc. (Includes Blueprint Reading)
50093	Ability to Interpret Instructions, Specifications, etc. (Other Than Blueprint Reading)	Element 75-B: Ability to Interpret Instructions, Specifications, etc. (Other Than Blueprint Reading)
50094	Ability to Interpret Instructions, Specifications, etc. (Related to Mobile Equipment Operation)	Element 75-C: Ability to Interpret Instructions, Specifications, etc. (Related to Mobile Equipment Operation)
50095	Ability to Follow Oral Directions	Element 75-H: Ability to Follow Oral Directions
50096	Ability to Use Prints and Drawings	Element 75-I: Ability to Use Prints and Drawings
50097	Ability to Use Electrical Drawings	Element 75-J: Ability to Use Electrical Drawings
50098	Ability to Use Shop Drawings	Element 75-K: Ability to Use Shop Drawings
50099	Ability to Inspect	Element 77 (Screen-out): Ability to Inspect
50100	Ability to Provide Production Support Services	Element 78 (Screen-out): Ability to Provide Production Support Services
50101	Measurement and Layout	Element 80-A: Measurement and Layout

ID	Job Element Name	Job Element Definition
50102	Layout and Pattern Development (Includes Geometric Projection and Triangulation)	Element 80-B: Layout and Pattern Development (Includes Geometric Projection and Triangulation)
50103	Ability to Use and Maintain Tools and Equipment	Element 81: Ability to Use and Maintain Tools and Equipment
50104	Ability to Use Hand Tools for Machine Shop	Element 81-A: Ability to Use Hand Tools for Machine Shop
50105	Ability to Use and Maintain Hand Tools (Electrical Work)	Element 81-B: Ability to Use and Maintain Hand Tools (Electrical Work)
50106	Ability to Use Hand Tools, Power Tools, etc., for Metal Work	Element 81-C: Ability to Use Hand Tools, Power Tools, etc., for Metal Work
50107	Ability to Use Hand and Power Tools (Electronics)	Element 81-E: Ability to Use Hand and Power Tools (Electronics)
50108	Knowledge of Materials	Element 82-A: Knowledge of Materials
50109	Knowledge of Metals	Element 82-B: Knowledge of Metals
50110	Dexterity and Safety	Element 86: Dexterity and Safety
50111	Ability to Drive Safely (Motor Vehicles)	Element 86-A: Ability to Drive Safely (Motor Vehicles)
50112	Ability to Operate Safely (Non-motor Vehicles)	Element 86-B: Ability to Operate Safely (Non-motor Vehicles)
50113	Dexterity (Assembly, Disassembly, Reassembly, etc.)	Element 86-E: Dexterity (Assembly, Disassembly, Reassembly, etc.)
50114	Reliability and Dependability	Element 87 (Screen-out): Reliability and Dependability
50115	Troubleshooting	Element 96: Troubleshooting
50116	Troubleshooting (Electrical)	Element 96-A: Troubleshooting (Electrical)
50117	Troubleshooting (Electronic Equipment)	Element 96-C: Troubleshooting (Electronic Equipment)
50118	Likelihood of Success in Assignments Which Require Interest, Motivation, and Readiness to Do Simple Work	Element 99 (Screen-out): Likelihood of Success in Assignments Which Require Interest, Motivation, and Readiness to Do Simple Work
50119	Ability to Work with Others	Element 100-A: Ability to Work with Others
50120	Ability to Work as a Member of a Team	Element 100-B: Ability to Work as a Member of a Team

ID	Job Element Name	Job Element Definition
50121	Ability to Meet Deadline Dates under Pressure	Element 103: Ability to Meet Deadline Dates under Pressure
50122	Ingenuity (Ability to Suggest and Apply New Methods)	Element 104: Ingenuity (Ability to Suggest and Apply New Methods)