National Institute of Health

Office of
Acquisition and Logistics Management
APRO

Human Resource Actions
Standard Operating Procedures

Effective: November 9, 2009

Strategic
Partners, inc.

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OALM Human Resource Actions

Standard Operating Procedure

Purpose

To provide detailed guidance for initiating and completing any HR Action.

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

Responsible Parties

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

Description of this SOP

When 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

The 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.

AOs 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

The 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.

On 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

The 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

The 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

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

_____ **RECRUITMENT**

- Routing Slip
- Most recent Pre-Recruitment Worksheet (signed and dated by Selecting Official)
- Capital HR / Job Requisition
- FTE Worksheet
- Classified Position Description (w/i 5 years) with signed OF-8
- Evaluation Statement
- Job Analysis Matrix
- Crediting Plan, KSAs and points for USAJobs/questions and weights for HHS Careers
- Pre-recruitment sheet (used in optional pre-recruitment meeting between AO, HR and customer)

_____ **CLASSIFICATIONS (to be determined)**

_____ **PROMOTION (CAREER-LADDER)**

- Routing Slip
- Capital HR
- OF-8 and classified position description

_____ **TEMPORARY PROMOTION - NON-COMPETITIVE NTE 120 DAYS**

- Routing Slip
- Capital HR
- OF-8 and classified position description

_____ **TEMPORARY PROMOTION - COMPETITIVE -MORE THAN 120 DAYS**

- Routing Slip
- Pre-Recruitment Worksheet (signed and dated by Selecting Official) - AO
- Capital HR / Job Requisition
- FTE Worksheet – prepared by the A.O. on this end
- Classified Position Description (w/I 5 years) with signed OF-8
- Evaluation Statement
- Job Analysis Matrix and KSAs
- Crediting Plan, KSAs and points for USAJobs/questions and weights for HHS Careers

continue

____ **AWARDS (Monetary/Time-Off)**

- Routing Slip
- NIH Award Nomination Form, NIH-2833
- Justification
- Award History
- Award Worksheet
- Award exceeding $ 5,000 or a total number of awards exceeding $ 5,000 in a calendar year requires approval by Deputy Director NIH

____ **STUDENT APPOINTMENTS**

- Routing Slip
- Current resume or application
- Enrollment certification from school with good academic standing for full-time/part-time students and requires school letterhead and raised seal
- Official transcripts
- SCEP agreement
- Capital HR / Job requisition

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

- Routing Slip
- Hardcopy SF-52 with approved signatures
- Statement of Duties (if unclassified) or Position description (if classified)
- Termination of detail SF-52

____ **RESIGNATIONS (leaving Government)**

- Routing Slip
- Either a hardcopy SF-52 or letter or email w/ employees' signature, email address, reason for resignation and forwarding address
- Exit Clearance Form
- Capital HR

____ **REASSIGNMENT**

- Routing Slip
- Capital HR
- FTE Worksheet (as applicable)
- Position Description
- OF-8

The Recruiting Process

Standard Operating Procedure

Purpose

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

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

Responsible Parties

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

Description of the Recruiting Package

When 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.

Included in this SOP:

- OALM Recruiting Document Checklist
- OALM HR Action Roles & Responsibilities Table
- The Recruiting Process

Administrative Officer's Responsibilities

The 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)

The 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

The 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.

The Recruiting Process - *continued*

They 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

The 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

- Capital HR System (the old EHRP)
- NEDS
- HHS Careers
- Tracking system (TBD)
- Space and equipment system (TBD)

Timeframes for the HR Recruiting Process

Our 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.

Item or Action	Timeframe	
	GS 13 and below	**GS 14 and above**
Classification of PD, if necessary	2 weeks	4 weeks
Recruiting Package - complete	3 weeks	
Budget Approval	1 week	
HR: Job Analysis and Weighting, Post, Review, Rank, and Create CERT	4 - 7 weeks*	
Interview Panels	25 calendar days **	
Selection Approvals	1 – 2 weeks	2-3 weeks
Preparing for the New Hire	2 – 4 weeks	
Total	**17 – 21 weeks**	**19 – 26 weeks**

* From receipt of complete recruiting package
** Unless an extension has been requested and granted.

Recruiting - Roles and Responsibilities for Documentation

THE RECRUITING PACKAGE

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

Document	Responsible Party	Action	Benchmark Timeframe*
NIH Pre-Recruitment Worksheet	AO in consultation with SO	Consult with selecting official to complete the worksheet When package is complete, get Worksheet signed and dated by the Selecting Official	TT: 10 minutes ET: 2 days
Capital HR / Job Requisition	AO	AO enters information to create this form in Capital HR; gets another AO to approve action	TT: 15 minutes ET: 2 days
Position / FTE Tracking Worksheet	AO SO	Consult with selecting official to complete it, get it signed and dated by the Selecting Official or Director of division Provides signed FTE Worksheet	TT: 30 minutes ET: 2 days
Position Description	AO SO AO	If the AO has the position description on file and it has been classified in the last 5 years If new or needing updates or classification, if contractor time and money are available AO may need to amend the contractor's purchase order to add funds with a quotation and a statement of work.	TT: 20 mins ET: 2 weeks for GS-13 ↓ ET: Up to 1 month GS-14 and above *TBD*

* TT = Touch Time, the amount of time it takes when the information is at hand
ET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

Roles and Responsibilities for Recruiting Documentation *continued*

Document	Responsible Party	Action	Benchmark Timeframe*
Evaluation Statement	HR	HR does classification and evaluation statement.	SLA: 2 weeks for GS 13 and below; 2-4 weeks (including approvals)
	SO	Reviews and signs OF-8	TT: 30 mins ET: 1 day
OF-8	AO	If nothing has changed, AO can pull the existing OF-8	TT: 30 mins
	HR	Provides AO with classified PD with OF-8 (including approvals)	
Job Analysis Matrix	SO (with support from AO and HR)	Creates the Job Analysis Matrix and sends it to AO for inclusion in the recruiting package. *(See Appendix for form and example.)*	TT: 30 mins ET: 2 days
	Contractor	May be involved	ET: 14 days
	Depending on Job Series and Grade:		
	HHS Careers Weighted Questions	Go 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	ET: 2 days
	Or….		
	KSAs and Crediting Plan / USA Jobs	If the AO has them, she can print them out	TT: 30 mins ET: 2 days
		SO selects KSAs, puts them on Job Analysis Matrix, determines percentage of time and criticality of each KSA	
Routing Slip	AO	The 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.	TT: 5 minutes ET: 1 week
Updates	AO	AO provides updates to customers on the status of recruiting	

* TT = Touch Time, the amount of time it takes when the information is at hand
ET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

APRO Workload and Workforce Assessment

HR Recruitment Process

April 2009

OALM / HR Recruiting Process

	Initiating Action and Preparing the Recruiting Package	AO	SO	HR	CAO	Other
1	A manager requests an HR recruiting action and supplies the AO with all the necessary information.		✓			
2	AO contacts HR to review potential to share certificate already issued.	✓				
3	HR 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.	✓	✓			
4	AO 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.	✓				
5	AO faxes FTE Worksheet to OALM Financial Coordinator with ceiling number and number of recruitment actions.	✓				
6	OALM Financial Coordinator's Office signs and returns the FTE worksheet					✓
7	AO then sends FTE Worksheet to OD Budget Office	✓				
8	OD Budget Office signs and faxes back the FTE Worksheet					✓
9	*If the PD needs to be classified (e.g. , expired, amended or GS-14 & 15), AO sends the PD to HR*	✓				
	HR 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).			✓		
10	AO completes the recruiting package and sends it to SO	✓				
11	SO signs off and returns the package to AO		✓			
12	*If position is a GS-14, 15 or Supervisory, AO sends package to CAO with routing slip.*	✓				
	AO reviews and sends to Director of APRO				✓	

Legend:	AO	SO	HR	Signing Authorities

OALM / HR Recruiting Process

		AO	SO	HR	CAO	Other
	Director of APRO reviews and sends to Director of OALM					✓
	Director of OALM signs and returns to CAO, who returns it to AO					✓
13	If GS-13 or below or non-supervisory position, AO sends package to AD or OLAO or AD of OAMP for approval	✓				
	AD signs and returns to AO					✓
14	AO copies approved package and sends it to HR	✓				

	Candidate Hiring Process	AO	SO	HR	CAO	Other
15	*(Especially for non-routine re-recruitment Meeting as outlined on (possible use of a Subject Matter highly technical job)* *cruitment)* AO or HR schedules a Strategic Pre- the Pre-recruitment sheet to review the issues Expert or Quality Review Board to interview for	✓	✓	✓		
16	HR reviews package; emails AO & CC: SO if anything is missing			✓		
17	HR reviews electronically submitted draft of Job Analysis and Crediting Plan and makes recommendations. HR partners with SO to finalize; both sign and approve.			✓		
18	HR drafts vacancy announcement and sends to SO with a cc: to the AO			✓		
19	SO changes or approves announcement and sends to HR with cc: to AO		✓			
20	HR finalizes vacancy announcement electronically			✓		
21	HR announces the position, posts it with USAJOBS and sends link to SO			✓		
22	AO notifies the organization about job SO notifies the organization about job	✓	✓			
23	HR closes the posting			✓		
24	HR reviews, rates & ranks candidates and forwards merit promotion certificate and candidates' resumes to SO, CC: to AO, or sends Cert electronically with applications			✓		

Legend:	AO	SO	HR	Signing Authorities

OALM / HR Recruiting Process

		AO	SO	HR		Signing Auth
25	AO copies the Cert and applications; prints out vacancy announcement for inclusion in package	✓				
26	The SO puts an interviewing panel together		✓			
27	The panel interviews all the candidates.		✓			
28	*If 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*			✓		
29	The panel recommends the top candidates to SO		✓			
30	SO may do a final interview		✓			
31	SO checks references, selects the top candidate electronically and tells the AO		✓			
32	SO gives the AO a complete set of hiring documents: the original Cert, questions and notes, applications, matrix with assigned points. *If 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.*		✓ ✓			
33	AO completes the hiring package and sends it to the Director of APRO	✓				
34	The Director of APRO signs off on the selection and returns it to the AO. *If the position is a GS-13, 14, 15 or Supervisory, the Director of APRO sends it to the Director of OALM and DDM*					✓
	The Director of OALM and DDM approve, send package to HR for processing					✓
35	The 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	✓				
36	HR makes the official job offer and, *if the candidate accepts*, gets a start date and informs SO and AO			✓		
36	*If 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.*			✓		

Legend:	AO	SO	HR	Signing Authorities

OALM / HR Recruiting Process

	Preparing for the New Hire	AO	SO	HR	CAO	Other
37	The 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.	✓				
38	AO signs receipts for work done	✓				
39	*If there are equipment expenses, the AO prepares requisitions and sends them to CAO or Director of APRO*	✓				
	CAO or Director of APRO approve new hire equipment expenses				✓	
	AO tracks information and expenses	✓				
40	*If 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.)*	✓				
41	*If the employee is not new, AO documents transfer status in NEDS*	✓				
42	Program areas initiate OALM New Employee Orientation Program Requirement		✓			
43	New employee goes to NIH Orientation, give by HR; transfer begins work			✓		

Legend:	AO	SO	HR	Signing Authorities

OALM / HR Actions (other than recruiting)

Roles and Responsibilities for Documentation

The 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.

OALM / HR Actions (other than recruiting)

CLASSIFICATION

To be completed in the next version of this SOP

Document	Responsible Party	Action	Benchmark Timeframe*	Comments
Routing Slip	AO	AO needs to be very aware of the correct names for the routing slip; adds them and routes the package.	Can take time if names are incorrect	
			TT: ET:	
			TT: ET:	
			TT : ET :	
Continuous Updates	AO	AO provides continuous updates to customers on the status of recruiting actions		

* TT = Touch Time, the amount of time it takes when the information is at hand
ET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

OALM / HR Actions (other than recruiting)

PROMOTION (Career Ladder)

Document	Responsible Party	Action	Benchmark Timeframe*
Job title, series, and grade (being promoted to)	Program Office Manager	The promoting manager supplies this information to the AO.	TT: 10 mins ET: 2 days
Routing Slip	AO	The 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. If 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.	TT: 5 minutes ET: 1 week for signatures
Capital HR	AO	The AO enters information in Capital HR.	TT: 15 mins ET: 2 days
OF-8 and position description	AO	The AO has this document on file or gets it from HR.	TT : 5 mins ET: 2 weeks
Continuous Updates	AO	AO provides continuous updates to customers on the status of promotion actions	--
Total			**2 weeks or one pay period**

* TT = Touch Time, the amount of time it takes when the information is at hand
ET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

TEMPORARY PROMOTION - NON-COMPETITIVE NTE 120 DAYS

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.

Duration of Temporary Promotions: An employee may be noncompetitively temporarily promoted for a period of 120 calendar days or less, which means the selected employee does not have to compete with other employees for the temporary assignment. Noncompetitive promotions cannot be extended beyond 120 calendar days. An employee may only serve on a noncompetitive temporary promotion for a total 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.

Document	Responsible	Action	Timeframe
Job title, series, and grade of new position	Program Office Manager	The promoting manager supplies this information to the AO.	TT: 10 mins ET: 2 days
Routing Slip	AO	AO 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.	TT: 5 minutes ET: 1 week for signatures
Capital HR	AO	The AO enters information in Capital HR.	TT: 15 mins ET: 2 days
Resume	SO or AO	SO notifies AO to consult with employee for the resume	ET: 1-2 days
OF-8 and position description	AO	The AO has this document on file or gets it from HR.	TT : 5 mins ET: 2 weeks
MOU for Temporary Promotion	AO	AO presents the Memorandum Of Understanding to the promoted employee for signature and includes it in the file.	TT: 20 mins
Total			**2 weeks or one pay period**

TEMPORARY PROMOTION - COMPETITIVE -MORE THAN 120 DAYS

Temporary promotions <u>beyond 120 calendar days</u> 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.

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

OALM / HR Actions (other than recruiting)

AWARDS (Monetary/Time-Off)

Document	Responsible Party	Action	Benchmark Timeframe*
NIH Award Nomination Form, NIH-2833	Program Office Manger	The manager making the award completes this form and gives it to the AO with signatures.	TT: 20 mins ET: 2 days
Justification	Program Office	The manager writes the rationale for the award and gives it to the AO.	TT: 30 mins ET: 2 days
Routing Slip	AO	The 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. If 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.	TT: 5 minutes ET: 1 week
Award History	AO	The AO prints out the award history for the designated person.	TT : 10 mins ET : 2 days
Award Worksheet	AO	The AO prepares this worksheet	TT: 15 mins ET: 2 days
Continuous Updates	AO	AO provides continuous updates to customers on the status of recruiting actions	--
Total time from receipt of completed package			**2 weeks or one pay period**

* TT = Touch Time, the amount of time it takes when the information is at hand
ET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

OALM / HR Actions (other than recruiting)

STUDENT APPOINTMENTS

- <u>SCEP agreement</u> between student, school and NIH with appropriate signatures
- Capital HR / Job requisition

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

Document	Responsible Party	Action	Benchmark Timeframe*
Current resume or applications	The Student supplies these documents	Must have social security number	--
Enrollment certification		The certification must be on school letterhead with a raised seal.	
Official transcripts			
SCEP agreement	Program Office Manager	The Program Office manager creates this agreement between the student, the school and NIH. The student and the customer get appropriate signatures.	TT: 30 min ET: 2-3 weeks for school
Routing Slip	AO	The 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.	TT: 5 minutes ET: 1 week
Capital HR / Job Requisition	AO	The AO creates this form in Capital HR.	TT: 15 minutes
Continuous Updates	AO	AO provides continuous updates to customers on the status of recruiting actions	--
Total Time			**2 months**

* TT = Touch Time, the amount of time it takes when the information is at hand
ET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

OALM / HR Actions (other than recruiting)

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

Detail: 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.

Document	Responsible Party	Action	Benchmark Timeframe*
Unclassified Duties	Manager or Selecting Official	The Manager initiates this process by contacting the AO and creating this statement.	TT: 30 mins ET: 2 days
Routing Slip	AO	The 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.	TT: 5 minutes ET: 1 week
Position Description	AO	The AO gets this document from files.	TT : 30 mins ET : 1 day
Hardcopy SF-52	AO	The AO completes this form and gets signatures.	TT: 20 mins ET: 2 days
Continuous Updates	AO	AO provides continuous updates to customers on the status of recruiting actions	
Total			**2 weeks or one pay period**

Termination of Detail SF-52	AO	When the detail is ending, the AO completes the required boxes and gets the manager's signature.	TT: 20 minutes ET: 1 day

OALM / HR Actions (other than recruiting)

RESIGNATIONS (Leaving Government)

Document	Responsible Party	Action	Benchmark Timeframe*
Routing Slip	AO	The 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.	TT: 5 minutes ET: 1 week

Hardcopy SF-52 or a letter	Manager and AO	The manager informs the AO of resignation and supplies the AO with the information needed via letter, email or SF-52. Necessary information:
		    Employee email address
		    Reason for resignation
		    Forwarding address
		    Employee signature
			TT: 20 mins
			
			ET: 2 days

Capital HR	AO	The AO enters this information into Capital HR to initiate the action.	TT: 10 mins ET: 1 day
Separation Clearance Form NIH 2737-2	AO	http://forms.cit.nih.gov/adobe/personnel/NH2737_2.PDF AO 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.	TT: 1 hour ET: 1 week
Continuous Updates	AO	AO provides continuous updates to customers on the status of recruiting actions	
Total Time			**2 weeks or by the close of the next pay period**

* TT = Touch Time, the amount of time it takes when the information is at hand
ET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

OALM / HR Actions (other than recruiting)

REASSIGNMENT

Document	Responsible Party	Action	Benchmark Timeframe*
Routing Slip	AO	The 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.	TT: 5 minutes ET: 1 week
Capital HR	AO	The AO enters reassignment information into Capital HR to initiate the action.	TT: 10 mins ET: 1 day
Position / FTE Tracking Worksheet	AO SO	*(If needed)* Consult with selecting official to complete it, get it signed and dated by the Selecting Official or Director of division Provides signed FTE Worksheet	TT: 30 minutes ET: 2 days
OF-8 and position description	AO	The AO has this document on file or gets it from HR. *If the position description needs classification, this can take up to one month.*	TT : 5 mins ET: 2 – 4 weeks
Continuous Updates	AO	AO provides continuous updates to customers on the status of recruiting actions	
Total Time			**4 – 6 weeks**

* TT = Touch Time, the amount of time it takes when the information is at hand
ET = Elapsed Time, the amount of time it may take for coordination with all responsible parties.

Appendix A: Job Analysis Matrix
(See next page for completed form)

Major Job Functions, Duties and Work Behaviors	Time Spent and Criticality	Related Competencies and KSAs	HHS Careers Question Numbers	Selective Factor (Y/N)	Weights/Grade(s)	

IC	Announcement No.	Position Title/Series/Grade(s)	HR Specialist Signature	Date	Subject Matter Expert/Selecting Official Signature	Date

5/24/05 SPB/CSD/OHR

Appendix A: Job Analysis Matrix
Job Analysis
Management Analyst/ GS-343-13

Major Job Functions, Duties and Work Behaviors	Time Spent and Criticality	Related Competencies and KSAs	HHS Careers Question Numbers	Selective Factor (Y/N)	Weights / Grade(s)	
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.	30% H	Knowledge of database concepts and principles. Ability to analyze and evaluate methods, procedures and techniques of complex projects and programs	100686-YN 100880-LA 103276-AA 100877-LA 37102-TF	N	9 N/A 7 N/A 7	13
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.	20% M	Knowledge of federal acquisition regulations, Comptroller General decisions and related materials. Ability to communicate orally.	100982-LA 33861-YN 101441-MAMC 34607-MAMC 101244-AA	N	N/A 5 15 12 5	13
Monitors and assesses progress of program objective completion through sessions, project and system development.	20% M	Ability to establish and maintain databases for project/program assessment.	38821-TF 103019-MAMC 37952-MC	N	5 7 3	13
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.	15% L	Ability to analyze and evaluate methods, procedures and techniques of complex projects and programs.	100875-MAMC 100886-MAMC	N	19 12	13
Reviews, analyzes, coordinates and prepares comments on NIH acquisition policies and procedures; analyzes and tracks proposed and final changes to federal regulations.	15% L	Knowledge of NIH mission, functions, policies, goals and objectives as it relates to OAMP and biomedical community. Ability to communicate in writing.	100822-MAMC 36861-MAMC 100825-MAMC	N	27 5 9	13

IC	Announcement No.	Position Title/Series/Grade(s)	HR Specialist Signature	Date	Subject Matter Expert/Selecting Official Signature	Date

5/24/05 SPB/CSD/OHR