



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-C

JAN 15 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Employment of Highly Qualified Experts (HQEs) within the U.S. Army Training and Doctrine Command (TRADOC)

1. References:

a. Title 5, United States Code, section 9903.

b. Memorandum, USD (P&R), 27 June 2006, subject: Revised Policy - Employment of Highly Qualified Experts (enclosed).

2. Department of Defense has prescribed the enclosed policy governing the employment of HQEs. HQEs are individuals who possess uncommon and recognized knowledge, skills, and experience in a specific occupational field. The positions are temporary in nature for short-term projects. The expert skills are generally not resident within TRADOC and are needed to satisfy an emerging and relatively short-term (5 years or less), nonpermanent requirement. HQEs will not be hired to positions as the head of a component or to replace a member of the senior executive service in a continuing department function. TRADOC will adhere to this policy when employing HQEs is the optimal means to support critical TRADOC missions.

3. Within TRADOC, all requests for new HQE positions must be approved by the Deputy Commanding General/Chief of Staff (DCG/CofS). Prior to DCG/CofS review, all requests require formal coordination with the Deputy Chief of Staff, G-8 and Deputy Chief of Staff, G-1/4. Final approval for these requests resides with the Deputy Under Secretary of the Army.

4. Point of contact is Ms. Luana Smith, TRADOC G-1/4, DSN 680-5237, (757) 788-5237, or luana.smith@us.army.mil.

Encl

ABRAHAM J. TURNER
Major General, U.S. Army
Acting Deputy Commanding General/
Chief of Staff

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the U.S. Army Training and Doctrine Command (TRADOC)

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DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY UNDER SECRETARY OF THE ARMY
140 ARMY PENTAGON
WASHINGTON DC 20310

DUSA-CSL

6/20/2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Employment and Management of Highly Qualified Experts

1. References

- a. Title 5 United States Code, section 9903
- b. Memorandum, USD (P&R), 27 June 2006, subject: Revised Policy – Employment of Highly Qualified Experts
- c. CSLMO email dated October 11, 2006, subject: CSLMO Sends, which provided information about differences between SES, ST, and HQE

2. Policy. Department of Defense (DoD) has prescribed policy for Highly Qualified Experts (HQEs). This memorandum disseminates subject policy and provides information on how HQEs can be appointed, compensated, and utilized in the Department of the Army (DA). It is essential for the Army to attract HQEs with the expertise necessary to contribute to critically important missions. It is also critical to leverage these vital resources in a manner to most effectively supplement the Executive and Senior Professional (ESP) allocations available to the Army. To best maintain oversight of the relationship between HQEs and ESPs, the management of the HQE program is the responsibility of the Civilian Senior Leader Management Office (CSLMO).

3. Discussion.

a. The procedures described in this memorandum apply to all Army Commands, Component Commands, and Direct Reporting Units as well as functional Directorates of Headquarters, DA. DA laboratories excluded from the National Security Personnel System under 5. U.S.C. 9902(c) are also excluded from the authority used to establish the HQE program.

b. Highly qualified experts are individuals who possess uncommon and recognized knowledge, skills, and experience in an occupational field, and judgment that is accorded authority and status by peers or the public. The expert knowledge or skills are generally not available within the Department and are needed to satisfy an emerging and relatively short-term, non-permanent requirement. They are a valuable, temporary supplement to the workforce to solve a specific problem or perform a specific function. An HQE has substantive experience and/or education, is generally credentialed, and has proven ability in a particular field or fields. HQEs may contribute by mentoring, leading, overseeing, directing, managing, and/or consulting on DoD programs and initiatives. These individuals will not be hired to replace a member of the Senior Executive Service in a continuing Department function, or to bypass or undermine the hiring of a career member of the Senior Executive Service for a permanent position.

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c. Requests to appoint an HQE must be submitted by memorandum from the appropriate Commander or Principal Official to the CSLMO, 140 Army Pentagon, Room 1D755, Washington, D.C. 20310-0149. The request will include justification; recommended length of appointment (not to exceed five years); proposed initial basic pay and consideration for a recruitment or relocation incentive, if applicable; a draft position description; organization chart; and resume from the proposed appointee. The Deputy Undersecretary of the Army is the approving official for these requests.

(1) Appointments under this program are noncompetitive, but limited to critical occupations necessary to promote the Department's national security mission. Individuals must be appointed from outside the civil service and uniformed services to positions with any work schedule (i.e., full-time, part-time, or intermittent). To be considered an outside appointment, a minimum 4-day break in service is required, i.e., no one on terminal leave can be appointed and either military or civil servants would need to be separated/retired a minimum of 4 days. An individual employed under this policy will be placed on an Excepted Appointment Not to Exceed five (5) years. Requests for extension of appointments for up to one additional year may be submitted for approval on a case-by-case basis. These requests should be submitted to CSLMO and include a justification for retaining the employee's services as well as the specific expertise provided and how an extension will promote DoD's national security mission.

(2) Pay will be set as prescribed in the enclosed DoD policy. The compensation rate for HQEs in this program may not exceed the maximum limit, which is the Level IV of Executive Schedule plus locality-based comparability pay. The total amount of pay, including the locality-based comparability pay, may not exceed the Level III of the Executive Schedule. Typically, pay will be within the range of a GS-15, Step 1 or equivalent up to the statutory maximum limit. CSLMO will publish current pay rates each year and post them on the CSLMO website <https://www.cslmo.army.mil/>. All HQEs will be given the protocol precedence code of 6.

(3) HQEs are not eligible for any type of premium pay (overtime, compensatory time, etc.) and may be authorized to receive additional payments only as a recruitment or relocation incentive, or to recognize specific accomplishments, contributions, or performance.

(a) Recipients of a recruitment or relocation incentive must sign a written agreement documenting a minimum period of service prior to receiving the incentive.

(b) Recognition for specific accomplishments, contributions, or exceptional performance should be accomplished by nominating the HQE for a Special Act Award. Nominations should be forwarded to CSLMO and will include a detailed justification and rationale for the amount of compensation requested.

(4) HQEs should be advised of appropriate ethics and reemployment restrictions that apply at the time of their appointment.

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4. Proponency. Questions regarding the processes and procedures should be directed to the CSLMO Operations Division at 703-692-3305.



CHRISTINE L. KLUH

Director, Civilian Senior Leader Management
Office

Enclosure

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