



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4794 Gen Manning Ave, Bldg 442
Boise, Idaho 83705-8112



NGID-HRO

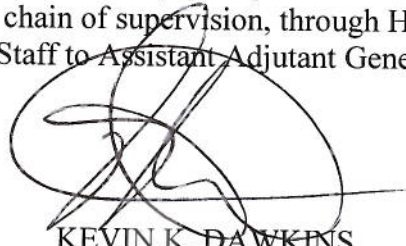
20 January 2015

MEMORANDUM FOR Idaho National Guard Federal Technicians

SUBJECT: HR Policy Letter 15-001; Superior Qualifications Appointment

1. In accordance with 5 CFR 531.212 and 5 CFR 5333, the Idaho National Guard establishes policies, responsibilities, and procedures governing the use of Superior Qualifications Technician Appointments.
2. **ELIGIBILITY.** Individuals hired at advanced rates under this authority must either have unusually high qualifications for the particular position or be forfeiting income that would justify a salary above the base pay for the grade or have a unique combination of education and experience that meets a special need of the organization. Individuals hired at advanced rates must be entering Federal service for the first time or must be returning to Federal employment after a break in service of 90 days or more. Request will not be considered after the technician has been appointed.
3. **REQUEST PROCEDURES.** All proposed superior qualification appointments must be submitted with full justification through the HRO for review. The request must include:
 - a. A request for superior qualification appointment (Appendix A, IDHRO Form 15-001a) and selecting official nomination/justification of a superior qualification's (Appendix B, IDHRO Form 15-001b) of the individual or special needs of the organization that justifies use of this authority.
 - b. The factors considered in determining the individual's existing pay and the reason for setting pay at a rate higher than step one of the position as well as rationale to match a candidates existing rate of pay.
 - c. Rationale for advanced-in-hire rate verses a recruitment bonus.
 - d. Comparison of the individual's qualifications and those of other well-qualified and available candidates with respect to the specific qualification standards and criteria used to evaluate the candidates.
 - e. Lack of success to recruit individuals for the same or similar positions as well as 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.
4. **PAYMENT.** Individual's basic rate of pay will be set at a rate no more than 20% greater than the individual's current rate of pay.

5. **APPROVAL.** Approval authority for utilization of the superior qualification appointment will be routed through employees' chain of supervision, through HRO, through Army Chief of Staff or Air Director of Staff to Assistant Adjutant General Air/Army respectively.

A handwritten signature in black ink, appearing to read 'KEVIN K. DAWKINS', is written over a circular stamp or seal that is partially obscured.

KEVIN K. DAWKINS
Col, IDANG
Human Resources Officer

APPENDIX A

NAME: _____

Date _____

ANNOUNCEMENT: _____

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 advanced in-hire rate of GS/WG _____ step _____

Signature

Selecting Official Name, Grade _____

Unit/Title _____

Phone Ext _____

APPENDIX B

MEMORANDUM FOR

Date

FROM: Selecting Official

SUBJECT: Advanced In-hire Rate Recommendation

Name _____

Proposed advanced in-hire rate GS/WG Grade _____ Step _____

In accordance with the ID HR Policy Letter 15-001, Superior Qualifications and Appointment:

Name: _____ Position Title: _____

is recommended for an advanced in-hire rate based on superior qualifications and the special needs of this agency.

Narrative of individual's superior qualifications:

Factors considered in determining reason for setting pay at a rate higher than step one: (documentation of existing rate of pay, i.e. most current Leave and Earning Statement or W-2 must be attached)

Rationale for advanced-in-hire rate verses a recruitment bonus:

Rationale for the agencies need of this specific candidate's services:

Documentation of failed recruitment efforts to fill the position:

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

ID HRO Form 15-001b Advanced In- Hire Rate Recommendation Form will be used in establishing eligibility, approval or disapproval and will become a part of the regulatory requirement for recordkeeping and OPM reporting requirements. Additionally the Standard Form 52 (SF 52) must be attached in order to process an approved advanced in-hire rate.

Nominating Official Name and Grade _____

Title/Unit _____

Phone Ext _____

Attachments:

SF 52

Resume, Application or Selection Package

Documentation of current salary

IDHRO Form 15-001a (January 2015) Advanced In-Hire Rate Request