Superior Qualifications and Special Needs Appointments – HRO

Staffing Review, MRP Form XX

Name of Appointee                                                                            Announcement Number

Organization Title, Subdivision, and Duty Station

Proposed Entrance on Duty Date

Position Title

Pay plan, Series, Grade, Step, and Salary

The attached forms as well as the justification have been reviewed for adherence to MRP and USDA policy and Federal Regulations. It has been determined that the areas noted below require additional development and/or justification.

* First appointment as defined in MRP policy and Title 5 Code of Federal Regulations Part 531.212.
* The position is at the full performance level or is a senior level position in the organization.
* The position is not at the full performance level and is not a senior level position in the organization.

**Note:** Positions not at the full performance level or at the senior level require approval from the Director, OHRM, USDA.

* MRP Form 145-R, Superior Qualifications and Special Needs Appointments. The following areas require attention:
  + - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Written justification clearly identifies and addresses relevant items in the “Justification Criteria” section. The following areas require additional information:
* Describing the unusually high (superior) qualifications (with income forfeiture) of the candidate or how the candidate fills a special agency need.
* Describing why the higher rate is needed instead of or in addition to a recruitment incentive.
* Addressing the criteria considered as listed in the “Justification Criteria” section.
* List of recruiting sources used along with a description of recent recruitment efforts.
  + Information is missing and needs to be added.
* First appointment as defined in MRP policy and Title 5 Code of Federal Regulations Part 531.212.
* The position is at the full performance level or is a senior level position in the organization.
* The position is not at the full performance level and is not a senior level position in the organization.

**Note:** Positions not at the full performance level or at the senior level require approval from the Director, OHRM, USDA.

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  + - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* Describing the unusually high (superior) qualifications (with income forfeiture) of the candidate or how the candidate fills a special agency need.
* Describing why the higher rate is needed instead of or in addition to a recruitment incentive.
* Addressing the criteria considered as listed in the “Justification Criteria” section.
* List of recruiting sources used along with a description of recent recruitment efforts.
  + Information is missing and needs to be added.
  + Information is present but needs more detail.
* Completion of MRP Form 147-R, Annual Salary Computation Sheet for Superior Qualifications Appointments, if applicable. The following areas require attention:
  + - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Proposed salary rate does not exceed 20 percent (20%) pf the candidate’s existing pay rate.
* Additional Staffing concerns:
  + - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Staffing Specialist:                                             Date:

Name of Staffing Specialist: