



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
FORT MONROE VIRGINIA 23651-5000

REPLY TO
ATTENTION OF

ATBO-C

28 April 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Superior Qualifications Appointments (SQA)

1. Headquarters TRADOC retains authority to appoint an individual above the minimum pay rate based on superior qualifications or special needs of the organization. The authority has not been delegated.
2. In order to process requests for appointments above the minimum rate, the following information/documentation is required:
 - a. Copy of the position description or description of duties.
 - b. Copy of vacancy announcement.
 - c. Copy of referral list.
 - d. Superior qualifications of the individual selected or special needs of the organization to justify appointment.
 - e. Statement that the individual selected is the only candidate that possesses the superior qualifications.
 - f. Process used to select candidate (e.g., panel).
 - g. Proof of existing salary (e.g., leave and earnings statement). Military pay used to set pay at higher rate includes only base salary. If selectee is retired, advanced-in-hire rate is based on current salary or competing salary offer, not former active duty military salary. If advanced rate is based on competing job offer, include copy of offer or signed statement from individual affirming job offer.
 - h. Documentation that recruitment bonus was considered and accepted/declined (recruitment bonus and advanced-in-hire rate

ATBO-C

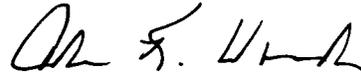
SUBJECT: Superior Qualifications Appointment (SQA) Policy

may both be paid if warranted--include justification for paying both).

3. In determining the advanced-in-hire rate of pay, salary, including locality pay, will be set at the step consistent with current annual salary. If existing pay falls between two steps, pay will be set at the higher step. Pay will not be set above this step.

4. Documentation which allows reconstruction of the action taken in each case must be maintained by the employing activity.

5. Point of contact is Patricia Bowser, DSN 680-5234 or COMM (757) 788-5234. Documentation should be sent via Email: bowserp@monroe.army.mil or mailed to HQ TRADOC, ATTN: ATBO-C (Bowser), 5F North Gate Road, Fort Monroe, VA 23651-1048.



ALICE K. WARD

Civilian Personnel Director

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