



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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Canc frp: Oct 12

CNATRANOTE 12510
N124

21 Oct 11

CNATRA NOTICE 12510

Subj: ADVANCED IN-HIRE RATE/SUPERIOR QUALIFICATIONS PAY SETTING

Ref: (a) COMNAVIRPACINST 12510.1

Encl (1) USE OF SUPERIOR QUALIFICATIONS OR SPECIAL NEEDS PAY
SETTING AUTHORITY (ADVANCED IN-HIRE RATE)
JUSTIFICATION FORM (FOR GENERAL SCHEDULE POSITIONS)

1. Purpose. To establish Chief of Naval Air Training (CNATRA) policy for setting advanced in-hire rate or superior qualifications pay setting for new hires.
2. Scope. This notice applies to CNATRA staff and subordinate activities.
3. Background. Advance in-hire rate/superior qualifications are used for eligible candidates who possess superior qualifications or for hard to fill vacancies. Eligible candidates include first time appointments in the Federal service or reappointments after a break in service of 90 days. It is not intended to match a candidate's existing salary. The application of advance in-hire rate should be used sparingly and judiciously. The candidate should possess qualifications that are readily apparent to be superior or the selecting official should be able to demonstrate that the position is hard to fill.
4. Policy. Reference (a) authorizes advance in-hire rate/superior qualifications pay setting up to step 5 for subordinate activities. Anything above a step 5 must be submitted to the Commander, Naval Air Forces (CNAF) Total Force Position Management Board (TFPMB). Enclosure (1) will be used to document any pay setting above step 1. For CNATRA activities, if the selecting official does not endorse anything above a step 1 then the request is denied. If the selecting official does recommend a higher step, then the selecting official's first line supervisor may authorize up to a step 3 starting salary. Recommendations above a step 3 must be

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submitted to the CNATRA Position Management Board (PMB) using enclosure (1).

5. Cancellation Contingency. This notice is in effect for 1 year or until it is superseded by another notice, whichever occurs first.

THOMAS E. BRODERICK
Chief of Staff

Distribution:
CNATRA Website

USE OF SUPERIOR QUALIFICATIONS OR SPECIAL NEEDS PAY SETTING
AUTHORITY
(ADVANCED IN-HIRE RATE)
JUSTIFICATION FORM
(FOR GENERAL SCHEDULE POSITIONS)

CANDIDATE'S NAME: _____

PROSPECTIVE ACTIVITY: _____

PROSPECTIVE ORGANIZATION CODE: _____

POSITION (TITLE/PAY PLAN/SERIES/GRADE): _____

1. I have reviewed the criteria for using superior qualifications and special needs pay setting authority as outlined in 5 CFR 531.212 and have determined that its use is necessary using the factors checked below and **as documented in the narrative justification attached to this form.**

(a) Basis for advanced in-hire rate (Check one):

___ The candidate's superior qualifications as demonstrated or obtained through experience, skills, education, competencies, etc. are significantly higher than those needed to be minimally qualified and/or are of a more specialized quality compared to other candidates; OR

___ The candidate possesses the type, level or quality of skills and competencies relevant to the requirements of the position and essential to accomplishing an important activity mission, goal, or program activity. A candidate may also meet the special needs criteria by meeting agency workforce needs, as documented in the agency's strategic human capital plan.

(b) Pay Rate Determination - The following factor(s) were considered in determining the step at which to set the employee's rate of basic pay (Check one or more that apply):

___ The level, type, or quality of the candidate's skills or competencies;

___ The candidate's existing salary, recent salary history, or salary documented in a competing job offer, considering the geographic location, with copies of LES or equivalent, job offer letters with salary information, etc. provided with attached narrative;

___ Significant disparities between Federal and non-Federal salaries for the skills and competencies required of the position to be filled;

___ Existing labor market conditions and employment trends, including availability and quality of candidates for the same or similar positions;

___ The success of recent recruitment efforts for the same or similar positions;

___ Recent turnover in the same or similar positions;

___ Importance/criticality of the position to be filled and impact on the activity if not filled or if there's a delay in filling it;

___ Desirability of the geographic location, duties, and/or work environment of the position;

___ Agency workforce needs, as documented in the agency's strategic human capital plan; and/or

___ Other relevant factors (as specified in the attached supporting narrative).

(c) The reasons for authorizing an advanced rate instead of, or in addition to, a recruitment incentive, under 5 CFR 575, subpart A, are identified in the attached narrative justification.

2. I recommend approval of an advanced in-hire rate for setting pay at step _____ of grade _____. This is the minimum salary that I believe the candidate will accept and is consistent with overall Federal pay policies and the documents provided to support the candidate's current salary.

Enclosure (1)

3. In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined that use of the superior qualifications or special needs pay setting authority is in the best interest of the government.

Selecting Officials Signature

Authorizing Official's Signature

CNATRA HR Liaison

Note - Authorizing Officials:
Step 1-3, Selecting Official's Supervisor
Step 4 &5, CNATRA Position Management Board
Step 6 & up, CNAF Position Management Board

Enclosure (1)