

Template for Requesting use of the Critical Position Pay Authority
See also 5 CFR part 535

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| Requesting department or agency. |
| Requesting agency head or designee name and title. |
| Requesting agency point of contact. |
| Organization of the position proposed to be designated as critical. |
| Position title. |
| Position appointment authority. |
| Pay plan and grade/level of the position. |
| Occupational series of the position. |
| Geographic location of the position. |
| Current salary of incumbent and maximum salary for the position. |
| Name of incumbent (or "vacant" if vacant). |
| Length of time the incumbent, if any, has been in the position. |

Whether the incumbent is eligible for immediate retirement; and, if not, when the incumbent would be so eligible.

If the position is new, the length of time the position has been vacant.

Provide a written evaluation of the need to designate the position as critical. Such an evaluation must include—

- (i) The kinds of work required by the position and the context within which it operates;
- (ii) The range of positions and qualification requirements that characterize the occupational field, including those that require extremely high levels of expertise;
- (iii) The rates of pay reasonably and generally required in the public and private sectors for similar positions; and
- (iv) The availability of individuals who possess the qualifications to do the work required by the position.

Provide information on agency experiences in efforts to recruit or retain exceptionally well qualified individuals for the position or similar positions.

Provide an assessment of why the position could not be filled with a desired candidate without using the critical position pay authority. This assessment must include a justification as to why other human resources flexibilities such as recruitment, relocation, and retention incentives under 5 CFR part 575 could not be used.

Provide an explanation of the organizational context of the position and how it compares with other critical positions in the agency.

Describe the anticipated effect on the successful accomplishment of an important agency mission if the position is authorized for critical position pay.

Any additional information the agency may deem appropriate to demonstrate that higher pay is needed to recruit or retain an employee for the critical position.

Provide a copy of the position description and qualification standard for the position (not required for an Executive Schedule position).

Specify the desired rate of basic pay for the position.

If the desired rate of pay is above the rate for Level II of the Executive Schedule, provide justification describing the exceptional circumstances making it necessary to pay above the Level II rate.