

Title 5 – Case Review
Promotions and Other Actions for NIH staff
April 2004

The following guidance is provided for use when submitting requests for approval covered by the Delegations of Authority for Title 5 actions. All case approval requests must be made in writing via formal memorandum to the Deputy Director for Management and must be routed (send original and two copies) through the Office of Human Resources located in Building 1, Room B1-60.

Coverage: This guidance is to be used when submitting promotion and other actions (such as retention allowances, PCA, etc.) to/at the GS-14 or GS-15 levels. This includes promotions that are career ladder, gradual assumption or promotions resulting from an advertisement, for NIH staff.

MEMORANDUM CONTENT -- Content of memos should include the following as appropriate:

Nature of Action Requested: Clearly describe the approval(s) requested, e.g., promotion, and new or increased PCA or retention allowance. Identify the individual, the title, series, grade and pay proposed. If an expedited decision is required, state the reason(s).

Position Information: Identify the position, its organizational location, and the organizational relationship to other positions in the IC, NIH, HHS, etc (e.g., position reports to, is position supervisory and how many does it supervise, is it a Section Chief, Branch Chief, etc.). Include an analysis and discussion of: 1) comparable positions within the organization (i.e., others that may have similar duties); 2) comparable positions across NIH (i.e., others that may have similar duties); and 3) position management issues (e.g., enough grade-supporting work to justify the requested action). At times it will be helpful to not only discuss this but to also provide an organizational chart. Provide background and supportive information such as: the nature and scope of the assignment, the basis of the proposed action (e.g., for career ladder and accretion of duty promotions, describe how the position changed), and for promotion actions that are the result of an advertisement, information on the recruitment history (e.g., announcement period, area of consideration, recruitment sources, quantity and quality of applicants, etc.). Note: You do not need to describe the qualifications of each candidate, sending the applications of the best-qualified candidates will be sufficient.

Candidate Information: Describe the candidate's qualifications, credentials, relevant work experience and awards. Include information regarding IC review qualification review panels (if any), date of last promotion.

Pay Analysis: State the current and proposed total compensation (TC), including pay plan, grade, step and salary [basic and locality], any allowances and bonuses, physician's comparability allowance amount, retention allowance, dollar amount of proposed increase. Give information about how the TC was determined (e.g., current outside offer(s) of employment, market analysis of earnings when compared with a salary survey). Relate the salary to both the qualifications of the candidate and the nature of the position.

Other Issues (if not already discussed above): Discuss any efforts made to overcome difficulties in staffing position, such as use advertising the position at a lower grade level (with higher promotion potential), and any other impact on the position (such as A-76, Administrative Consolidations, etc.).

ATTACHMENTS

To support your narrative justification, please attach the following information:

- Position description for current and proposed position (OF-8) with Evaluation Statements for both jobs in all cases.
- Resume of Candidate
- Vacancy Announcement(s) and/or merit promotion certificates, if advertised
- Applications of the best qualified candidates, if advertised
- Authorizing forms (i.e., PHS 6106, PHS 6340, etc.)
- Organizational/Staffing Charts (to support narrative discussion if necessary)