

ANNEX 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/WG: _____ Step: _____

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

- a. The level, type, or quality of the candidate's skills or competencies
- b. Significant disparities between Federal and non-Federal salaries for the skills and competencies required in the position to be filled
- c. Existing labor market conditions and employment trends, including the availability and quality of candidates for the same or similar positions
- 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 there is a delay in filling it

Selecting Official Name, Grade:

Unit/Title:

Phone Extention:

ANNEX A

MEMORANDUM FOR: Superior Qualifications Program Mgr, HR Specialist (Staffing)

DATE:

FROM:

SUBJECT: Superior Qualifications Request

Proposed rate GS/WG Grade _____ Step _____

In accordance with the HR Policy Letter 001: Superior Qualifications Appointment:

Name:

Position Title:

is recommended for a Superior Qualifications rate based on the factors checked on page 1, Annex A.

Narrative of individual's superior qualifications:

Factors considered in determining reason for setting pay at a rate higher than step one (address each factor checked on Page 1 and supply any necessary supporting documentation:

Rationale for higher step verses a recruitment bonus:

Documentation of failed recruitment efforts to fill the positions:

Rationale for importance/criticality of the position and the effect on the agency if it is not filled in a timely manner:

Nominating Official Name and Grade:

Title/Unit:

Phone Ext.:

Attachments:

SF52

Resume, Application or Selection

Package ID HRO Form 001 Annex A

(April 2024)