



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Strategic Human
Resources Policy
Division

JUL 27 2007

Ms. Nancy Miller
Acting Director, Office of Human Resources
United States Department of Interior
Office of the Secretary
Washington, D.C. 20240

Dear Ms. Miller:

This letter is in response to your request dated June 19, 2007 asking the U.S. Office of Personnel Management to issue an opinion regarding education requirements. Specifically, your inquiry is whether or not an agency can use a common listing of academically approved National Wildlife Coordinating Group (NWCG) courses provided by the American Council on Education (ACE) to meet at least part of the positive education requirements of the GS-0401 standard.

ACE recommendations do not meet the current requirements of our education policy incorporated into the *Operating Manual for Qualification Standards for General Schedule Positions* on February 15, 2005. ACE recommends credits, but institutions may choose to accept these recommendations or not. To be acceptable, NWCG courses must receive credit from an institution with accreditation status from an accrediting body recognized by the Secretary of the U.S. Department of Education.

As you are aware, you may partner with an accredited institution so that your employees may receive course credit toward the minimum education requirements of the GS-0401 series. Although non-accredited training cannot be used for meeting minimum education requirements, we acknowledge that it may be valuable when evaluating an applicant's overall qualifications for a position. As such, it may be considered in the ranking process. If we can be of further assistance, please contact Daniel Fusco on (202) 606-2226, or at daniel.fusco@opm.gov.

Sincerely,

A handwritten signature in cursive script that reads "Nancy H. Kichak".

Nancy H. Kichak
Associate Director
Strategic Human Resources Policy