

APPENDIX A

NAME:

DATE:

ANNOUNCEMENT:

SUPERIOR QUALIFICATIONS REQUESTS MUST BE APPROVED PRIOR TO THE HUMAN RESOURCES OFFICE SENDING THE FINAL JOB OFFER TO APPLICANT.

Previous civilian federal employment: YES ___ NO ___ (If prospective employee indicates previous federal civilian employment, **INDIVIDUAL MUST HAVE HAD A BREAK IN SERVICE OF AT LEAST 90 DAYS** and provide additional information for the Approving Official to determine eligibility.)

Previous position, grade and years experience in that position:

Position Title and Grade: _____

Salary: _____ Years Experience: _____

Requested rate of GS: _____ Step: _____

Specify which factors you are using to justify requested Step (HR Policy Letter 001 (3)):

- a. The level, type, or quality of the candidate's skills or competencies
- b. The candidate's existing salary, recent salary history, or salary documented in a competing job offer that meets or exceeds requested step increase. (HRO will also take into account the location where the salary was or would be earned and comparing the salary to payable rates of basic pay in the same location)
- c. Significant disparities between Federal and non-Federal salaries for the skills and competencies required in the position to be filled
- d. The success of recent efforts to recruit candidates for the same or similar positions or the recent turnover in the same or similar positions
- e. The importance/criticality of the position to be filled and the effect on the agency if it is not filled or if there is a delay in filling it

Selecting Official Name, Grade:

Unit/Title:

Phone Extension: