



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

AUG 14 2014

SFAE

MEMORANDUM FOR SEE DISTRIBUTION

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

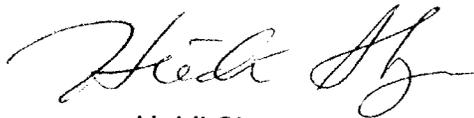
1. Reference memorandum, Office of the Administrative Assistant to the Secretary of the Army, 11 Jul 2014, subject: Delegation of Authority – Pay-Setting Authority for Advanced In-Hire Rates of Pay Based on Superior Qualifications or Special Needs (enclosure).
2. I hereby delegate to you the authority to use 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 appointments to civilian positions. 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.
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 advance 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 must 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. The OAASA, Human Resources Management Division (HRMD) will monitor compliance and program evaluation through the personnel and pay systems. HRMD will also complete an annual statistical and qualitative review of this authority.
5. Requests for approval of a rate higher than step four will be sent to the Director, OAASA HRMD with supporting documentation. The documentation will be thoroughly reviewed for evidence that the candidate possesses relevant superior qualifications and/or that the organization has specialized needs requiring the candidate's services. Requests that do not include comprehensive, valid supporting documentation will not be approved.

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6. This memorandum supersedes all previous versions and expires on 30 July 2017, unless earlier modified or rescinded.

7. The point of contact is Mrs. Regina Posey, Human Resources Management Division, U.S. Army Acquisition Support Center, at commercial (703) 805-1019, DSN 655-1019, or email: regina.a.posey.civ@mail.mil.



Heidi Shyu  
Army Acquisition Executive

Encl

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