

Title 5 – Case Review
New Hires to NIH
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 cases for a new hire to NIH, regardless of the “Nature of Action” code used. For example, this applies to actions at the GS-14 or GS-15 level involving initial appointments of individuals from outside the government, reinstatements, transfers from another agency, reassignments from other HHS components, and IPA appointments.

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

Nature of Action Requested: Clearly describe the approval(s) requested, e.g., career conditional appointment, transfer from another agency, reassignment from another HHS component, etc. 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 employees 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, 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 will be sufficient.

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

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, and/or recruitment/relocation bonus or retention allowance, and dollar amount of proposed increase. If appropriate, give information about how the TC was determined, e.g., current earnings in non-federal employment, 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. Provide a clear and objective comparison if the level of compensation proposed is intended to offset any decrease or loss of outside benefits.

Other Issues (if not already discussed above): Discuss any efforts made to overcome difficulties in staffing position, such as use of appointments above-the-minimum, 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 as appropriate for your requested action:

- Position description of proposed position (OF-8) with Evaluation Statement (in all cases)
- Resume of Selectee
- Vacancy Announcement(s), DEU cert, and merit promotion certificates, if advertised
- Applications for all best qualified candidates, if advertised
- Authorizing forms (i.e., PHS 6106, PHS 6340, etc.)
- Outside employment offer letter/Salary Surveys, if appropriate
- Organizational/Staffing Charts (to support narrative discussion if necessary)