**Superior Qualifications and Special Needs Appointments (SQA)**

**Requesting Official’s Checklist, MRP Form XX**

Ensure:

* It is a first appointment or a qualifying reappointment as defined in the HRDG and in 5 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. HRO must obtain final approval from the Director, OHRM, USDA.
* AD-3077, USDA Superior Qualifications Checklist and Supplemental Approval Form.
* MRP Form 145-R, Superior Qualifications Appointments, is properly completed and signed by the recommending official.
* Written justification clearly identifies and addresses relevant items in the “Justification Criteria” and “Pay Rate Determination Factors” sections.
* Explains if the authority is based on unusually high qualifications (with income forfeiture), or a special agency need.
* Explains the reason(s) for authorizing the higher rate instead of or in addition to a recruitment incentive.
* Identifies and addresses other criteria considered as listed in the “Pay Rate Determination” section.
* 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;
	+ 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,
	+ Bona fide offer of outside employment dated within the last 30 days,
	+ 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 reviewand forwarding to the recommending official.