



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
FORT MONROE VIRGINIA 23651-5000

REPLY TO
ATTENTION OF

ATBO-C

3 May 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Superior Qualification Appointment (SQA) Policy

1. References.

a. Title 5, United States Code section 5333, and 5 Code of Federal Regulations, Part 531.212.

b. Department of Defense (DOD) Instruction 1400-25.M Subchapter 531, "Pay under the General Schedule," December 1996

c. Headquarters, TRADOC Memorandum dtd 28 April 2004, sab.

2. In accordance with references a and b, Headquarters TRADOC retains authority to appoint an individual above the minimum pay rate based on superior qualifications or special needs of the organization. The authority has not been delegated.

3. Reference c is rescinded to allow consideration of military basic housing allowance and subsistence benefits in addition to recent salary history when setting pay above the minimum rate.

4. In order to process requests to set the rate of pay above the minimum rate, the following information/documentation is required.

a. Copy of the position description.

b. Copy of vacancy announcement.

c. Copy of referral list.

d. Superior qualification of the individual selected or the special needs of the organization to justify appointment.

e. Statement that the individual selected is the only candidate that possesses the superior qualifications.

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- f. Process used to select candidate (e.g., panel).
 - g. Proof of salary (e.g., leave and earnings statement). Advanced-in-hire rate may be based on current salary, recent salary history, or competing salary offer. Documentation supporting use of recent salary history must include the time period considered.
 - h. Documentation that recruitment bonus was considered and accepted/declined (recruitment bonus and advanced-in-hire rate may both be paid if warranted--justification is required).
5. Documentation must be maintained at the activity, which allows reconstruction of the action taken in each case.
6. Point of contact is Nancy Villasana, DSN 680-5235 or commercial (757) 788-5235; Email nancy.villasana@us.army.mil.


ALICE K. WARD
Civilian Personnel Director

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