



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 (1aa4)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Advanced In-Hire Rate Plan for Superior Qualifications or Special Need(s) Appointments

1. References:

a. Title 5 CFR, 531.212, Superior Qualifications and special needs pay-setting authority.

b. DoDI 1400.25, Volume 531 (DoD Civilian Personnel Management System: Pay Under the General Schedule), Administratively Reissued May 18, 2009 (Encl).

c. HQ TRADOC, ATBO-C (25-50a), memorandum (Delegation of Civilian Human Resources (CHR) Authorities), 25 May 2022.

2. The successful accomplishment of TRADOC's diverse missions depends on a capable civilian workforce. Tools such as Advanced In-Hire (AIH) rates are available to assist in recruiting the best talent available. AIHs 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.

3. Authority to approve advanced in-hire rates of up to a **step 04** has been delegated to TRADOC DCG/CoS, TRADOC EDCG, MSO subordinate organization commanders, CoE commanders, Commanders/Directors of special activities who report directly to HQ TRADOC, Commandant, Chaplain Center and School, and TRADOC Deputy Chiefs of General Staff Offices and Chiefs of Special Staff Offices. Authority may be further delegated in writing to not lower than deputy to the commanding general or deputy commander general, as stated in Reference c.

Approval authority for advanced in-hire rates above a step 04 is delegated to the TRADOC EDCG and must be staffed thru HQ TRADOC, G-1/4, CHRD for review.

4. 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. 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 authority.

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

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

c. Consider one or more of the following factors, as applicable in the case at hand, to determine the step at which to set an employee's payable rate of basic pay using the superior qualifications and special needs pay-setting authority:

- (1) The level, type, or quality of the candidate's skills or competencies;
- (2) The candidate's existing salary, recent salary history, or salary documented in a competing job offer (taking into account the location where the salary was or would be earned and comparing the salary to payable rates of basic pay in the same location);
- (3) Significant disparities between Federal and non-Federal salaries for the skills and competencies required in the position to be filled;
- (4) Existing labor market conditions and employment trends, including the availability and quality of candidates for the same or similar positions;
- (5) The success of recent efforts to recruit candidates for the same or similar positions;
- (6) Recent turnover in the same or similar positions;
- (7) 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;
- (8) The desirability of the geographic location, duties, and/or work environment associated with the position; or
- (9) Agency workforce needs, as documented in the agency's strategic human capital plan.

5. Each determination to grant an advance in-hire rate will be documented describing the superior qualifications of the individual or special need for the candidate's services; the supporting factors used to authorize the advanced in-hire rate; and reason(s) for authorizing a higher minimum rate instead of or in addition to a recruitment incentive. The advanced in-hire rate package must be approved by the authorizing official and coordinated with the servicing CPAC prior to the selectee's entrance on duty (EOD). The package must contain the following:

- a. Description of the candidate's superior qualifications or organization's special need(s);
- b. Description of how the candidate's qualifications are superiorly higher than the minimum requirements of the position. The description should entail how the

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experience, education and/or other relevant factors directly relate to the position and/or are more specialized in quality than the other well-qualified and available candidates. For example, if many well-qualified and available candidates showed high-level experience or education directly pertinent to the position, a superior candidate would demonstrate an outstanding reputation in the field through publications, lectures or leadership roles in professional associations/organization;

c. Statement the individual selected is the only candidate on the referral list who possesses the superior qualifications or meets the special needs criteria;

d. Position description, vacancy announcement, referral list and selected candidate's resume;

e. Statement from the requesting official that a recruitment incentive has been considered and the reason(s) for authorizing SQA in lieu of or in addition to either incentive;

f. TRADOC Advanced In-Hire Rate Approval Checklist (Encl);

g. If applicable, proof of salary (i.e., copy of leave and earnings statement, the previous year's W-2 form, etc.) if the request includes the candidate's existing or relevant salary as a factor in the decision to authorize AIH rate. Salary refers to a regularly received predetermined amount of compensation each pay period on a weekly, or less frequent, basis from an employer to an employee. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work; and

h. If applicable, copy of a competing job offer containing the salary if the request includes a competing job offer as a factor in the decision.

6. Documentation and Record Keeping. Each Activity/CoE G-1, or equivalent, is responsible for ensuring that all documentation regarding the justification and approval for all are available for review and quality assurance. Recordkeeping will include the following:

a. Justification memo signed by the appropriate approving authority.

b. Supporting documentation.

c. Complete TRADOC Advanced In-Hire Rate Approval Checklist.

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Each Activity/CoE G-1, or equivalent, must maintain all supporting documentation for Advanced In-Hire Rate approval requests for a minimum of five years.

7. Quarterly reporting requirement. Quarterly reports regarding the approval of advanced in-hire rates using the TRADOC Quarterly AIH Report (Encl) must be submitted to HQ TRADOC, G-1/4, CHRD, NLT the 10<sup>th</sup> day of the month following the end of each quarter.
8. Local labor relations obligations must be met prior to implementation.
9. Requests for exceptions to this guidance must be approved by the DCS, G-1/4.
10. 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.

Encl

W. D. BRINKLEY  
Senior Executive Service  
Deputy Chief of Staff, G-1/4

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