
MANAGEMENT

Service Fellowship Program

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PURPOSE This MAPP outlines the policies and procedures for administering the FDA Service Fellowship Program in the Center for Drug Evaluation and Research (CDER).

REFERENCES

- FDA Service Fellowship Plan, July 1996.
 - PHS Act, Sections 207(g), 207(h), and 208(f), Compensation.
 - 42 U.S.C., Sections 209(g) and 210(f).
 - 42 CFR, Part 61, Subpart B.
 - 5 CFR 531.405, Waiting Periods for Within-Grade Increase.
 - 5 CFR 315.802, Length of probationary period; crediting service.
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DEFINITIONS

- **Service Fellowship Program.** A program that provides a flexible mechanism for the temporary employment and professional development of promising research/regulatory review scientists who are foreign nationals or resident aliens, as well as an alternative employment mechanism to secure the services of talented scientists who are U.S. citizens, for limited periods of time.
- **Service Fellow.** The term *service fellow* refers to all staff fellows, senior staff fellows, visiting associates, and visiting scientists.
- **Staff Fellow.** For the purpose of this MAPP, the term *staff fellow* refers to staff fellows and senior staff fellows depending on the amount and quality of experience possessed by the candidate. Staff fellows may be U.S. citizens or non-U.S. citizens who are resident aliens.
- **Visiting Scientist.** For the purpose of this MAPP, the term *visiting scientist* refers to visiting associates and visiting scientists depending on the amount and quality of experience possessed by the candidate. Visiting scientists are non-U.S. citizens only.
- **Operating Personnel Divisions (OPDIVs).** A term used to designate the Agencies (e.g., FDA and NIH) in which the Department has delegated authority to develop Service Fellowship Program policies specific to each Agency.

POLICY

- The Service Fellowship Program is designed to promote research/regulatory reviews and studies and investigations related to medical, physical, biological, and other health fields that support CDER's mission.
- **All appointments under the Service Fellowship Program are temporary** and do not fall under the provisions of a permanent government appointment.
- Service fellows may perform any function directly related to conducting/supporting research, regulatory review, studies, and investigations incidental to their research-related activities.
- Service fellows may provide technical direction and supervision to other researchers as team leaders; exercise leadership in defining conceptual problems in a particular field of research; organize conferences and workshops to clarify those problems and promote the interchange of research ideas and information; consult others about ongoing research/regulatory projects; provide education on recent advances in research; attend professional meetings; publish scientific articles; and review contract and grant proposals designed to support their research projects. This may include bench research or other research-related activities, but may not be used for functions that primarily are administrative in nature.
- Service fellows should not perform supervisory, line management, or other functions that are not directly related to the conduct or support of research. These functions include contract, grant, or program administration or evaluation, and supervisory activities, such as granting leave, determining acceptable levels of competence, and signing performance appraisals. Such activities are primarily administrative in nature and do not employ the scientific and research skills of the service fellow.
- Service fellows are appointed in the Excepted Service.
- Service fellows do not fall under the provisions of Title 5, therefore they **may not be detailed to another position or organization**. However, they may be **reassigned** to another position or organization.
- Care must be taken to ensure that the scientific expertise of the individual selected is the primary skill used in the position.
- Appointments to the Service Fellowship Program are charged to the sponsoring organization's personnel ceiling regardless of the duration of the appointment.

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- **Stipend adjustments for service fellows may only be requested once in a calendar year, and may only be equivalent to one step increase** (NOTE: The Center will not grant exceptions to this rule). Service fellows may not resign from the federal government and be hired back the next pay period or any other pay period thereafter for the purpose of circumventing the regulations on stipend adjustments/pay increases.
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SELECTION AND APPOINTMENT PROCEDURES

- Sufficient efforts must be made to ensure that all candidates have equal opportunities for service fellowships and that minorities, women, and the disabled are represented. Candidates may not be excluded from consideration due to race, color, religion, gender, age, national origin, marital status, sexual orientation, political affiliation, union membership, or disability.
 - Veterans preference is not applicable.
 - Official position descriptions are not required. However, the supervisor must prepare a narrative statement fully describing the duties and responsibilities required of the service fellow. This statement will be used to determine the grade-level equivalency assigned to the service fellow and subsequent promotion eligibility. The statement will be filed in the service fellow's official personnel folder (OPF) with other pertinent appointment documents.
 - The appropriate Office of Human Resources and Management Services (OHRMS) personnel team will notify selectees in writing of the fellowship approval, the stipend level, and the beginning and ending dates of the appointment. Upon subsequent appointments or extensions, a letter and a statement of understanding delineating the conditions of employment will also be provided to the service fellow.
 - OHRMS will establish and maintain an OPF on each service fellow.
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DURATION OF APPOINTMENTS

- **All appointments under the Service Fellowship Program are temporary** and do not fall under the provisions of a permanent government appointment.
- **Staff Fellows.** Initial staff fellow appointments may be made for *up to two years* with extensions on a yearly basis. **Extensions are not automatic nor guaranteed.** Rather, an extension may be requested by the immediate supervisor, based on satisfactory

performance in the program. Extension requests should go through division and office management prior to forwarding to the Branch Chief, Program Management Services Branch (PMSB), Division of Management Services, Office of Management, for signature and approval. The maximum duration in the Service Fellowship program is seven years. This includes all periods of fellowship employment within the same OPDIV (e.g., Agency).

Beyond the seven-year limitation, a request may be made for exceptional cases when an extension is necessary to allow a permanent resident to fulfill the requirements for citizenship. Requests must be forwarded through PMSB, the Center Executive Officer, and the Division of Recruitment and Staffing, OHRMS, for review, and to the Director, OHRMS, for approval. The request must be fully documented to include a justification for the exception and be signed by the approving official.

- **Visiting Scientist.** The duration of appointments for visiting scientists is the same as the provisions for staff fellows, with the exception that appointments and/or extensions of foreign nationals may not exceed the duration of his/her visa.

QUALIFICATIONS

1. The minimum qualifications for each service fellowship category are listed below.
 - a. Staff Fellow. Fellowships may be offered to candidates with a Ph.D. or equivalent degree, e.g., M.D., V.M.D., or Sc.D., in the health sciences and who possess **less than two years** of post-doctoral health-related research/regulatory review experience. Candidates must be U.S. citizens or resident aliens.
 - b. Senior Staff Fellow. Fellowships may be offered to candidates with a Ph.D. or equivalent degree, e.g., M.D., V.M.D., or Sc.D., in the health sciences and who possess **two or more years** of post-doctoral health-related research/regulatory review experience. Candidates must be U.S. citizens or resident aliens.
 - c. Visiting Associate. Fellowships may be offered to candidates with a Ph.D. or equivalent degree, e.g., M.D., V.M.D., or Sc.D., in the health sciences and who possess **less than six years** of relevant post-doctoral research/regulatory review experience. Candidates are foreign nationals (resident or nonresident aliens) and must possess a valid working visa (See Attachment A for Visa Types and Requirements).
 - d. Visiting Scientist. Fellowships may be offered to candidates with a Ph.D. or equivalent degree, e.g., M.D., V.M.D., or Sc.D., in the health sciences and who

possess **six or more years** of appropriate post-doctoral research/regulatory review experience. Candidates are foreign nationals (resident or nonresident aliens) and must possess a valid working visa (See Attachment A for Visa Types and Requirements).

2. Exceptions to the conditions in sections 1.a. through 1.d. above will be considered on a case-by-case basis. Requests must be forwarded through PMSB, the Center Executive Officer, and the Division of Recruitment and Staffing, OHRMS, for review, and to the Director, OHRMS, for approval. Requests must be fully documented to include a justification for the exception (e.g., master's degree) and be signed by the initiating division director.
3. Candidates for all service fellowship categories must either have been awarded their doctoral degrees in a bio-medical, behavioral, or related science, or have been certified by a university as meeting all the requirements leading to such a doctorate.
4. Prior to appointment, all foreign education must be accredited by a national or regional accrediting association in the U.S. A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the U.S. may be demonstrated by: (1) permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG), or a fifth pathway certificate for Americans who completed premedical education in the U.S. and graduate education in a foreign country; or (2) documentation that the foreign education is comparable to education received in accredited educational institutions in the U.S., i.e., education completed in a college or university accredited by a national or regional accrediting association in the U.S. **It is the responsibility of the service fellow to provide such evidence when applying for the program.** Service fellows must meet minimum educational requirements specified in the U.S. Office of Personnel Management (OPM) *Handbook of Qualification Standards*.
5. Foreign participants must be able to read, write, and speak English in such a manner as to be able to effectively carry out the responsibilities of the assignment.
6. Appointees are subject to the same medical qualification requirements as civil service employees, as applicable.

COMPENSATION

Duties being performed will determine the compensation equivalency being assigned. Compensation should be set at a level that reflects the qualifications required, and is competitive with similar positions in universities, medical schools, and industry.

1. Base Stipend. Initial stipends for service fellows will be established within the equivalency ranges provided in Attachment B, Stipend Levels. For example, a service fellow who meets the qualifications for the GS-12 (equivalent) level, may have his/her salary set anywhere from step 1 to step 10.

In determining salary rates, the following factors should be considered:

- a. Qualifications of the applicant
 - b. Salary the service fellow might receive outside the federal government for work similar to the fellowship assignment
 - c. Salaries paid to other FDA employees performing similar work with similar qualifications
2. Stipend Schedule Adjustments. Service fellows paid at less than step 10 of the grade will be eligible to earn advancement in pay to the next higher step of the grade. Commencement of a waiting period is defined in 5 CFR 531.405, Waiting Periods for Within-Grade Increase. Waiting periods are defined as:
 - a. 52 calendar weeks for advancement to steps 2, 3, and 4
 - b. 104 calendar weeks for advancement to steps 5, 6, and 7
 - c. 156 calendar weeks for advancement to steps 8, 9, and 10

Stipend adjustments must be based on satisfactory performance in the program. Adjustments will be granted, at the request of the immediate supervisor and approved by the Branch Chief, PMSB, to coincide with increases to the General Schedule (GS).

Stipend adjustments for service fellows may only be requested once in a calendar year, and may only be equivalent to one step increase (NOTE: The Center will not grant exceptions to this rule). Service fellows may not resign from the federal government and be hired back the next pay period or any other pay period thereafter for the purpose of circumventing the regulations on stipend adjustments/pay increases.

3. Equivalent Promotional Opportunities Within the Stipend Levels. Promotion is not guaranteed nor must it be granted as soon as the service fellow meets the minimum eligibility requirements (e.g., time-in-grade). The Center may recommend a promotion at any time after the service fellow meets all appropriate requirements as specified

under the Service Fellowship Program. If eligible, and a promotion is recommended, the service fellow's rate in the new grade will be set at an amount equal to two step increases of the grade from which promoted. Service fellows who are eligible for a step increase at the same time as he/she is eligible for promotion will receive both. Step increases and promotion actions will be processed as stipend adjustments (without changing the not-to-exceed date of the appointment/conversion action).

Stipend promotions will be made in the same manner as is used when promoting GS employees from one grade to the next. To be eligible for the two-step equivalent stipend adjustment at the next higher grade the following conditions must be met:

- a. All service fellows must meet the OPM Handbook of Qualification Standards and time-in-grade requirements.
 - b. Staff fellows/visiting associates must meet the qualification requirements to move into the senior staff fellow/visiting scientist category and grade.
 - c. Stipend adjustments can only be made up to and including the full performance level GS grade established for similar civil service positions in the immediate program office.
4. Supplemental Stipends. Relocation, recruitment, or retention requests will be considered on a case-by-case basis and must be requested by the immediate supervisor, reviewed by the management officer, forwarded through the Program Management Services Branch and the Center Director, and approved by the Director, OHRMS.
 5. Locality and comparability increases for service fellows will be automatic, unless Center management decides not to extend increases due to budget or other constraints. Service fellows on a special salary rate will receive locality pay only if it is higher than the special rate pay.
 6. Quality step increases (QSIs) are prohibited by law.
 7. The amount of a physician's comparability allowance (PCA) to be paid is the minimum necessary for recruitment and retention purposes. The amount needed to prevent recruitment and retention problems is based on the evaluation of factors such as the qualifications, education, experience, and scientific accomplishments of the physician and the significance of the recruitment and retention problems.

A PCA, computed on either a one-year or a two-year contract, is based on length of appointment. Initial appointments to the Service Fellowship Program will be made for up to two years and the service fellow is eligible to sign a two-year PCA contract.

Subsequent extensions can only be made on a year-to-year basis, therefore, the service fellow would be eligible to sign only a one-year PCA contract thereafter.

PERFORMANCE ASSESSMENT

Although service fellows are not covered under the approved FDA performance appraisal program, supervisors of service fellows must establish a Performance Evaluation Plan (PEP) evaluating the service fellow's research and regulatory review of achievements and potential. PEP forms can be obtained by contacting the appropriate management officer or program specialist, or the CDER Performance Management Coordinator in PMSB. Performance assessments will be considered when determining appointment extensions and/or conversions and stipend increases.

TERMINATION OF APPOINTMENTS

- Visiting Scientists are foreign nationals, and based upon specific visa requirements, are required to return to his/her home country upon expiration of the appointment and/or visa. **For H-1B visas only**, employers are obligated to pay the transportation costs for aliens to return home, if their appointment is terminated prior to the expiration date of the authorized stay, even if the reasons for termination are beyond the control of the employer. **This obligation does not apply to any other visa types. Moving and/or transportation expenses are the responsibility of the alien.**
 - Appointments expire without renewal upon reaching the not-to-exceed date of the initial appointment or a subsequent extension. Appointments may be terminated prior to the expiration date of the appointment for a number of reasons, including but not limited to the following: the services are no longer needed; budget constraints (including the realignment or loss of resources to other research endeavors); concerns about the quality or productivity of a service fellow's research or any other performance deficiency; and/or inappropriate conduct. Reasonable notification (**minimum of two weeks**), when possible, will be given to the service fellow to plan for the termination/expiration of the appointment. Prior to entrance on duty and at the time of an appointment extension, service fellows sign a *Statement of Understanding* (Attachment E) that explains the conditions of their employment. At the time of extension, supervisors are responsible for reviewing the employment status of staff fellows.
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EXTENSION OF APPOINTMENTS

All appointments under the Service Fellowship Program are temporary and do not fall under the provisions of a permanent government appointment. Extensions beyond the initial appointment to the Service Fellowship Program may be offered in one-year increments. An extension is not automatic or guaranteed and must be initiated by the immediate supervisor and approved by the branch chief, PMSB. Extensions may not extend beyond the maximum duration of service in this program as described in the DURATION OF APPOINTMENTS section, or expiration of a visiting scientist's visa.

CONVERSION TO COMPETITIVE CIVIL SERVICE APPOINTMENT

Appointment to the Service Fellowship Program is temporary. Conversion to a competitive civil service appointment is not automatic or guaranteed. However, a service fellow who meets all qualifications for a civil service appointment, **including U.S. citizenship**, may apply and compete through the appropriate employment mechanism (i.e., delegated examining). If selected, service fellows are converted to career-conditional appointments and may be required to serve a probationary period of one year. Rules for crediting prior Federal service are defined in 5 CFR 315.802, Length of Probationary Period; Crediting Service. Prior Federal civil service (including nonappropriated fund service) counts toward completion of probation when the prior service:

1. Is in the same agency
 2. Is in the same line of work (determined by the employee's actual duties and responsibilities)
 3. Contains or is followed by no more than a single break in service that does not exceed 30 calendar days
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BENEFITS AND OTHER PROVISIONS

- Regulatory provisions in the following subject areas apply on the same basis as to other civil service employees:
 1. Attendance. Hours of duty are the same for service fellows as they are for other civil service employees. Time and attendance reports will be maintained by the appropriate timekeeper.

2. Retirement. In most cases, the retirement program for service fellows will be the Federal Employees' Retirement System (FERS).
3. Social Security. Social Security is applied for service fellows newly appointed on or after January 1, 1984, or reappointed to the Federal service after a separation of more than 365 days.
4. Medicare. Service fellows are eligible for Medicare on the same basis as other civil service employees.
5. Group Life Insurance. Federal Employee's Group Life Insurance (FEGLI) Program (See section below for more information on eligibility).
6. Health Insurance. Federal Employee's Health Benefits (FEHB) Program (See section below for more information on eligibility).
7. Leave. Service fellows may earn and accrue annual and sick leave the same as other civil service employees.
8. Training. Service Fellows are eligible for training on the same basis as other civil service employees (e.g., training paid for by the government).
9. Occupational Medical Service Facilities. Service fellows are eligible to use the Federal Occupational Health facilities on the same basis as other civil service employees.
10. Compensation for Work-Related Injury. Service fellows are eligible for compensation for work-related injuries on the same basis as other civil service employees.
11. Withholding Tax. Service fellows, who are U.S. citizens or resident aliens, have the same tax liability as other civil service employees.
12. Medical Qualification Requirements. Service fellows must meet the same medical qualification requirements as other civil service employees in like positions.
13. HHS Standard of Conduct Requirements and FDA Supplemental Standards of Conduct.
14. Incentive Awards. Service fellows are eligible for incentive awards, e.g., Rewards & Recognition awards, on the same basis as other civil service

employees.

- Service fellows must be appointed on a full- or part-time basis for **more than 12 months** to be eligible for participation in the retirement, group life insurance, and health insurance programs. Once service fellows are enrolled in any of these programs, their coverage continues into succeeding appointments (even if for less than 12 months), as long as there is no break in service of more than three days. If service fellows are not enrolled in health insurance and life insurance at the time of such succeeding appointments, they are not entitled to these benefits. Service fellows must pay the full cost of the premium (employee and government shares).
- Service fellows initially appointed for **12 months or less** are not eligible for the retirement, group life insurance, and health insurance programs. However, they will be covered by Social Security and Medicare. Once continuous employment has totaled one year and the appointment is extended, service fellows are eligible to enroll in the Health Insurance program only. Service fellows must pay the full cost of the premium (employee and government shares).

TRAVEL AND TRANSPORTATION

- The following travel allowances are authorized for all service fellows and are payable at the same rates authorized for other civil service employees (Section 61.37, PHS Regulations). Claims for reimbursement are made in accordance with procedures prescribed in the DHHS Travel Manual.
 1. Travel allowances or transportation and per diem are authorized from the service fellow's place of residence to the first duty station.
 2. Service fellows are entitled to travel allowances or transportation and per diem while traveling on official duty away from the permanent duty station at the same rates and under the same conditions as other civil service employees.
 3. Travel allowances or transportation from the last duty station to the place of residence are not authorized for service fellows when they leave the Service Fellowship Program.
- The H-1B visa requires that the employer pay for reasonable costs of the alien's return transportation if the alien's employment is terminated prior to the expiration of the authorized period of stay, even when the reason for the termination is beyond the employer's control, or when the alien is terminated as a result of misconduct and/or

performance problems. However, if the alien voluntarily terminates his/her employment prior to the expiration of the authorized period of stay, the alien is responsible for his/her return transportation costs.

RESPONSIBILITIES

- **Immediate Supervisor:**
 1. Prepares a narrative statement fully describing the duties and responsibilities required of the service fellow.
 2. Recommends selection of a service fellow candidate to the Branch Chief, PMSB.
 3. Establishes a Performance Evaluation Plan (PEP) for all service fellows and reviews and discusses performance with service fellows yearly.
 4. Prior to expiration of appointment, discusses with the service fellow the possibility of termination due to various circumstances, e.g., the service fellow's services are no longer needed, budget/resource constraints, performance deficiency and/or inappropriate conduct.
 5. Initiates extension of appointments, promotions, and stipend increases.
 6. Initiates conversion/termination of a service fellow.
- **Management Officer, or Program Specialist if delegated as such:**
 1. Works with the recruitment team, PMSB, in preparing recruitment packages for submission to and approval of the branch chief, PMSB.
 2. Verifies that service fellows have valid visas, and if necessary works with OHRMS to complete appropriate visa packages.
 3. Works with PMSB and the recruitment team to complete supplemental stipend requests.
 4. Maintains a tickler file on all service fellows to track expiration of appointment dates and stipend increase eligibility dates.

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5. Notifies supervisors of expiration dates and stipend increase eligibility dates and prepares the necessary paperwork.
- **Program Management Services Branch, Division of Management Services:**
 1. Develops and distributes revised program policies, educates supervisors and candidates, and works with management to evaluate qualifications and to determine stipend levels.
 2. Works closely with the management officers and program specialists and serves as the liaison with OHRMS to ensure consistency of quality candidates.
 3. Reviews all service fellowship packages for adherence to Agency policies before submitting to OHRMS for processing.
 4. Maintains a record of all service fellows, and provides management officers and program specialists with updated charts to assist them in maintaining their tickler files.
 5. Monitors new and existing staff fellow and visiting scientist appointments to measure the impact of the revised program and to provide management with statistical information and recommendations.
 - **Office of Human Resources and Management Services, FDA:**
 1. Provides advice and guidance to PMSB on policy issues concerning the Service Fellowship Program.
 2. Assists management officers and program specialists with preparation of visa packages.
 3. Provides PMSB with stipend eligibility dates for all new service fellows.
 4. Interacts with the Immigration and Naturalization Service (INS) in obtaining visas and permanent residence packages.
 5. Processes all service fellow actions.
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APPROVAL AUTHORITY

Originator: Division of Management Services, Office of Management
5/5/98

The Center Director delegates the authority to select service fellows, grant or deny stipend increases, and extend and/or terminate fellowship appointments to the branch chief, Program Management Services Branch, Division of Management Services, Office of Management.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment A

VISA TYPES AND REQUIREMENTS

A valid working visa is necessary for individuals who are not U.S. citizens to participate in the Service Fellowship Program. If at any time the service fellow's visa expires, the appointment will immediately terminate.

VISA CATEGORIES

J-2	Spouse/family member of an exchange visitor. Must possess a work authorization card (EAD), and can be employed not-to-exceed the expiration date of the principle J-1 participant. J-2 participants are subject to FICA. The principle alien's Form IAP-66 is required for proof of eligibility.
F-1	Student (for practical training after award of a doctoral degree). Limited to a maximum of 12 months with no exceptions or extensions.
H-1B	Temporary worker (for distinguished merit and ability in the arts and sciences to perform services for an employer).
A-1	Ambassador, public minister, career diplomat, or consular officer, and members of their immediate family.
A-2	Other foreign government officials or employees and members of their immediate family.
G-4	International organization (dependents with employment authorization).
O-1	Aliens of extraordinary ability in the sciences, arts, education, business, or athletics, and certain aliens and/or family members accompanying or assisting those aliens.
TN	Professional (formerly the TC category for Canadian citizens under FTA and redesignated TN for Canadian and Mexican citizens under NAFTA).
Permanent Resident	Status adjusted after lawful admittance as a nonimmigrant.

Attachment B

STIPEND LEVELS

Service Fellow Positions	General Schedule Pay Scale	Special Pay Rates for Medical * Officers
Staff Fellow/ Visiting Associate	GS-09/1 to GS-14/10	GS-11/1 to GS-14/10
Senior Staff Fellow/ Visiting Scientist	GS-11/1 to GS-15/10	GS-13/1 to GS-15/10

* Includes any other series covered by a special salary rate.

NOTE: Total stipend (base plus supplement) may not exceed Executive Level IV. However, in rare circumstances, exception requests may be considered. Requests must be submitted in writing and be forwarded through PMSB, the Center Executive Officer, and the Division of Recruitment and Staffing, OHRMS, for review, and to the Director, OHRMS, for approval.

Attachment C

PCA COMPUTATION PLAN FOR MEDICAL OFFICERS¹

The law governing the payment of Physicians Comparability Allowance (PCA) can be found in 5 USC §5948. Other guidance material related to the payment of PCA include 5 CFR Part 595, and HHS Instruction 595-1. Figures shown represent the maximum amount which can be paid for each allowance at a specific grade.

TYPE OF ALLOWANCE	GS-11	GS-12	GS-13	GS-14	GS-15 & SES
Basic	\$1,000	\$2,000	\$2,000	\$4,000	\$6,000
Discretionary ²	\$1,000	\$1,000	\$4,000	\$8,000	\$10,000
Retention Bonus ³	\$2,000	\$2,000	\$4,000	\$4,000	\$4,000
Total Possible PCA	\$4,000	\$5,000	\$10,000	\$16,000	\$20,000

MAXIMUM ALLOWABLE PCA

LENGTH OF SERVICE	ONE-YEAR CONTRACT	TWO-YEAR CONTRACT
Physicians with 24 months or less of service as a government physician.	\$10,000	\$14,000
Physicians with more than 24 months of service as a government physician.	\$16,000	\$20,000

¹ Includes staff fellows and visiting scientists who are medical officers.

² See Attachment D for guidelines on computing discretionary allowances.

³ Paid for two-year contracts only.

Attachment D

COMPUTATION OF DISCRETIONARY ALLOWANCE

Credit for experience is based on full-time service. Part-time work is prorated according to actual time worked. Dual credit cannot be awarded for any experience.

Board Eligibility \$3,000

In addition to an M.D., Masters degree or higher in a discipline that is related to the work of the position held. \$3,000

	<u>0-1 year</u>	<u>1+ years</u>
Experience in the private sector, other federal agencies, academia, related to the FDA regulatory process (e.g., designing clinical trials, drug development, medical device review, supervision of regulatory programs).	\$4,500	\$6,000
Research and/or medical teaching (graduate).	0	\$6,000
Clinical practice (excludes internship/residency training)	0	\$6,000
	<u>< 2 years</u>	<u>≥ 2 years</u>
FDA regulatory experience	0	\$8,000

Total discretionary allowance cannot exceed:

\$1,000	GS-11/12
\$4,000	GS-13
\$8,000	GS-14
\$10,000	GS-15/SES

Attachment E

STATEMENT OF UNDERSTANDING

This statement of understanding must be attached to each SF-52 to initially appoint and/or extend any service fellow (i.e., Staff Fellow, Senior Staff Fellow, Visiting Associate, or Visiting Scientist). The statement must be signed by the service fellow, and attached to the SF-52 before it is sent forward for approval and processing. This statement of understanding will be filed on the right side of the service fellow's Official Personnel Folder (OPF).

I acknowledge that my position as a _____ with the Center for Drug Evaluation and Research is temporary, and may be terminated prior to the expiration date of the appointment for a number of reasons, including but not limited to, the services are no longer needed; concerns about the pace and progress of my research program; budget constraints, including the realignment or loss of resources to other research endeavors; or any other reasons relating to my performance and/or conduct. I understand also that my appointment in the Service Fellowship Program may be extended in increments of 1-year up to a maximum of 7 years, and that I have completed _____ year(s) under this program to date.

For Visiting Associate/Scientists: *I further understand that my appointment will be terminated automatically if at any time my employment visa and/or work authorization expires.*

I also acknowledge that participation in this program does not guarantee or imply any right or expectation for conversion to a permanent appointment anytime during the tenure of my Service Fellowship.

Extension (conversions) of appointments only: *I have read and discussed with my sponsor the evaluation of my performance (attach the signature page of the Service Fellows Performance Evaluation Plan (PEP)).*

Signature of Service Fellow

Date