



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

MEMORANDUM FOR All Appropriated Fund U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 25, Pay Setting Policy

1. References.

a. Title 5, Code of Federal Regulations (CFR), Part 531.212, Superior Qualifications and Special Needs Pay Setting Authority.

b. Department of Defense Instruction (DoDI) 1400.25, Volume 531, 18 Jul 2006, Administratively reissued 18 May 2009, subject: DoD Civilian Personnel Management System: Pay Under the General Schedule.

c. Memorandum, HQ IMCOM, IMHR-C, 4 Dec 2018, subject: Procedural Guidance – Superior Qualifications and Special Needs Pay-Setting Authority.

d. Memorandum, Installation Management Command (IMCOM), IMHR-C, 23 Oct 2018, subject: IMCOM Civilian Human Resources Delegation Authorities, Version 02-2018 and Issuance of Civilian and Military Awards Delegations.

2. Purpose. To provide procedural and processing guidance for superior qualifications and special needs pay-setting (Advanced in Hire (AIH)) for new employees as delegated by reference 1.d. and provide guidance for Higher Previous Rate (HPR).

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. This guidance is effective immediately and should be processed as defined below.

5. Advanced in Hire (AIH).

a. IMCOM may use the superior qualifications and special needs pay-setting authority to set the rate of basic pay for a newly-appointed or reappointed employee to permanent and temporary positions in the competitive or excepted service.

IMLD-ZA
SUBJECT: Garrison Policy 25, Pay Setting Policy

b. Management officials may appoint a newly hired employee using the superior qualifications pay-setting authority (commonly referred to as advanced in-hire rates) in recognition of the selectee's superior qualifications for the position.

c. Approving officials will weigh budgetary considerations, labor market factors, internal equity, and mission requirements.

c. All superior qualifications and special needs pay-setting requests must be approved before the candidate becomes a Federal employee. There is no provision to adjust pay after the candidate is on board.

d. The Garrison Commander is the authority to approve up to a step 5. This cannot be further delegated. All requests above step 5 will be approved by ID-T Director. See enclosures for AIH request procedure, appointment criteria and package submission.

6. Pay setting using Higher Previous Rate (HPR).

a. Defined as the highest rate of basic pay previously received by an individual while employed in a civilian position in any part of the Federal Government.

b. Highest grade and highest step within that grade are both considered.

c. Temporary promotion rates lasting less than one year will not be used in consideration.

d. Pay rate received as a member of the uniformed services will not be used in consideration.

e. This authority is delegated to Civilian Personnel Advisory Center (CPAC) Specialist to determine if HPR is warranted.

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

8. The point of contact for this policy memorandum is the Fort Leonard Wood, Garrison Human Resource Coordinator, Farrah Overman at (573) 563-0009, or farrah.l.overman.civ@mail.mil.



JEFFREY O. PAINE
COLLAR
Commanding

2 Encls
1. AIH Procedures
2. AIH Checklist

Advanced in Hire (AIH) Procedures

The superior qualifications authority is intended to improve the Federal Government's ability to compete with non-federal employers for top-quality candidates. It is not intended solely to match selected candidates' existing pay. Individuals hired at advanced rates under this authority, must either have unusually high qualifications for the position and forfeit income that would justify setting a salary above the first step (but not above the top step) for the grade; or meet a special need of IMCOM. A special need may apply to an IMCOM Directorate (ID), to a garrison, or to a particular function. Special needs requests shall ordinarily apply to positions involving direct program management or operation, rather than administrative support.

IMCOM may use the superior qualifications and special needs pay-setting authority to set the rate of basic pay for a newly-appointed or reappointed employee to permanent and temporary positions in the competitive or excepted service. A new appointment is the first appointment of an employee in the federal government; reappointment generally refers to a break in federal service of at least 90 calendar days. See 5 CFR 531.212 for exceptions to the 90-day break in service requirement.

Authorizing officials will maintain thorough documentation for each determination. HQ IMCOM will periodically evaluate the use of this pay-setting authority to ensure actions conform to this procedural guidance. Approving officials are responsible for ensuring all approved actions are funded within distributed Program and Budget Guidance.

To the extent this memorandum or enclosures impact employees' conditions of employment, collective bargaining obligations must be met.

Appointment Criteria and Documentation

Documentation must clearly establish the superior qualifications of the individual and forfeiture of income, or the IMCOM's special need in order to justify and support the use of the authority. The Advanced In Hire – Superior Qualifications Checklist must accompany the request package. The documentation and/or the request must:

Identify the name of the individual selected for the position, rate of pay being requested/approved, position description number, vacancy announcement number, area of consideration used for recruitment, length of time the announcement was open, and all referral certificates issued for the position.

Describe the selected candidate's superior qualifications that are greater than what would be expected from a well-qualified candidate for the job being filled, and provide the analysis that compares the candidate's superior qualifications to the qualifications of the other available candidates from the referral list. The superior qualifications determination will be based on the description of the clear superiority of the candidate's qualifications.

ADVANCED IN HIRE – SUPERIOR QUALIFICATIONS CHECKLIST

This form is to be used to set pay for newly-appointed (first federal appointment) or reappointed (break in service for at least 90 days) employees to permanent or temporary positions.

Activity:

- | | | |
|--------------------------------|--------------------------------------|---------------------------------|
| <input type="checkbox"/> ACS | <input type="checkbox"/> DRM | <input type="checkbox"/> PAO |
| <input type="checkbox"/> DES | <input type="checkbox"/> EEO | <input type="checkbox"/> RSO |
| <input type="checkbox"/> DHR | <input type="checkbox"/> Garrison HQ | <input type="checkbox"/> Safety |
| <input type="checkbox"/> DPTMS | <input type="checkbox"/> IR | <input type="checkbox"/> SJA |
| <input type="checkbox"/> DPW | <input type="checkbox"/> PAIO | |

Applicant Name: (Last, First, M) _____

Grade/Step Requested: _____

Position: _____

Appointment Type: _____

Appointing Authority: _____

Qualifications:

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 _____

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 described special need?

Yes _____ No _____

Existing Pay/Salary History: The justification memo must discuss:

- | | | |
|--|--|---|
| <input type="checkbox"/> Salary | <input type="checkbox"/> Other Outside | <input type="checkbox"/> Forfeited Income |
| <input type="checkbox"/> Fringe Benefits | <input type="checkbox"/> Income | <input type="checkbox"/> Special Need |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Shortage | <input type="checkbox"/> Avg Occupation |
| | <input type="checkbox"/> Bona Fide Offer | <input type="checkbox"/> Salary |

Required Documentation Provided:

- | | |
|---|---|
| <input type="checkbox"/> Justification Memorandum | <input type="checkbox"/> Copy of Position Description |
| <input type="checkbox"/> Description of Superior Quals | <input type="checkbox"/> Candidate's Resume |
| <input type="checkbox"/> Vacancy Announcement | <input type="checkbox"/> All Certificates Referred |
| <input type="checkbox"/> Income Verification (W-2, 1099, ect) | <input type="checkbox"/> Evidence Candidate declined Step 1 |

Was a Recruitment Incentive Offered Yes _____ No _____

If No, Why? _____