## UNITED STATES DEPARTMENT OF AGRICULTURE MARKETING AND REGULATORY PROGRAMS

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

For SQAs, ensure:

Ш	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 <u>not</u> at the full performance level and is <u>not</u> 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.