

**INDIAN HEALTH SERVICE**  
**FEDERAL WAGE SYSTEM APPOINTMENTS ABOVE THE MINIMUM RATE FORM**  
**PROCEDURES AND REQUIRED DOCUMENTATION**

The IHS follows the guidance in [HHS Instruction 532-1: Pay Setting - Federal Wage System \(FWS\)](#). The IHS does not place any additional restrictions on the use of this pay-setting authority beyond what is described in detail in the HHS Instruction. This IHS form shall be used to document the appropriate use of this pay-setting flexibility and state the required documentation needed in IHS pay-setting cases.

Selectee Name: \_\_\_\_\_

Target EOD: \_\_\_\_\_

Position/Pay Plan/Series/Grade: \_\_\_\_\_

Proposed Step: \_\_\_\_\_

**Eligibility**

Appointments above the minimum rate of the grade may be made for new appointments in the Federal Wage System.

**Appointment Above the Minimum Rate Determination**

An employee's pay may be set above the minimum rate of the grade to recognize special qualifications, exceptional skills, or highly specialized expertise in a mission-critical trade or craft. Provide a brief explanation (2-3 sentences) of the candidate's eligibility based on these factors.

**Pay Rate Determination**

Consideration must be given to how the step has been set for employees who had similar qualifications who were appointed to comparable positions (based on series, grade, organization, location, or other relevant factors). Provide a brief response (1-2 sentences) describing how this factor was considered, if applicable.

Consideration must also be given to other relevant factors, such as the appointee's skills or significant pay disparities between Federal and non-Federal pay rates for the occupation. Provide a brief explanation (1-2 sentences) of how this was considered.

Special note: Consideration **MUST NOT** be given to the candidate's current pay, prior pay, or competing job offers. Non-Federal pay history or job offers can vary between equally qualified candidates. In order to advance pay equity, this factor can no longer be considered.

The following documents must be attached to this form and transmitted to the Approving Official/Hiring Manager for review and signature:

1. Candidate resume
2. Position Description (PD), including OF-8 cover sheet
3. Salary survey data, if used to support the pay rate determination.

Documents that are not necessary to include in the request package:

- Candidate's transcripts, licenses, or certifications
- Documents in PD packages other than OF-8 & PD (Evaluation Statement, Position Designation Record, FLSA Checklist, etc.)
- Job Opportunity Announcement
- Copy of the certificate of eligibles

Documentation must be retained for a minimum of three full years.

## Approvals

Approving Official/Hiring Manager: \_\_\_\_\_

(Hiring Manager also certifies funds availability)

Reviewing Official/Branch Chief, Talent Acquisition Division, OHR: \_\_\_\_\_