NATIONAL CAPITAL REGION MEDICAL

# Fact Sheet

# Superior Qualifications Appointment

A Superior Qualifications Appointment (SQA) is an initial appointment to Federal Service or a reappointment after a 90-day break in service in which starting pay is set above the first step of the grade based on superior qualifications gained in prior relevant work experience or because the individual's credentials or skills meet a special agency need that justifies the higher pay, as required by 5 CFR 531. 212 (c) (3)

- The CHRC must validate the experience and/or education used to support the request for the SQA.
- FOR PHYSICIANS AND DENTISTS, the Activity Compensation Panel must review and the Authorized Management Official must approve the use of the SQA in setting pay.
- Before offering a Superior Qualifications Appointment, approving officials must first consider a recruitment incentive, as required by 5 CFR 575 Subpart A.
- Approvals for SQAs above Step 5 of the Grade require NCR MD Personnel Division approval.
- Written approval of the advanced in-hire rate is filed permanently in the employee's official personnel folder. All supporting documentation, including the verification of existing pay, competing job offers, or salary history, should be retained by the approving official for the period of three years.

## References

5 U.S.C. 5333
5 CFR 531.212