

**TRADOC SUPERIOR QUALIFICATIONS OR SPECIAL NEEDS PAY-SETTING
APPROVAL CHECKLIST**

Candidate Name:

Position Title, Series, Grade:

Step Requested:

Step Approved:

Qualifications:

Does the justification memorandum show that the candidate's qualifications are unequivocally superior to those of a well-qualified candidate and that the candidate is forfeiting documented income? Yes _____ No _____

OR

Does the justification memorandum and resume clearly show that the candidate possesses a unique combination of education and experience in support of the organization's described **special need**? Yes _____ No _____

Existing Pay/Salary History: As each applies to the case at hand, the following factors, as well as other relevant factors, may be considered in determining the appropriate step at which to set the rate of basic pay and are annotated in the justification memo (*check all that apply*):

___ Candidate's level, type, or quality of skills or competencies.

___ 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.

___ The monetary value of housing and subsistence benefits may be considered part of a military member's existing pay, or a separated member's recent salary history, for the purposes of a superior qualifications appointment.

___ 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. Special care must be exercised to not use the authority solely to match any candidate's earnings outside the Federal civilian sector.

___ Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled.

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

___ Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled or there is a delay filling it.

___ Desirability of the geographic location, duties, and/or work environment associated with the position.

___ Workforce needs, as documented in the agency strategic human capital plan.

Required Documentation Provided:

Justification Memorandum: Yes ___ No ___

Description of Superior Quals or Special Need: Yes ___ No ___

Position Description: Yes ___ No ___

Vacancy Announcement: Yes ___ No ___

Referral: Yes ___ No ___

Candidate's Resume: Yes ___ No ___

Income Verification (If applicable): Yes ___ No ___

Evidence candidate declined Step 01: Yes ___ No ___ **(Copy of Tentative Job Offer)**

Competing Job Offer (if applicable): Yes ___ No ___

Was a Recruitment Incentive Offered? Yes ___ No ___ **(If no, why?):**