

TRADOC Advanced In-Hire Rate Approval Checklist

This form must be completed and accompany the request package to the approving authority

Applicant Name (Last, First, M.I.): _____

Position Title: _____

Position Pay Plan-Series-Grade: _____

Advanced Step Requested: _____

Recruitment Method (circle Yes or No):

- Merit Promotion YES/NO
- Delegated Examining YES/NO
- Direct Hiring Authority YES/NO If Yes, which DHA is being used: _____

Qualifications/Organization's Special Need:

1. 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

AND/OR

2. 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

Does the Justification memo address whether a recruitment incentive was considered and/or offered?
YES/NO

Existing Pay/Salary History (circle Yes or No if taken into consideration. If Yes, must be documented in the justification memo):

Salary	YES/NO
Fringe Benefits	YES/NO
Bonuses	YES/NO
Other Outside Income	YES/NO
Shortage	YES/NO
Bona Fide Offer	YES/NO
Forfeited Income	YES/NO
Special Need	YES/NO
Avg Occupation Salary	YES/NO

Required Documentation Provided (circle Yes or No):

Justification Memorandum	YES/NO
Description of Superior Quals or Special Need	YES/NO
Vacancy Announcement	YES/NO
Income Verification (W-2, 1099, etc.)	YES/NO
Copy of Position Description	YES/NO
Selectee's Resume	YES/NO
Evidence Selectee Declined Step 1	YES/NO