



Superior Qualifications and Special Needs Pay Setting Approval Form

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. § 5333 (2024); 5 C.F.R. § 531.212

Purpose: To collect, use, maintain, and disclose information related to the candidate’s work experience to determine appropriate Step on the General Schedule Pay Table for the Grade Level the candidate was selected for.

Routine Uses: This information will be used by HCTM HR Specialists to determine the appropriate salary for the candidate.

Disclosure: Failure to provide information on this form will result in salary being set at Step 1 of the position’s grade level.

Instructions: The Supervisor/Hiring Manager works with the HCTM/HCSC/CSS HR Specialist to complete the form.

SECTION I – EMPLOYEE’S INFORMATION

- | | |
|--|-----------------------------------|
| 1. Candidate’s Name: (Last, First, MI): | 2. Grade/Step (Salary) Requested: |
| 3. Bureau/Independent Office Symbol: | |
| 4. Position Title/Position Description Number (PD#): | |

SECTION II – APPOINTMENT AND QUALIFICATIONS

	YES	NO
5. Is the candidate a new appointee to the Federal Government or being re-appointed after a break in service of at least 90 calendar days?		
6. Does the candidate possess demonstrably superior qualifications to what would be expected of a well-qualified candidate?		
7. Will the candidate fulfill a special need for USAID which are relevant to the position being filled and essential to the mission, goal, or program activity accomplishments?		



	YES	NO
8. Was a recruitment incentive considered in addition to or in lieu of an advanced salary rate?		
9. Describe the skills, education and/or experience the candidate possesses that makes them superior to the other candidates and how they directly relate to the step level being recommended (see Table 1, Table 2, and Table 3 below):		
10. Explain the reason for authorizing a higher than minimum rate instead of, or in addition to, a recruitment incentive under 5 C.F.R. § Part 575 Subpart A - Recruitment Incentives.		



SECTION III – CONCURRENCE AND APPROVAL

11. Hiring Manager Name: _____

Hiring Manager Signature: _____ Date: _____

12. Lead Administrative Management Staff (AMS) Name: _____

Lead AMS Signature: _____ Date: _____

13. Deputy Assistant Administrator (DAA) or Deputy Director Name:

Approved / I Concur

Disapproved / I Do Not Concur

DAA or Deputy Director Signature: _____ Date: _____

14. Reviewing HCTM/HCSC/CSS HR Specialist Name: _____

Signature: _____ Date: _____

For Recommendations Step 6 or Above Complete Box 15

15. DCHCO Name: _____

Approved

Disapproved

DCHCO Signature: _____ Date: _____

Attachments:

Tab 1 – Position Description

Tab 2 – Referral List with Candidate's Name

Tab 3 – Vacancy Announcement

Tab 4 – Candidate's Resume



Tables For Experience and Education

Table 1 – Based on Years of Experience										
	DAA B/IO APPROVAL					DCHCO APPROVAL				
Step	1	2	3	4	5	6	7	8	9	10
Years*	0	1	2	3-4	5-6	7-8	9-11	12-14	15-17	18 +
Percent**	0	3	6	9	12	18	21	24	27	30

*Only years of experience recognized as equivalent or higher grade levels to the applied position shall be accepted. Higher level experience shall be credited only as equivalent experience.

**These percentage increases only apply to the pay negotiation process. They are not to be referenced in relation to the required waiting period for a pay step increase that follows a new hire onboarding.

Table 2 – Based on Minimum Education Requirements				
Education Level	High School	Bachelor's	Master's	Doctorate Ph.D.)
High School Diploma	Base	N/A	N/A	N/A
Associate's Degree	1.50%	N/A	N/A	N/A
Bachelor's Degree	3.00%	Base	N/A	N/A
Master's Degree	4.50%	3.00%	Base	N/A
Doctorate (Ph.D)	6.00%	4.50%	3.00%	Base
Relevant Professional Certification	1.50%	1.50%	1.50%	1.50%

1. Each tier of percentage increases corresponds to an adjustment of one half-step higher on Table 1. For example, a 1.50% increase alone does not elevate step 1 to step 2; however, a 3.00% increase does. It is important to note that these educational step advancements are independent of their waiting period; a new hire must complete the full waiting period to qualify for their next in-grade increase.
2. These percentage increases only apply to the pay negotiation process. They are not to be referenced in relation to the required waiting period for a pay step increase that follows a new hire onboarding.
3. The use of the education rubric above to set pay must align with OPM's Group Qualification Standards and the use of education to substitute for experience at each relevant grade level.

Table 3 – Based on Position's Responsibility Level	
Responsibility Level	Pay Adjustment Percentage
Non-Supervisory	Baseline
Team Lead	2.00%
First-Line Supervisor	4.00%
Second-Line Supervisor	6.00%