



OFFICE OF THE UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

JAN 31 2011

PERSONNEL AND
READINESS

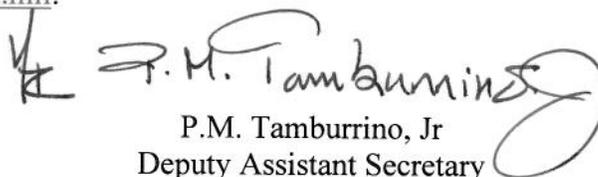
MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Data Call for Initial Pay Setting for Highly Qualified Experts (HQEs)

In accordance with Section 6.a.2, of the "Procedures" section of the March 2010, Highly Qualified Experts (HQE) policy, initial pay set above EX-III is to be reserved for "unique circumstances of rare occurrence." In addition, all initial pay set above EX-III is to be reported to the Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD(CPP)), formerly the Deputy Under Secretary Defense (CPP), annually, at the end of the calendar year. This is the formal call for data regarding all instances where initial pay for an HQE was set above EX-III during calendar year 2010. Your response should include the name of the HQE, the position title, the period of appointment, and a detailed justification of the "unique circumstances" which served as the basis for your decision to set pay above EX-III, or \$165,300 for all HQE appointments made after March 26, 2010, the effective date of the revised HQE policy.

It is requested that the Fourth Estate coordinate their response through the Fourth Estate Executive and Political Personnel Office. Offices within the Fourth Estate should submit responses by February 16, 2011, to MaryJo Perryman who may be reached at 703-693-8500, or maryjo.perryman@whs.mil.

Your response is due by March 1, 2010, and should be submitted to the DoD SES Policy Office. My point of contact is Mary Lamary, who may be reached at 703-696-4802, or mary.lamary@cpms.osd.mil.



P.M. Tamburrino, Jr
Deputy Assistant Secretary
Civilian Personnel Policy

