3B**National Institute of Health**

4B**Office of**

5B**Acquisition and Logistics Management**

6B***APRO***

7B***Human Resource Actions***

8B***Standard Operating Procedures***

9BEffective: November 9, 2009

10B

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# OALM Human Resource Actions

## Standard Operating Procedure

### Purpose

11BTo provide detailed guidance for initiating and completing any HR Action.

12B**The owner of this procedure document:** Administrative Services Office, APRO, OALM

### Responsible Parties

13BAdministrative Officers, OALM Management, HR Specialists, the Chief Administrative Officer

### Description of this SOP

14BWhen there is a need for any HR action, the OALM manager notifies the Administrative Officer (AO). This Standard Operating Procedure is then followed by all responsible parties.

### Administrative Officer’s Responsibilities

15BThe AO’s responsibility is to oversee HR action processes, to meet regularly with customers to stay abreast of current and future HR actions, to collect necessary information from the customer and HR as required, and use that information to complete HR action forms within the benchmark timeframes. AOs obtain appropriate signatures from customers to complete these actions and forward them to HR.

16BAOs also track all HR actions and keep customers informed of the status of each action with emails for the completion of major steps. They identify issues and resolve them while keeping their supervisor and customer informed of the status of the issue. They stay in contact with HR to understand changes to HR action documents and communicate changes to customers as necessary.

### OALM Program Office Responsibilities

17BThe Program Office manager’s responsibility is to inform the AO of desired HR actions, to supply the AO with necessary information within the benchmark timeframes, and to review and sign off on documents in a timely manner. The manager’s signature on the completed documents and delivery of those documents to an APRO Point of Contact begin the tracking date for each HR action.

18BOn a more strategic scale, the Program Office leader should meet regularly with the AO and periodically with the AO and HR together to talk about longer-term trends in human resource needs, workforce planning, succession planning and other talent management topics.

### HR’s Responsibilities

19BThe HR Specialist communicates to the AO the necessary documents that are needed to process HR actions, provides information and completes the HR steps in the process in a timely fashion, communicating back to the AO any needs or issues that might interfere with successful, timely completion. HR gives advice and guidance on routine and non-routine HR activities.

### Chief Administrative Officer’s Responsibilities

20BThe CAO has oversight of the Administrative Service portion of these processes. The CAO creates systems to ensure that these processes are tracked and completed in a timely manner, makes process changes as recommended by customers and AOs, and resolves any issues escalated by customers or AOs.

## OALM HR Action Document Checklist

21BHere is a list of the documents required for different HR Actions. Roles and responsibilities for completing them are detailed in the following pages.

### *\_\_\_\_\_* RECRUITMENT

* 22BRouting Slip
* 23BMost recent Pre-Recruitment Worksheet (signed and dated by Selecting Official)
* 24BCapital HR / Job Requisition
* 25BFTE Worksheet
* 26BClassified Position Description (w/i 5 years) with signed OF-8
* 27BEvaluation Statement
* 28BJob Analysis Matrix
* 29BCrediting Plan, KSAs and points for USAJobs/questions and weights for HHS Careers
* 30BPre-recruitment sheet (used in optional pre-recruitment meeting between AO, HR and customer)

### *\_\_\_\_\_* CLASSIFICATIONS (to be determined)

### *\_\_\_\_* PROMOTION (CAREER-LADDER)

* 31BRouting Slip
* 32BCapital HR
* 33BOF-8 and classified position description

### *\_\_\_\_* TEMPORARY PROMOTION - NON-COMPETITIVE NTE 120 DAYS

* 34BRouting Slip
* 35BCapital HR
* 36BOF-8 and classified position description

### \_\_\_\_ TEMPORARY PROMOTION - COMPETITIVE -MORE THAN 120 DAYS

* 37BRouting Slip
* 38BPre-Recruitment Worksheet (signed and dated by Selecting Official) - AO
* 39BCapital HR / Job Requisition
* 40BFTE Worksheet – prepared by the A.O. on this end
* 41BClassified Position Description (w/I 5 years) with signed OF-8
* 42BEvaluation Statement
* 43BJob Analysis Matrix and KSAs
* 44BCrediting Plan, KSAs and points for USAJobs/questions and weights for HHS Careers

45B*continue*

### *\_\_\_\_* AWARDS (Monetary/Time-Off)

* 46BRouting Slip
* 47BNIH Award Nomination Form, NIH-2833
* 48BJustification
* 49BAward History
* 50BAward Worksheet
* 51BAward exceeding $ 5,000 or a total number of awards exceeding $ 5,000 in a calendar year requires approval by Deputy Director NIH

### \_\_\_\_ STUDENT APPOINTMENTS

* 52BRouting Slip
* 53BCurrent resume or application
* 54BEnrollment certification from school with good academic standing for full-time/part-time students and requires school letterhead and raised seal
* 55BOfficial transcripts
* 56B[2TSCEP agreement2T](https://my.nih.gov/portal/server.pt?open=18&objID=270702&parentname=Dir&parentid=5&mode=2&in_hi_userid=1313148&cached=true)
* 57BCapital HR / Job requisition

### \_\_\_\_ DETAIL (For More Than 30 Days) - Internal to NIH

* 58BRouting Slip
* 59BHardcopy SF-52 with approved signatures
* 60BStatement of Duties (if unclassified) or Position description (if classified)
* 61BTermination of detail SF-52

### \_\_\_\_ RESIGNATIONS (leaving Government)

* 62BRouting Slip
* 63BEither a hardcopy SF-52 or letter or email w/ employees’ signature, email address, reason for resignation and forwarding address
* 64BExit Clearance Form
* 65BCapital HR

### \_\_\_\_ REASSIGNMENT

* 66BRouting Slip
* 67BCapital HR
* 68BFTE Worksheet (as applicable)
* 69BPosition Description
* 70BOF-8

# The Recruiting Process

## Standard Operating Procedure

### ****Purpose****

71BTo provide detailed guidance about the recruiting process, with emphasis on completing the documents necessary to initiate a Recruiting action.

72BThe owner of this procedure document: Administrative Services Office, APRO, OALM

### ****Responsible Parties****

73BAdministrative Officer, Selecting Official, HR Specialist, Chief Administrative Officer,

### ****Description of the Recruiting Package****

74BWhen there is a vacancy or a need for a recruiting action, the selecting official (SO) notifies the Administrative Officer (AO). This Standard Operating Procedure is then followed by all responsible parties.

75BIncluded in this SOP:

* 76BOALM Recruiting Document Checklist
* 77BOALM HR Action Roles & Responsibilities Table
* 78BThe Recruiting Process

### ****Administrative Officer’s Responsibilities****

79BThe Administrative Officer’s general duties are described on page two. For recruiting actions, the AO serves as liaison between the Selecting Official and HR to ensure that recruiting process happens in a timely way and the new hire begins work with the space and equipment necessary to work productively on the first day.

### OALM Customer Responsibilities **(Selecting Official)**

80BThe customer’s general responsibility is described on page two. For workforce planning, the selecting official (SO) creates a long-term organizational manpower plan and keeps the AO and HR up-to-date on upcoming trends and changes in talent needed. The SO initiates a recruiting action with the AO, keeps Position Description workbooks up-to-date, sets up interview panels and acts on the panel’s recommendations, letting the AO know which candidate has been selected so the AO can work with HR to get the new employee on board.

### ****HR’s Responsibilities****

81BThe HR Specialist’s general responsibilities are described on page three. For the recruiting process, HR creates a library of up-to-date position descriptions the AO and SO can draw from.

**5T82BThe Recruiting Process5T** - *continued*

83BThey hold long-term recruiting meetings so that they stay current on workforce planning trends and changes in talent groups needed. Once the HR Specialist receives a complete recruiting package, she processes it according to the steps on pages 8-11 of this document.

### ****Chief Administrative Officer’s Responsibilities****

84BThe CAO is responsible for creating a tracking system to ensure that all recruiting actions are tracked and completed in a timely manner. The CAO also resolves any recruiting issues escalated by customers or AOs.

### ****Systems for HR Recruiting Documents****

* 85BCapital HR System (the old EHRP)
* 86BNEDS
* 87BHHS Careers
* 88BTracking system (TBD)
* 89BSpace and equipment system (TBD)

### Timeframes for the HR Recruiting Process

90BOur goal is to meet or improve the following timeframes. The tracking system will give us statistics to show how we’re doing on this goal.

|  |  |  |
| --- | --- | --- |
| 91B**Item or Action** | 92B**Timeframe** | |
|  | 93B**GS 13 and below** | 94B**GS 14 and above** |
| 95BClassification of PD, if necessary | 96B2 weeks | 97B4 weeks |
| 98BRecruiting Package - complete | 99B3 weeks | |
| 100BBudget Approval | 101B1 week | |
| 102BHR: Job Analysis and Weighting, Post, Review, Rank, and Create CERT | 103B4 - 7 weeks\* | |
| 104BInterview Panels | 105B25 calendar days \*\* | |
| 106BSelection Approvals | 107B1 – 2 weeks | 108B2-3 weeks |
| 109BPreparing for the New Hire | 110B2 – 4 weeks | |
| 111B**Total** | 112B**17 – 21 weeks** | 113B**19 – 26 weeks** |

114B\* From receipt of complete recruiting package

115B\*\* Unless an extension has been requested and granted.

## Recruiting - Roles and Responsibilities for Documentation

### THE RECRUITING PACKAGE

**5TThe documents in the recruiting package may be completed in any order, depending on the information the AO and hiring supervisor have.**

| 116B**Document** | 117B**Responsible Party** | 118B**Action** | 119B**Benchmark**  120B**Timeframe\*** |
| --- | --- | --- | --- |
| 121BNIH Pre-Recruitment Worksheet | 122BAO in consultation with SO | 123BConsult with selecting official to complete the worksheet  124BWhen package is complete, get Worksheet signed and dated by the Selecting Official | 125BTT: 10 minutes  126BET: 2 days |
| 127BCapital HR / Job Requisition | 128BAO | 129BAO enters information to create this form in Capital HR; gets another AO to approve action | 130BTT: 15 minutes  131BET: 2 days |
| 132BPosition / FTE Tracking Worksheet | 133BAO  134BSO | 135BConsult with selecting official to complete it, get it signed and dated by the Selecting Official or Director of division  136BProvides signed FTE Worksheet | 137BTT: 30 minutes  138BET: 2 days |
| 139BPosition Description | 140BAO  141BSO  142BAO | 143BIf the AO has the position description on file and it has been classified in the last 5 years  144BIf new or needing updates or classification, if contractor time and money are available  145BAO may need to amend the contractor’s purchase order to add funds with a quotation and a statement of work. | 146BTT: 20 mins  147BET: 2 weeks for GS-13 🡫  148BET: Up to 1 month  149BGS-14 and above *TBD* |

150B\* TT = Touch Time, the amount of time it takes when the information is at hand

151BET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

152B*continued*

153B**Roles and Responsibilities for Recruiting Documentation** *continued*

| 154B**Document** | | 155B**Responsible Party** | 156B**Action** | | | 157B**Benchmark**  158B**Timeframe\*** |
| --- | --- | --- | --- | --- | --- | --- |
| 159BEvaluation Statement | | 160BHR  161BSO | 162BHR does classification and evaluation statement.  163BReviews and signs OF-8 | | | 164BSLA: 2 weeks for GS 13 and below; 2-4 weeks (including approvals)  165BTT: 30 mins ET: 1 day |
| 166BOF-8 | | 167BAO  168BHR | 169BIf nothing has changed, AO can pull the existing OF-8  170BProvides AO with classified PD with OF-8 (including approvals) | | | 171BTT: 30 mins |
| 172BJob Analysis Matrix | | 173BSO ( with support from AO and HR)  174BContractor | 175BCreates the Job Analysis Matrix and sends it to AO for inclusion in the recruiting package. *(See Appendix for form and example.)*  176BMay be involved | | | 177BTT: 30 mins  178BET: 2 days  179BET: 14 days |
|  | 180B*Depending on Job Series and Grade:* | | | | | |
|  | 181BHHS Careers Weighted Questions | | 182BGo into HHS Career System, select the questions, put them on Job Analysis Matrix, weight the questions, save them and forward to AO for inclusion in Recruiting package | | | 183BET: 2 days |
|  | 184B*Or…*. | | | | | |
|  | 185BKSAs and Crediting Plan / USA Jobs | | 186BIf the AO has them, she can print them out  187BSO selects KSAs, puts them on Job Analysis Matrix, determines percentage of time and criticality of each KSA | | 188BTT: 30 mins  189BET: 2 days | |
| 190BRouting Slip | | 191BAO | 192BThe AO puts all the documentation in a file and routes it for signatures. The AO needs to be very aware of the correct names for the routing slip; adds them and routes the package. | 193BTT: 5 minutes  194BET: 1 week | | |
| 195BUpdates | | 196BAO | 197BAO provides updates to customers on the status of recruiting | |  | |

198B\* TT = Touch Time, the amount of time it takes when the information is at hand

199BET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

# APRO Workload and Workforce Assessment

200B**HR Recruitment Process**

201BApril 2009

202B[2TUInitiating Action and Preparing the PackageU2T](#_Initiating_Action_and) 11

203B[2TUCandidate Hiring ProcessU2T](#_Candidate_Hiring_Process) 12

204B[2TUPreparing for the New HireU2T](#_Preparing_for_the) 14

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |  |  |  |  |  |  |
|  | 0BInitiating Action and Preparing the Recruiting Package | 205B**AO** | 206B**SO** | 207B**HR** | 208B**CAO** | 209B**Other** |
| 210B1 | 211BA manager requests an HR recruiting action and supplies the AO with all the necessary information. |  | 212B✓ |  |  |  |
| 213B2 | 214BAO contacts HR to review potential to share certificate already issued. | 215B✓ |  |  |  |  |
| 216B3 | 217BHR checks status of current open certificates issued by other ICs. HR and AO determine if the qualified candidates match the position description and the certificate can be extended. HR and AO determine what paperwork is needed when using a shared certificate. | 218B✓ | 219B✓ |  |  |  |
| 220B4 | 221BAO begins to assemble documents and information to complete the HR Recruiting Package according to the OALM Recruiting Standard Operating Procedure (SOP) or agreement in # 3 with HR. | 222B✓ |  |  |  |  |
| 223B5 | 224BAO faxes FTE Worksheet to OALM Financial Coordinator with ceiling number and number of recruitment actions. | 225B✓ |  |  |  |  |
| 226B6 | 227BOALM Financial Coordinator’s Office signs and returns the FTE worksheet |  |  |  |  | 228B✓ |
| 229B7 | 230BAO then sends FTE Worksheet to OD Budget Office | 231B✓ |  |  |  |  |
| 232B8 | 233BOD Budget Office signs and faxes back the FTE Worksheet |  |  |  |  | 234B✓ |
| 235B*9* | 0TIf the PD needs to be classified (e.g. , expired, amended or GS-14 & 15), AO sends the PD to HR | 236B✓ |  |  |  |  |
|  | 0THR classifies the PD (GS 13 and below) or (GS-14 and above) sends the PD to the classifying branch and returns the classification to AO. If the position is new, SO sends justification to AO and Director of OM (details to be determined). |  |  | 237B✓ |  |  |
| 238B10 | 239BAO completes the recruiting package and sends it to SO | 240B✓ |  |  |  |  |
| 241B11 | 242BSO signs off and returns the package to AO |  | 243B✓ |  |  |  |
| 244B12 | 0TIf position is a GS-14, 15 or Supervisory, AO sends package to CAO with routing slip. | 245B✓ |  |  |  |  |
|  | **5TAO reviews and sends to Director of APRO** |  |  |  | 246B✓ |  |
|  | **5TDirector of APRO reviews and sends to Director of OALM** |  |  |  |  | 247B✓ |
|  | **5TDirector of OALM signs and returns to CAO, who returns it to AO** |  |  |  |  | 248B✓ |
| 249B13 | 250BIf GS-13 or below or non-supervisory position, AO sends package to AD or OLAO or AD of OAMP for approval | 251B✓ |  |  |  |  |
|  | **5TAD signs and returns to AO** |  |  |  |  | 252B✓ |
| 253B14 | 254BAO copies approved package and sends it to HR | 255B✓ |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1BCandidate Hiring Process | | 256B**AO** | 257B**SO** | 258B**HR** | 259B**CAO** | 260B**Other** |
| 261B15 | 262B*(Especially for non-routine re-* recruitment Meeting as outlined on (possible use of a Subject Matter highly technical job) | 263B*cruitment)* AO or HR schedules a Strategic Pre- the Pre-recruitment sheet to review the issues Expert or Quality Review Board to interview for | 264B✓ | 265B✓ | 266B✓ |  |  |
| 267B16 | 268BHR reviews package; emails AO & CC: SO if anything is missing | |  |  | 269B✓ |  |  |
| 270B17 | 271BHR reviews electronically submitted draft of Job Analysis and Crediting Plan and makes recommendations. HR partners with SO to finalize; both sign and approve. | |  |  | 272B✓ |  |  |
| 273B18 | 274BHR drafts vacancy announcement and sends to SO with a cc: to the AO | |  |  | 275B✓ |  |  |
| 276B19 | 277BSO changes or approves announcement and sends to HR with cc: to AO | |  | 278B✓ |  |  |  |
| 279B20 | 280BHR finalizes vacancy announcement electronically | |  |  | 281B✓ |  |  |
| 282B21 | 283BHR announces the position, posts it with USAJOBS and sends link to SO | |  |  | 284B✓ |  |  |
| 285B22 | 286BAO notifies the organization about job | 287BSO notifies the organization about job | 288B✓ | 289B✓ |  |  |  |
| 290B23 | 291BHR closes the posting | |  |  | 292B✓ |  |  |
| 293B24 | 294BHR reviews, rates & ranks candidates and forwards merit promotion certificate and candidates’ resumes to SO, CC: to AO, or sends Cert electronically with applications | |  |  | 295B✓ |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 296B25 | 297BAO copies the Cert and applications; prints out vacancy announcement for inclusion in package | | 298B✓ |  |  |  |  |
| 299B26 | 300BThe SO puts an interviewing panel together | |  | 301B✓ |  |  |  |
| 302B27 | 303BThe panel interviews all the candidates. | |  | 304B✓ |  |  |  |
| 305B28 | 0TIf they don’t find a good fit, HR reviews reason for non-selection and partners to redevelop re-advertisement. They re-advertise to get a new pool of candidates | |  |  | 306B✓ |  |  |
| 307B29 | 308BThe panel recommends the top candidates to SO | |  | 309B✓ |  |  |  |
| 310B30 | 311BSO may do a final interview | |  | 312B✓ |  |  |  |
| 313B31 | 314BSO checks references, selects the top candidate electronically and tells the AO | |  | 315B✓ |  |  |  |
| 316B32 | 317BSO gives the AO a complete set of hiring documents: the original Cert, questions and notes, applications, matrix with assigned points. 0TIf the position is GS-14, 15 or Supervisory, the SO prepares a memo justifying the selection and sends it to the AO for approval package. Prior to finalizing justification memo, AO informs HR of potential candidate. HR makes inquiry regarding salary to determine if a request for ATM or recruitment bonus may be necessary. | |  | 318B✓ |  |  |  |
|  |  | 319B✓ |  |  |  |
| 320B33 | 321BAO completes the hiring package and sends it to the Director of APRO | | 322B✓ |  |  |  |  |
| 323B34 | 324BThe Director of APRO signs off on the selection and returns it to the AO. 0TIf the position is a GS-13, 14, 15 or Supervisory, the Director of APRO sends it to the Director of OALM and DDM | |  |  |  |  | 325B✓ |
|  | **5TThe Director of OALM and DDM approve, send package to HR for processing** | |  |  |  |  | 326B✓ |
| 327B35 | 328BThe AO makes a file copy, *includes the approved selection memo from the Deputy Director for Mgmt. if necessary,* and sends the hiring package to HR | | 329B✓ |  |  |  |  |
| 330B36 | 331BHR makes the official job offer and, *if the candidate accepts*, gets a start date and informs SO and AO | |  |  | 332B✓ |  |  |
| 333B36 | 0TIf the candidate declines and the cert has not expired, the process goes back to step 29. If the cert has expired, the process goes back to step 20 to re-advertise VA announcement. | |  |  | 334B✓ |  |  |
|  | 2BPreparing for the New Hire | | 335B**AO** | 336B**SO** | 337B**HR** | 338B**CAO** | 339B**Other** |
| 340B37 | 341BThe AO works with manager/SO or support staff to identify space and make sure there is equipment, using a tracking system for space and equipment. | | 342B✓ |  |  |  |  |
| 343B38 | 344BAO signs receipts for work done | | 345B✓ |  |  |  |  |
| 346B*39* | 0TIf there are equipment expenses, the AO prepares requisitions and sends them to CAO or Director of APRO | | 347B✓ |  |  |  |  |
|  | **5TCAO or Director of APRO approve new hire equipment expenses** | |  |  |  | 348B✓ |  |
|  | **5TAO tracks information and expenses** | | 349B✓ |  |  |  |  |
| 350B40 | 0TIf the new hire is new to NIH, AO enters information into NEDS to get network account, file employment status and all types of access (parking, building, etc.) | | 351B✓ |  |  |  |  |
| 352B41 | 0TIf the employee is not new, AO documents transfer status in NEDS | | 353B✓ |  |  |  |  |
| 354B42 | 355BProgram areas initiate OALM New Employee Orientation Program Requirement | |  | 356B✓ |  |  |  |
| 357B43 | 358BNew employee goes to NIH Orientation, give by HR; transfer begins work | |  |  | 359B✓ |  |  |
|  |  |  |  |  |  |  |  |
|  | 360B | 361B |  | | 362B | 363B | 364B |

# Roles and Responsibilities for Documentation

365BThe following HR actions are more abbreviated than the Recruiting Process. On the following pages, you will see the responsibilities for documentation with some process comments.

366B[2TUCLASSIFICATIONU2T](#_CLASSIFICATION) (to be completed in the next version of this SOP) 16

367B[2TUPROMOTIONU2T](#_PROMOTION_(Career_Ladder)) (CAREER-LADDER) 17

368B[2TUTEMPORARY PROMOTIONU2T](#_TEMPORARY_PROMOTION_-) - NON-COMPETITIVE NTE 120 DAYS 18

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371B[2TUSTUDENT APPOINTMENTSU2T](#_STUDENT_APPOINTMENTS) 21

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374B[2TUREASSIGNMENTU2T](#_REASSIGNMENT) 24

## CLASSIFICATION

3TTo be completed in the next version of this SOP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 375B**Document** | 376B**Responsible Party** | 377B**Action** | 378B**Benchmark**  379B**Timeframe\*** | 380B**Comments** |
| 381BRouting Slip | 382BAO | 383BAO needs to be very aware of the correct names for the routing slip; adds them and routes the package. | 384BCan take time if names are incorrect |  |
|  |  |  | 385BTT:  386BET: |  |
|  |  |  | 387BTT:  388BET: |  |
|  |  |  | 389BTT :  390BET : |  |
| 391BContinuous Updates | 392BAO | 393BAO provides continuous updates to customers on the status of recruiting actions |  |  |

**5T\* TT = Touch Time, the amount of time it takes when the information is at hand**

**5TET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.**

## PROMOTION (Career Ladder)

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| --- | --- | --- | --- |
| 394B**Document** | 395B**Responsible Party** | 396B**Action** | 397B**Benchmark**  398B**Timeframe\*** |
| 399BJob title, series, and grade (being promoted to) | 400BProgram Office Manager | 401BThe promoting manager supplies this information to the AO. | 402BTT: 10 mins  403BET: 2 days |
| 404BRouting Slip | 405BAO | 406BThe AO puts all the documentation in a file and routes it for signatures. The AO needs to be very aware of the correct names for the routing slip; adds them and routes the package.  407BIf the promotion is into or within GS-14 or 15, the AO routes the package to the OALM Director, Assistant to DDM, the DDM and the OD Executive Officer for approval. | 408BTT: 5 minutes  409BET: 1 week for signatures |
| 410BCapital HR | 411BAO | 412BThe AO enters information in Capital HR. | 413BTT: 15 mins  414BET: 2 days |
| 415BOF-8 and position description | 416BAO | 417BThe AO has this document on file or gets it from HR. | 418BTT : 5 mins  419BET: 2 weeks |
| 420BContinuous Updates | 421BAO | 422BAO provides continuous updates to customers on the status of promotion actions | 423B-- |
| 424B**Total** |  |  | 425B**2 weeks or one pay period** |

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**5TET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.5T**

## TEMPORARY PROMOTION - NON-COMPETITIVE NTE 120 DAYS

426B**Temporary Promotion:** The official assignment of an employee to a higher-graded position for a specified period of time, with the employee returning to his/her permanent position upon the expiration of the temporary action or the temporary action becoming permanent.  The temporarily promoted employee receives the higher graded salary for the period assigned and gains experience and time-in-grade at the higher grade level.  For the purposes of this SOP, a temporary promotion is the same as a time-limited promotion.

427B**Duration of Temporary Promotions:**   An employee may be noncompetitively temporarily promoted for a period of U120 calendar days or lessU**,** which means the selected employee does not have to compete with other employees for the temporary assignment.  Noncompetitive promotions Ucannot Ube extended beyond 120 calendar days. An employee may only serve on a noncompetitive temporary promotion for a UtotalU of 120 calendar days during a 12 month period.  If the employee has spent any time on a noncompetitive temporary promotion and/or detail during the preceding 12 months, that time counts toward the 120-day total.

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| 428B**Document** | 429B**Responsible** | 430B**Action** | 431B**Timeframe** |
| 432BJob title, series, and grade of new position | 433BProgram Office Manager | 434BThe promoting manager supplies this information to the AO. | 435BTT: 10 mins  436BET: 2 days |
| 437BRouting Slip | 438BAO | 439BAO needs to be very aware of the correct names for the routing slip; adds them and routes the promotion package. If the promotion is into or within GS-14 or 15, the AO routes the package to the Assistant to DDM, the DDM and the Executive Officer for approval. | 440BTT: 5 minutes  441BET: 1 week for signatures |
| 442BCapital HR | 443BAO | 444BThe AO enters information in Capital HR. | 445BTT: 15 mins  446BET: 2 days |
| 447BResume | 448BSO or AO | 449BSO notifies AO to consult with employee for the resume | 450BET: 1-2 days |
| 451BOF-8 and position description | 452BAO | 453BThe AO has this document on file or gets it from HR. | 454BTT : 5 mins  455BET: 2 weeks |
| 456BMOU for Temporary Promotion | 457BAO | 458BAO presents the Memorandum Of Understanding to the promoted employee for signature and includes it in the file. | 459BTT: 20 mins |
| 460B**Total** |  |  | 461B**2 weeks or one pay period** |

## TEMPORARY PROMOTION - COMPETITIVE -MORE THAN 120 DAYS

462BTemporary promotions Ubeyond 120 calendar daysU must be advertised.  Temporary promotions made under competitive procedures may be extended and/or made permanent without further competition. Extensions may be made in one year increments up to five (5) years.  Extensions beyond five (5) years must be approved by OPM.

**5T463BThe documents needed for a competitive temporary promotion lasting more than 120 days are the same as those needed for a recruiting package.5T**3T Please refer to the Recruiting SOP and process on pages 6-14 of this document.

## AWARDS (Monetary/Time-Off)

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| --- | --- | --- | --- |
| 464B**Document** | 465B**Responsible Party** | 466B**Action** | 467B**Benchmark**  468B**Timeframe\*** |
| 469BNIH Award Nomination Form, NIH-2833 | 470BProgram Office Manger | 471BThe manager making the award completes this form and gives it to the AO with signatures. | 472BTT: 20 mins  473BET: 2 days |
| 474BJustification | 475BProgram Office | 476BThe manager writes the rationale for the award and gives it to the AO. | 477BTT: 30 mins  478BET: 2 days |
| 479BRouting Slip | 480BAO | 481BThe AO puts all the documentation in a file and routes it for signatures. The AO needs to be very aware of the correct names for the routing slip; adds them and routes the package.  482BIf the award exceeds $ 5,000 or the total number of awards to a given person exceeds $ 5,000 in a calendar year, the package requires the approval of the Deputy Director NIH. | 483BTT: 5 minutes  484BET: 1 week |
| 485BAward History | 486BAO | 487BThe AO prints out the award history for the designated person. | 488BTT : 10 mins  489BET : 2 days |
| 490BAward Worksheet | 491BAO | 492BThe AO prepares this worksheet | 493BTT: 15 mins  494BET: 2 days |
| 495BContinuous Updates | 496BAO | 497BAO provides continuous updates to customers on the status of recruiting actions | 498B-- |
| 499B**Total time from receipt of completed package** | | | 500B**2 weeks or one pay period** |

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## STUDENT APPOINTMENTS

* 501B[2TUSCEP agreementU2T](https://my.nih.gov/portal/server.pt?open=18&objID=270702&parentname=Dir&parentid=5&mode=2&in_hi_userid=1313148&cached=true) between student, school and NIH with appropriate signatures
* 502BCapital HR / Job requisition

503B***This process is not the same as the intern process, which will be detailed in the next version of this SOP.***

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| 504B**Document** | 505B**Responsible Party** | 506B**Action** | 507B**Benchmark**  508B**Timeframe\*** |
| 509BCurrent resume or applications | 510BThe Student supplies these documents | 511BMust have social security number | 512B-- |
| 513BEnrollment certification | 514BThe certification must be on school letterhead with a raised seal. |
| 515BOfficial transcripts |  |
| 516BSCEP agreement | 517BProgram Office Manager | 518BThe Program Office manager creates this agreement between the student, the school and NIH. The student and the customer get appropriate signatures. | 519BTT: 30 min  520BET: 2-3 weeks for school |
| 521BRouting Slip | 522BAO | 523BThe AO puts all the documentation in a file and routes it for signatures. The AO needs to be very aware of the correct names for the routing slip; adds them and routes the package. | 524BTT: 5 minutes  525BET: 1 week |
| 526BCapital HR / Job Requisition | 527BAO | 528BThe AO creates this form in Capital HR. | 529BTT: 15 minutes |
| 530BContinuous Updates | 531BAO | 532BAO provides continuous updates to customers on the status of recruiting actions | 533B-- |
| 534B**Total Time** | | | 535B**2 months** |

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**5TET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.**

## DETAIL (For More Than 30 Days - Internal to NIH)

536BDetail:  A temporary assignment of an employee, with no change in pay, to a different position or set of duties for a specified period of time to meet a temporary staffing need.  An employee may be detailed to a classified position or to unclassified duties.  For details to classified positions, the employee must meet the minimum educational requirements for the position, but is not required to meet basic qualifications or time-in-grade requirements.  Details of more than 30 days must be documented on an SF-52, Request for Personnel Action.

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| 537B**Document** | 538B**Responsible Party** | 539B**Action** | 540B**Benchmark**  541B**Timeframe\*** |
| 542BUnclassified Duties | 543BManager or Selecting Official | 544BThe Manager initiates this process by contacting the AO and creating this statement. | 545BTT: 30 mins  546BET: 2 days |
| 547BRouting Slip | 548BAO | 549BThe AO puts all the documentation in a file and routes it for signatures. The AO needs to be very aware of the correct names for the routing slip; adds them and routes the package. | 550BTT: 5 minutes  551BET: 1 week |
| 552BPosition Description | 553BAO | 554BThe AO gets this document from files. | 555BTT : 30 mins  556BET : 1 day |
| 557BHardcopy SF-52 | 558BAO | 559BThe AO completes this form and gets signatures. | 560BTT: 20 mins  561BET: 2 days |
| 562BContinuous Updates | 563BAO | 564BAO provides continuous updates to customers on the status of recruiting actions |  |
| 565B**Total** | | | 566B**2 weeks or one pay period** |

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| 567BTermination of Detail SF-52 | 568BAO | 569BWhen the detail is ending, the AO completes the required boxes and gets the manager’s signature. | 570BTT: 20 minutes  571BET: 1 day |

## RESIGNATIONS (Leaving Government)

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| 572B**Document** | 573B**Responsible Party** | 574B**Action** | 575B**Benchmark**  576B**Timeframe\*** |
| 577BRouting Slip | 578BAO | 579BThe AO puts all the documentation in a file and routes it for signatures. The AO needs to be very aware of the correct names for the routing slip; adds them and routes the package. | 580BTT: 5 minutes  581BET: 1 week |
| 582BHardcopy SF-52 or a letter | 583BManager and AO | 584BThe manager informs the AO of resignation and supplies the AO with the information needed via letter, email or SF-52. Necessary information:  **5TEmployee email address**  **5TReason for resignation**  **5TForwarding address**  **5TEmployee signature** | 585BTT: 20 mins  586BET: 2 days |
| 587BCapital HR | 588BAO | 589BThe AO enters this information into Capital HR to initiate the action. | 590BTT: 10 mins  591BET: 1 day |
| 592BSeparation Clearance Form  593BNIH 2737-2 | 594BAO | 595B[2TUhttp://forms.cit.nih.gov/adobe/personnel/NH2737\_2.PDFU2T](http://forms.cit.nih.gov/adobe/personnel/NH2737_2.PDF)  596BAO sends the form to the departing person, who takes it around to managers to get signatures when he/she has turned in equipment, badges, passes, etc. The AO is the last person on the list and collects keys and parking cards. | 597BTT: 1 hour  598BET: 1 week |
| 599BContinuous Updates | 600BAO | 601BAO provides continuous updates to customers on the status of recruiting actions |  |
| 602B**Total Time** | | | 603B**2 weeks or by the close of the next pay period** |

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## REASSIGNMENT

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| 604B**Document** | 605B**Responsible Party** | 606B**Action** | 607B**Benchmark**  608B**Timeframe\*** |
| 609BRouting Slip | 610BAO | 611BThe AO puts all the documentation in a file and routes it for signatures. The AO needs to be very aware of the correct names for the routing slip; adds them and routes the package. | 612BTT: 5 minutes  613BET: 1 week |
| 614BCapital HR | 615BAO | 616BThe AO enters reassignment information into Capital HR to initiate the action. | 617BTT: 10 mins  618BET: 1 day |
| 619BPosition / FTE Tracking Worksheet | 620BAO  621BSO | 622B*(If needed)* Consult with selecting official to complete it, get it signed and dated by the Selecting Official or Director of division  623BProvides signed FTE Worksheet | 624BTT: 30 minutes  625BET: 2 days |
| 626BOF-8 and position description | 627BAO | 628BThe AO has this document on file or gets it from HR.  629B*If the position description needs classification, this can take up to one month.* | 630BTT : 5 mins  631BET: 2 – 4 weeks |
| 632BContinuous Updates | 633BAO | 634BAO provides continuous updates to customers on the status of recruiting actions |  |
| 635B**Total Time** | | | 636B**4 – 6 weeks** |

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637B***(See next page for completed form)***

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| 638B**Major Job Functions, Duties and Work Behaviors** | 639B**Time Spent and Criticality** | 640B**Related Competencies and KSAs** | 641B**HHS Careers Question Numbers** | 642B**Selective Factor**  643B**(Y/N)** | 644B**Weights/Grade(s)** | |
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| 645BIC | 646BAnnouncement No. | 647BPosition Title/Series/Grade(s) | 648BHR Specialist Signature | 649BDate | 650BSubject Matter Expert/Selecting Official Signature | 651BDate |

652B5*/24/05 SPB/CSD/OHR*

653B**Job Analysis**

654B**Management Analyst/ GS-343-13**

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| 655B**Major Job Functions, Duties and Work Behaviors** | | | 656B**Time Spent and Criticality** | 657B**Related Competencies and KSAs** | | | | 658B**HHS Careers Question Numbers** | 659B**Selective Factor**  660B**(Y/N)** | 661B**Weights / Grade(s)** | | | |
| 662B**Serves as the branch database administrator with responsibility for developing and maintaining databases of delegated authority information; monitors and conducts various analyses regarding delegated authority review, helpline workload and delegated community’s composition.** | | | 663B**30%**  664B**H** | 665B**Knowledge of database concepts and principles.**  666B**Ability to analyze and evaluate methods, procedures and techniques of complex projects and programs** | | | | 667B**100686-YN**  668B**100880-LA**  669B**103276-AA**  670B**100877-LA**  671B**37102-TF** | 672B**N** | 673B**9**  674B**N/A**  675B**7**  676B**N/A**  677B**7** | | 678B**13** | |
| 679B**Serves as NIH advisor on simplified acquisition policies and procedures to senior OALM and IC purchasing staff, program officials and to management of various outside organizations; provides technical expertise in determining regulatory compliance of simplified acquisition operations at NIH; provides delegated program information.** | | | 680B**20%**  681B**M** | 682B**Knowledge of federal acquisition regulations, Comptroller General decisions and related materials.**  683B**Ability to communicate orally.** | | | | 684B**100982-LA**  685B**33861-YN**  686B**101441-MAMC**  687B**34607-MAMC**  688B**101244-AA** | 689B**N** | 690B**N/A**  691B**5**  692B**15**  693B**12**  694B**5** | | 695B**13** | |
| 696B**Monitors and assesses progress of program objective completion through sessions, project and system development.** | | | 697B**20%**  698B**M** | 699B**Ability to establish and maintain databases for project/program assessment.** | | | | 700B**38821-TF**  701B**103019-MAMC**  702B**37952-MC** | 703B**N** | 704B**5**  705B**7**  706B**3** | | 707B**13** | |
| 708B**Initiates and conducts special studies relating to a variety of management functions, programs and services to evaluate efficiency, effectiveness and economy of operations and new system procedures.** | | | 709B**15%**  710B**L** | 711B**Ability to analyze and evaluate methods, procedures and techniques of complex projects and programs.** | | | | 712B**100875-MAMC**  713B**100886-MAMC** | 714B**N** | 715B**19**  716B**12** | | 717B**13** | |
| 718B**Reviews, analyzes, coordinates and prepares comments on NIH acquisition policies and procedures; analyzes and tracks proposed and final changes to federal regulations.** | | | 719B**15%**  720B**L** | 721B**Knowledge of NIH mission, functions, policies, goals and objectives as it relates to OAMP and biomedical community.**  722B**Ability to communicate in writing.** | | | | 723B**100822-MAMC**  724B**36861-MAMC**  725B**100825-MAMC** | 726B**N** | 727B**27**  728B**5**  729B**9** | | 730B**13** | |
| 731BIC | | 732BAnnouncement No. | 733BPosition Title/Series/Grade(s) | | | 734BHR Specialist Signature | 735BDate | 736BSubject Matter Expert/Selecting Official Signature | | | | 737BDate | |

738B5*/24/05 SPB/CSD/OHR*