



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

AUG 9 2010

SFAE-HR

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Delegation of Authority-Advanced In-Hire Rates of Pay Based on Superior Qualifications or Special Needs Pay-Setting Authority**

1. Reference memorandum, Office of Administrative Assistant to the Secretary of the Army, 15 Jul 10, subject: Delegation of Authority-Advanced In-Hire Rates of Pay Based on Superior Qualifications or Special Needs Pay-Setting Authority (enclosure 1)
2. In accordance with the guidance from the Administrative Assistant to the Secretary of the Army (AASA), I delegate the approval authority to you using the superior qualifications appointments and special needs pay-setting authority to set advanced in-hire rates up to step four of the General Schedule (GS) grade for appointment to GS employees that come under your authority. This authority may not be further delegated.
3. The AASA will retain the authority to approve advanced in-hire rates above step four of the GS grades. This authority may not be further delegated.
4. The management and approval of advanced in-hire rates will be in accordance with Army and Department of Defense policy. The possibility of a recruitment incentive must be considered in determining whether to use the advanced in-hire authority and in setting the higher rate of basic pay. Each decision to grant an advanced rate of pay must be made before the candidate enters duty and will be fully justified and documented. Documentation must include a complete description of the factors underlying your decision to authorize the higher rate of pay and the reasons for authorizing an advanced rate instead of, or in addition to, a recruitment incentive. Provide the enclosed report (enclosure 2) with the documentation to my point of contact on a quarterly basis.
5. This delegation of authority is effective as of the date of this memorandum. It supersedes any previous delegations of authority for approval of advanced in-hire rates. This authority is effective immediately and expires 30 Sep 13, unless earlier modified or rescinded.

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6. The point of contact is Mr. Damon M. Ingram, Human Resources Management Division, U.S. Army Acquisition Support Center, at commercial (703) 805-1016, DSN 655-1016, or e-mail: [damon.ingram@us.army.mil](mailto:damon.ingram@us.army.mil).



Malcolm R. O'Neill

Army Acquisition Executive

Encls

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