

**U. S. DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY**

REQUEST FOR APPROVAL OF SUPERIOR QUALIFICATIONS APPOINTMENT

1. Candidates Name (Last, First, M.I.)	2. OPM Cert. Number/Merit Promo. Referral Cert. Number	3. Type of Appointment
4. Recruitment Sources Used:		
5. Type of Action-- Payment of: <input type="checkbox"/> Superior Qualifications Appointment based on unusually high or unique qualifications of candidate. <input type="checkbox"/> Superior Qualifications Appointment based on special need of bureau for candidate's services.		
6. Position for Which Candidate is Proposed for Superior Qualifications Appointment: Title/Pay Plan/Series/Grade/Step: _____ Salary: _____ Division: _____ Duty Station: _____		
7. Reason for authorizing an advanced rate instead of or in addition to a recruiting bonus.		
8. Requesting Organization's Mailing Address and Telephone Number:		
Signature and Typed Name and Title of Selecting Official		Date:
*Signature and Typed Name and Title of Endorsing Official		Date:
Signature and Typed Name and Title of Approving Official		Date:
INSTRUCTIONS: This form must be accompanied by a justification for superior qualifications appointment. The justification must include a description of the superior qualifications of the proposed selectee (including a comparison of the candidate's qualifications with those of other well qualified and available candidates), OR the special need which exists in the USGS for the candidate's services; and a statement of the candidate's income considered and management's rationale utilized in determining the requested pay rate.		

*Bureau Director must endorse if proposed salary exceeds 20% of the candidate's existing pay; otherwise, internal division endorsement procedures, if any, apply.