

**SUPERIOR QUALIFICATIONS
AND SPECIAL NEEDS APPOINTMENTS (SQA)
REQUESTING OFFICIAL'S CHECKLIST**

For SQAs, ensure:

- It is a first appointment or a qualifying reappointment as defined in the Human Resources Desk Guide (HRDG) and in Title 5 Code of Federal Regulations (CFR) 531.212(a).
- 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. Human Resources Operations (HRO) must obtain final approval from the Director, Office of Human Resources Management (OHRM), USDA.
- AD-3077, USDA Superior Qualifications Checklist and Supplemental Approval Form, is completed.
- MRP Form 145-R, Superior Qualifications Appointments, is properly completed and approved/signed by the Recommending Official.
- Written justification clearly identifies and addresses relevant items in the "Justification Criteria" and "Pay Rate Determination Factors" sections.
 - Explain if the authority is based on unusually high qualifications (*with income forfeiture*), or a special Agency need.
 - Explain the reason(s) for authorizing the higher rate instead of, or in addition to, a recruitment incentive.
 - Identify and address other criteria considered as listed in the "Justification Criteria" section.
- MRP Form 147-R, Annual Salary Computation Sheet for Superior Qualifications Appointments, is completed and supporting documentation is attached, if applicable.
- Supporting documentation, if applicable, is attached to the justification:
 - Name of the candidate;
 - List of recruiting sources;
 - A description of and the results of recent recruitment efforts;
 - Position Description;
 - Resume;
 - Vacancy Announcement;
 - Selection Certificate referred to manager;
 - Candidate's written declination of the GS-step 1 offer;
 - Data on the average salary for the occupation;
 - Income verification, e.g., W-2, tax return, check stubs, 1099's;
 - Bonafide offer of outside employment dated within the last 30 days; and
 - Forfeited income. Use MRP Form 147-R, Annual Salary Computation Sheet for Superior Qualifications Appointments, if applicable, is completed and supporting documentation is attached and/or proposed salary rate does not exceed 20 percent (20%) of the candidate's existing pay rate.
- Paperwork (e.g., *MRP forms and written justification*) is submitted to HRO for review and forwarding to the Approving Official.