



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATBO-C

21 JUN 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Superior Qualification Appointments

1. Reference DoDI 1400.25, Volume 531 (DoD Civilian Personnel Management System: Pay Under the General Schedule), Administratively Reissued May 18, 2009 (Encl).
2. The successful accomplishment of TRADOC's diverse missions depends on a capable civilian workforce. Tools such as Superior Qualification Appointments (SQAs) are available to assist in recruiting the best talent available. When utilizing this authority, approving officials must balance hiring the best talent available and being good stewards of limited resources by adhering to the guidance in this policy memorandum.
3. I hereby delegate authority to approve SQAs to general officers and members of the Senior Executive Service, as well as the positions listed below. This authority may not be further delegated:
 - a. Director, Rapid Equipping Force.
 - b. Commander, Asymmetric Warfare Group.
 - c. Commandant, U.S. Army Chaplain Center and School.
4. SQAs are used to set the rate of basic pay of a newly appointed employee at a rate above the minimum rate of a general schedule (GS) grade, based on the candidate's superior qualifications or an organization's special need for the candidate's services. These are commonly referred to as advanced in-hire rates.
 - a. This discretionary authority applies to employees' first appointment to any permanent or temporary GS position in the competitive or excepted service in the Federal Government, or upon reappointment to a GS position after a 90-day break in service.
 - b. Employees moving from a non-appropriated fund position to a GS position with a break in service of 3 days or less and without a change in agency are not eligible to have pay set under the advanced in-hire rate authority.

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c. Approving officials must first consider the possibility of a recruitment incentive in determining whether to use the advanced in-hire rate authority and in setting the higher rate of basic pay.

d. Prior to offering an advanced in-hire rate, a vacant position must have been competitively announced.

e. Consider the following factors when determining the appropriate step at which to set the rate of basic pay:

(1) A candidate's level, type, or quality of skills or competencies.

(2) A candidate's existing salary, recent salary history, or salary documented in a competing job offer, taking into account the location where the salary is, was, or would be earned, compared to rates payable (including locality or special rates) in the same location.

(3) The monetary value of housing and subsistence benefits may be considered part of a military member's pay.

(4) The candidate's existing, or recent salary history, is a factor considered in determining the step at which to set the employee's pay only after a determination is made that the candidate meets the superior qualifications or special agency need criteria and after considering the possibility of using a recruitment incentive. Exercise special care to not use the authority solely to match any candidate's earnings outside the Federal civilian sector.

(5) Labor market conditions and employment trends, including recent turnover and the availability and quality of candidates based on recent efforts to recruit individuals for the same or similar positions.

(6) Workforce needs as documented in the agency strategic human capital plan.

f. Approving officials must document each determination sufficiently to allow the reconstruction of the action taken for at least 5 years.

g. Approving officials may determine that a candidate has superior qualifications based on the type, level, or quality of the individual's skills or competencies obtained through experience and/or education, or the quality of accomplishments compared to others in the field and against other candidates who applied for the position. The candidate's skills, competencies, experience, education, and/or accomplishments must

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be relevant to the requirements of the position to be filled. The qualities must be unusually high, and/or unique, or more specialized. Justification must include reasons for using the higher pay rate instead of, or in addition to, a recruitment incentive. Documentation that this incentive was considered and accepted/declined must be maintained.

h. A recruitment incentive and advanced in-hire rate may be paid simultaneously, if warranted.

i. The Civilian Personnel Advisory Center must review and certify the SQA meets all regulatory requirements.

5. Local labor relations obligations must be met prior to implementation.



DAVID G. PERKINS
General, U.S. Army
Commanding

Encl

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Army Capabilities Integration Center
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Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC



Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 531

July 18, 2006

Administratively Reissued May 18, 2009

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Pay Under the General Schedule

- References:
- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
 - (b) Sections 5333, 5334, and 5336 of title 5, United States Code
 - (c) Section 1586 of title 10, United States Code
 - (d) Parts 430 and 531 of title 5, Code of Federal Regulations

1. PURPOSE

a. This Instruction is composed of several volumes, each containing its own purpose. The purpose of the overall Instruction is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. In accordance with the authority in Reference (a), this Volume of this Instruction implements DoD policy on "Pay Under the General Schedule" under chapter 53 of Reference (b), Reference (c), and Reference (d).

2. APPLICABILITY. This Volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. PROCEDURES. Procedures for determining the rate of basic pay and awarding Quality Step Increases are in the enclosure.

4. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

Encl

5. EFFECTIVE DATE. This Volume is effective immediately.

Enclosure
Procedures

ENCLOSURE

PROCEDURES

1. DETERMINING RATE OF BASIC PAY

a. Advanced In-Hire Rates

(1) Authority. The authority to use superior qualifications appointments to set advanced in-hire rates at all grade levels under Reference (b) and section 531.212 of Reference (d), is delegated through Component and command channels to officials who exercise personnel appointing authority (normally the head of an installation or activity).

(2) Responsibilities

(a) Officials to whom the use of superior qualifications appointments is delegated must apply the guidelines and documentation criteria for setting advanced in-hire rates of pay under sections 531.212(c)(1)-(10) of Reference (d).

(b) Officials making a superior qualifications appointment must consider a recruitment incentive before providing advanced rates. Documentation of a superior qualifications appointment must include reasons for authorizing an advance rate instead of, or in addition to, a recruitment incentive.

b. Pay Setting Using Maximum Payable Rate Rule

(1) The authority to apply the maximum payable rate rule and set pay considering an employee's highest previous rate under section 5334(a) of Reference (b) and sections 531.221 and 531.247 of Reference (d), is delegated through Component and command channels to officials who exercise personnel appointing authority (normally the head of an installation or activity).

(2) The use of a maximum payable rate is discretionary. Officials to whom the use of the maximum payable rate rule is delegated must develop and apply criteria guidelines to ensure consistent treatment of employees when highest previous rates are considered to set pay on reinstatement, reappointment, reemployment, change of appointment, transfer, reassignment, promotion, or change to lower grade. Calculations of maximum payable rates will be determined in accordance with section 531.221 of Reference (d).

c. Pay Setting on Return from Duty Outside the United States. Reference (c) preserves the full benefit of pay entitlements of a career-conditional or career employee who rotates overseas. When an employee exercises return rights from an overseas assignment and the overseas service was satisfactory, the employee is entitled to a rate of basic pay not less than the rate to which he

or she would have been entitled had the employee not been assigned to duty outside the United States, including any applicable within-grade increase(s).

d. Demotion for Cause. When an employee is demoted for cause (actions taken under either chapter 43 or 75 of Reference (b)), the employee's pay must be set at a rate in the lower grade that does not exceed the rate of pay held immediately before the action causing the reduction. Organizations must develop and apply guidelines for setting the pay of an employee who is reduced in pay for cause.

2. QUALITY STEP INCREASE (QSI)

a. Organizations may award a QSI, under section 5336 of Reference (b) and subpart E of part 531 of Reference (d), only in accordance with Volume 451, section 10, of this Instruction. Organizations must ensure that a QSI is awarded only in recognition of the highest level of sustained performance above that normally found in the type of position concerned.

b. A QSI, which provides for faster than normal movement within the rate range of a grade, may not be awarded to an employee in a position that does not meet the definition of "permanent position" under section 531.403 of Reference (d).