

## REQUIREMENTS FOR SUBMISSION OF CASES TO THE NCC

**Nature of action:** T42 pay adjustment, T42 appointment, etc. In addition, identify whether the request is Title 42 (f) time-limited or indefinite or Title 42 (g) time-limited. Also indicate:

- Current (if applicable) and proposed Category, Band, and Tercile
- Current (if applicable) and proposed series
- IC Standing Committee recommendation & date of review (not required for Senior Scientific Leaders)
- Approval by the IC Director
- Why the case is being sent to the NCC (e.g., requests to set pay above EX-I or total compensation above \$200,000; exceptional pay increases; placement of scientists who do not fit into an existing Category; etc.)

### **Position Information:**

Discuss the nature of the position being filled/recommended for pay adjustment. Focus on the level of the position within the IC and the importance of the program to the IC mission.

Describe any trans-NIH assignments/activities that the position may have. For recruitment/selection actions, describe the search history and recruitment efforts. Include an organization chart.

### **Candidate Information:**

- Provide a CV and Bibliography
- Discuss the specific qualifications, achievements, awards, publications, etc. that the candidate possesses, and their significance with respect to the Position Information described above. If applicable, describe the results of any other internal reviews (in addition to the IC Standing Committee), and provide any recent Board of Scientific Counselors' report. If the candidate is not a Federal employee at present, describe the nature, difficulty, scope and level of responsibility of his/her current position.

### **Salary Justification:**

- State the current base salary, discretionary increases<sup>1</sup> and total compensation for the last **four** calendar years.
- State the proposed salary, discretionary increases and total compensation.
- Show the difference between the current and proposed compensation.
- Justify the salary level proposed with respect to the Pay Setting Criteria described in the Pay Model, and the specific tercile requirements - e.g., seminar presentations, etc.
- Identify by name any current NIH employees performing similar functions or in similar positions in other ICs or at the NIH level, and discuss any similarities and/or differences with the subject position
- Describe any competing job offers
- Describe other benchmarks used in determining the proposed salary level
- For outside candidates, provide a clear and objective comparison if the level of compensation proposed is intended to offset any decrease or loss of outside benefits. Similarly, a clear and objective comparison (e.g., Runzheimer Report) must be provided if the justification is based on a higher cost of living at the NIH assignment.

**References:**

- Attach references collected as part of a search or as evidence of meeting tercile requirements

**Copies:**

Original and 12 copies

<sup>1</sup>Discretionary increases for Federal employees include (but are not limited to): monetary awards of any type, T38 pay, PCA, 3Rs allowances, etc. For external candidates, consulting fees should be included as discretionary pay only if the candidate will be unable to continue any consulting for ethical reasons.