

**Department of the Navy
Highly Qualified Experts Justification Form**

Type of Action Requested:	
<input type="checkbox"/> Establish and appoint	<input type="checkbox"/> Incentive Payment
<input type="checkbox"/> Recruit	<input type="checkbox"/> 1-year extension (of 5-year appointment)
<input type="checkbox"/> Relocation bonus	<input type="checkbox"/> Other _____

Position Establishment

Proposed Title:	Series	Organizational Level
		<input type="checkbox"/> Directorate <input type="checkbox"/> Branch
		<input type="checkbox"/> Division <input type="checkbox"/> Other

General description of emergent, short-term, non-permanent requirement: *Brief, concise statement; fully described in attached narrative*

Title of position reporting to:	Level reporting to:
	<input type="checkbox"/> Pres. Appt. <input type="checkbox"/> O-7 & above
	<input type="checkbox"/> SES <input type="checkbox"/> O-6
	<input type="checkbox"/> Other:

Size of program budget:	Previously established as:
Directly managed: \$ _____	<input type="checkbox"/> SES <input type="checkbox"/> Duties not previously performed
Substantially Influenced: \$ _____	<input type="checkbox"/> O-7 & above
	<input type="checkbox"/> O-6 or GS-15
	<input type="checkbox"/> Other _____

Appointment and Pay

Name of Proposed Appointee:	NTE date of appointment:
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Recommended initial pay level:	Standard Locality:	Total Pay:
Basic Pay: \$ _____	\$ _____	\$ _____

Appointee was separated under VSIP: Yes, Date: No

Pay Setting Factors: *Check all applicable and fully describe in narrative justification attachment*

<input type="checkbox"/> Labor Market Conditions	<input type="checkbox"/> Type of degree
<input type="checkbox"/> Type of position	<input type="checkbox"/> Personal recommendations
<input type="checkbox"/> Location of position	<input type="checkbox"/> Experience (recent, relevance)
<input type="checkbox"/> Work Schedule	<input type="checkbox"/> Budget considerations
<input type="checkbox"/> Level of independence in establishing work objectives	<input type="checkbox"/> Organizational equity/pay considerations
<input type="checkbox"/> Working conditions	<input type="checkbox"/> Mission impact of work assignments
<input type="checkbox"/> Personal qualifications	

Required Documentation

Refer to DON policy which prescribes Justification narrative

<input type="checkbox"/> Position description & signed OF8	<input type="checkbox"/> Narrative justifications for:
<input type="checkbox"/> Organization Chart	• requirement for position,
<input type="checkbox"/> Appointee's resume	• appointee's qualifications, and
	• initial salary

Higher Level Approvals

Certification: *Experts shall not be used to provide any person with temporary employment in anticipation of a permanent appointment; to provide desired services that are readily available within DON or another Federal agency; to perform continuing DON functions, including work of a policy decision-making, or managerial nature; to bypass or undermine personnel ceilings or pay limitations; to aid in influencing or enacting legislation; to give former Federal employees preferential treatment; to do work performed by regular employees or to fill in during staff shortages.*

Claimant Head:	_____	_____
	(Signature, Title)	(Date)
Echelon 1 Endorsement:	_____	_____
(e.g., VCNO, ACMC, AAUSN)	(Signature, Title)	(Date)
Functional Head	_____	_____
(e.g., ASN):	(Signature, Title)	(Date)
Under Secretary of the Navy	_____	_____
	(Signature)	(Date)
APPROVED:	_____	_____
Secretary of the Navy	(Signature)	(Date)