

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

**District Personnel Manual Issuance System**

This E-DPM instruction may be accessed electronically at [www.dchr.dc.gov](http://www.dchr.dc.gov), by clicking "Electronic-District Personnel Manual" link; and the "View Issuances Related to this Chapter" link for DPM Chapter(s) **11B**

**E-DPM Instruction No. 11B-84**

**SUBJECT:** Request for Superior Qualifications and Exceptions      **Date:** November 29, 2012

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**NOTE:** This Electronic District Personnel Manual (E-DPM) instruction rescinds E-DPM Instruction No. 11B-70, *Superior Qualifications Appointments in the Career and Management Supervisory Service*, dated June 29, 2009; and DPM Instruction No. 8-59, *Time-in-Grade Requirements and Restrictions* dated August 29, 2008.

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**1. Purpose**

The purpose of this Electronic-District Personnel Manual (E-DPM) instruction is:

- a. To issue DCSF No 11B-10, *Request for Superior Qualifications/Salary Exception Form*;
- b. To abolish forms *DCSF 08-01, Request for Waiver of Time-In-Grade Requirement (Career Service (White-Collar) Positions Only)* and *DCSF No. 11B-01, Request for Superior Qualifications Appointment / Salary Exception (Open Range Salary Schedule)*; and
- c. To provide general guidelines for the use of *DCSF No. 11B-10*.

**2. Purpose of the Request for Superior Qualifications/Salary Exception Form**

- a. In an effort to reduce the number of personnel forms currently being utilized the above-referenced forms have been abolished and consolidated into the new DCSF-No 11B-10 *Request for Superior Qualifications/Salary Exception Form*.
- b. The purpose of the *DCSF No. 11B-10* and the electronic submission process is to facilitate and expedite the review and approval process conducted within the DCHR. The *DCSF No. 11B-10* will be used for the following types of requests:
  - Superior Qualifications/Salary Exceptions;

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*Note:* E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

**Inquiries:** Benefits, Retirement & Staffing Services, DCHR (202) 442-9700

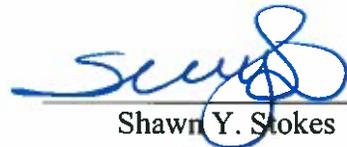
**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

**Retain Until Superseded**

- Salary request of \$90,000 and above;
  - Salary exceeds 10% of current (or previous) salary;
  - Waiver of Time-In-Grade Requirement (Career Service (White-Collar) Positions Only);
  - Extension of Not-To-Exceed appointments exceeding 2 yrs. (Temp App); or 4 yrs. (Term App);
  - Selection of non-residency candidate over residency preference candidate; and
  - Temporary promotions.
- c. Effective immediately, agencies shall submit a scanned version of the *DCSF No. 11B-10* along with the supporting documentation to the Recruitment and Staffing Services within the DCHR at the following address: [dchr.recruitment@dc.gov](mailto:dchr.recruitment@dc.gov).

### 3. Availability of Form

The *DCSF No. 11B-10* is now available as an electronic fillable form. Agencies may access the form on the DCHR's Intranet website at [www.dcop.in.dc.gov](http://www.dcop.in.dc.gov) under the heading "Services," by clicking on "Forms."



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Shawn Y. Stokes  
Director

#### Attachments:

- *Standard Form No. 11B-10, Request for Superior Qualifications/ Exceptions* (Issued 11/12)

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. Department of Human Resources**

**REQUEST FOR SUPERIOR QUALIFICATIONS/EXCEPTIONS**

<b>Section 1 – Designated Office Within DCHR/Type of Appointment</b>		
<b>To:</b> D.C. Department of Human Resources	DCHR NO/AGENCY NO	DATE (Month, Day, Year)
<b>Attn:</b>		
<b>Section 2- Type of Appointment [Initial App. / Reappointment]</b>		
<b>Superior Qualifications Appointment (Steps)</b>	<b>Salary Exception (Open Range)</b>	
<input type="checkbox"/> Career Appt. (Grades 1 – 14 and Wage Grade Only) <input type="checkbox"/> Prob/Perm/Reinstatement <input type="checkbox"/> Term/Temp <input type="checkbox"/> MSS Appt. (Wage Grade Only)	<input type="checkbox"/> Career Appt. (Prob./Perm./Reinstatement/Term/Temp) (Grades 15 & Above) <input type="checkbox"/> MSS Appt. (Open Range) <input type="checkbox"/> Excepted Service	
<b>Section 3- Types of Exceptions Requested</b>		
<b>Submission of Justification to DCHR Required</b>		
<input type="checkbox"/> Salary requests of \$90,000 and above <input type="checkbox"/> Salary exceeds 10% of current (or previous) salary <input type="checkbox"/> Waiver of Time-In-Grade Requirement (Career Service (White-Collar)) positions only	<input type="checkbox"/> Selection of non-residency candidate over residency preference candidate <input type="checkbox"/> Temporary promotion <input type="checkbox"/> Extension of Not-To-Exceed appointment exceeding 2 yrs. for temporary appts or 4 yrs. For term appts	
<b>Section 4 – Agency and Candidate Information</b>		
_____ <b>Agency Name</b>	_____ <b>Name of Candidate</b>	
_____ <b>Name /Title of Designated HR Authority</b>	_____ <b>Pay Plan/Series/Grade/Step and Salary</b>	
_____ <b>Signature of Designated Agency Authority</b>	_____ <b>Date</b>	
<b>Section 5 –Supporting Documentation</b>		
<input type="checkbox"/> Certification from designated HR Authority that all supporting materials/documents including copies of candidate’s completed Employment Application; written justification; position description; and any other supporting documentation or statements have been provided to DCHR. All information is to be forwarded to the Recruitment & Staffing Services in DCHR at <a href="mailto:dchr.recruitment@dc.gov">dchr.recruitment@dc.gov</a> .		
<b>Section 6 – To Be Completed by DCHR Representatives</b>		
<b>Recommendation:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove  _____ Supvy, HR Specialist                      Date	<b>Final Determination:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove  _____ Director, DCHR (or Designee)                      Date	

## INSTRUCTIONS

### *Agency:*

- *Complete sections 1 through 4 and submit requisite documents as outlined in section 5.*
- *Under section 1, include the location (address) of the office within the D.C. Department of Human Resources (DCHR) to which the request is being submitted.*
- *Under section 2, complete for request for superior qualification and salary exception for initial appointments and reappointments.*
- *Under section 3, check the type of exception that is being requested, as appropriate.*
- *Under section 4, include agency and candidate information as specified.*
- *Under section 5, a written justification must include all information and documentation the agency considers relevant for the DCHR to determine whether the request should be approved, including a detailed analysis of the candidate's qualifications and how they compare to those of other candidates/applicants; existing salary, if applicable (include proof such as pay stubs), etc.*

### *DCHR:*

- *Assign a "DCHR No./Agency No." (Section 1) to each DCSF No. 11B-10 received*
- *Sign and date the form (DCHR representative making the recommendation and approving or disapproving the request superior qualifications/ exceptions, respectively)*
- *File the original DCSF No. 11B-10 approving the request on the right hand side of the employee's official personnel folder (OPF) along with the personnel action effecting the appointment (the DCSF No. 11B-10 becomes a permanent personnel record)*
- *Return the original DCSF No. 11B-10 and supporting documentation disapproving a request to the agency, and keep a copy of the request*