DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MISSOURI 65473-8300

AMIM-LDH (37h) 20 July 2026

MEMORANDUM FOR All Appropriated Fund U.S. Army Garrison, Fort Leonard Wood Personnel

SUBJECT: Pay Setting Guidance

1. References.

a. Title 5, CFR, Part 531.212, Superior Qualifications and Special Needs Pay Setting Authority.

b. Department of Defense Instruction (DoDI) 1400.25, Volume 531 (DoD Civilian Management System: Pay Under the General Schedule, 31 January 2020.

c. HQ IMCOM, AMIM-HRC-S memorandum (Procedural Guidance - Superior Qualifications and Special Needs Pay-Setting Authority), 25 September 2024.

d. ID-T2, AMIM-TRN-HR memorandum (Delegation of Authorities #1 – Installation Management Command Directorate – Training (ID-T2) Civilian HR Delegation Authorities Matrix and Issuance of Civilian and Military Awards), 11 July 2026.

2. Purpose. This memorandum provides procedural and processing guidance for requesting and approving superior qualifications and special needs pay-setting (Advanced in Hire (AIH)) for new employees as delegated by reference 1.d. Pay must not be set based on a job candidate's non-federal salary history or a competing job offer.

3. Applicability. This guidance applies to all newly appointed and reappointed appropriated fund IMCOM Civilian personnel, either on a permanent or temporary appointment.

4. Policy. ID-T2 has delegated to the garrison commanders the approval authorities described in this guidance. Approval of superior qualifications and special needs pay-setting is delegated according to IMCOM authority tables.

Approval Category	Delegated Authority
Approval Authority **up to** Step 05 for employees assigned to IMCOM Garrisons	Garrison Commander
Approval Authority **above** GS Step 05 **up to** GS Step 10 for employees assigned to IMCOM Garrisons	ID Director

5. Procedures.

a. Submit requests following the procedural guidance outlined in this memorandum and instructions provided in enclosures 1 and 2.

b. Authorizing officials must maintain documentation for each determination for three years and provide a copy of the approved step to the servicing Civilian Human Resources Service Center.

c. HQ IMCOM will periodically evaluate usage of this authority.

6. This guidance is effective until revoked, suspended, superseded, or rescinded.

7. The point of contact for this policy memorandum is the U.S. Army Garrison, Fort Leonard Wood Human Resource Coordinator.

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Encls
1. Pay-Settings Procedures
2. Pay-Settings Checklist

RENEA L. LAZZARINI
Deputy Garrison Commander