**USER GUIDE**

# Title 42 Request (IC Staff)

The *Title 42 Request* **workflow** tracks requests to Appoint, Convert, or Extend a Title 42 employee, when starting a new T42(f) recruitment, converting an employee to T42(f), or recruiting to prove exhaustion.

**Use this workflow when:**
- Extending the not-to-exceed date of a Title 42(f) or (g) employee
- Converting an existing NIH employee into a Title 42 (f) or (g) appointment
- Hiring a new NIH employee into a Title 42(g) appointment
- Beginning the search and selection process for a Title 42(f) employee

**Do *NOT* use this workflow when:**
- Initiating any other personnel action (e.g., Award or Separation) for a Title 42 employee not referenced above.
    - *This includes actions that only move an employee from one admin code to another without extending their not-to-exceed date or converting them into a new position.*
- Appointing, converting, or extending an employee under another Title 42 mechanism outside of 42 U.S.C. § 209 (f) or (g) (e.g., Advisory Board Members or Council Members)
- Performing any action for a non-federal employee (e.g., contractor, volunteer, IRTA, CRTA)

**When to enter a request:**
- IC staff should initiate a Title 42 Request as soon as the need is identified.  Entering the request as soon as possible will ensure that all related parties are aware of the action.  The request does not need to be complete when first created.  Staff can modify and save the request—updating it as information changes—and then submit to OHR when ready.

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# Initiating a Title 42 Request

To initiate a new Title 42 Request, click on the 'Title 42 Request' link or place a checkmark in the box to the left of the name and click on the 'Start' button. This will create a new action.



## Contacts & Organization Tab

The first tab to complete is the *Contacts & Organization* tab.

Reference the [Glossary of Selected Terms Used on the Title 42 Request Form](#) section of this guide for definitions of fields.



- *WiTS#, Date Action Entered, and Action Type*: Automatically assigned when the action is created and is not editable.

- **Date Request Initiated:**  Enter the date that the need for the Title 42 Request was identified.  The default date is the 'Date Entered.'

- **Institute/Center (IC):**  Select IC for the request.  The list of available of ICs is based on the user's permissions.

- **HHS/NIH Administrative Code, Organization Initials, and Servicing CSD Branch**:  Select the Administrative Code for the request.  Once the Administrative Code is entered, the 'Organization Initials' and 'Servicing CSD Branch' will auto-populate.

  - *Use the Admin Code Lookup link to the Office of Management's Organizational Charts/Functional Statements page if you are unsure of the admin code.*
  - *Use the Who Are My HR Contacts link if you are unsure of your HR contacts.*

- **Case Preparer:**  Select the individual who will be responsible for the Title 42 Request.

- **Additional IC Contact (optional):**  Use the NED Lookup feature to select an Additional IC Contact.

- **Priority:**  Select the priority (High, Medium, or Low) of the request.  Your organization's needs and urgency dictate the priority.  The default priority is 'High.'

- **Comments**:  Enter any comments needed (up to 5,000 characters).
  - Note:  Do not add any information that violates Title 5 or Title 42 laws, regulations, or policies.  In addition, no sensitive personally identifiable information about employees or candidates should be included.  Examples of this information are full and partial:
    - Social security numbers
    - Birth Dates
    - Bank account numbers
    - Passport/visa information
    - Healthcare related information
    - Medical insurance information
    - Credit and debit card numbers
    - Driver's license and State ID information

- **OHR Comments to IC**:  This field is used for OHR staff to communicate the reasons why a particular action is being routed back to the IC.

**Basic Request Information Tab**

The second tab to complete is the *Basic Request Information* tab.

Note:  The selections on this tab drive the workflow of the request and many other fields on the form. Changing selections on this tab can result in the deletion of data entered on subsequent tabs.

To complete this tab, select the
1. Requested Title 42 Action,
2. Requested Category, and the
3. Requested Professional Designation.

   ➢ The selected Requested Title 42 Action determines the fields that will be completed on the Request Details tab.
      o Title 42 Extension Requests
      o Title 42(g) Conversion Requests
      o Title 42(g) New Appointment Requests
      o Title 42(f) New Appointment and Conversion Requests
   ➢ The selected Category drives the list of Professional Designations
   ➢ The selected Professional Designation populates the Authority and Pay Ranges

Reference the Glossary of Selected Terms Used on the Title 42 Request Form section of this guide for definitions of fields.

**Request Details Tab**
The third tab to complete is the *Request Details* tab. The fields on this tab and all subsequent tabs are driven by the selections on the *Basic Request Information* tab.

For assistance completing the fields on this tab, reference the Glossary of Selected Terms Used on the Title 42 Request Form section of this guide.

## *Title 42 Extension Requests*
The following outlines the steps for a Title 42(f or g) extension request.

| Contacts & Organization | Basic Request Information | Request Details | IC Approvals | Search Plan |
|---|---|---|---|---|

* Required Fields

| Requested Title 42 Action: | Extend an Employee's Not-to-Exceed Date | Authority: | Title 42(g) |
|---|---|---|---|

**Employee Information** ❓

| First Name*: | NICHOLAS | MI: | |
|---|---|---|---|
| Last Name*: *(Employee Lookup)* | CAGE | Email Address*: | dandream@od.nih.gov |
| Clear | | | |
| ID*: | 12345670 | | |

**Nature of Action Information**  *(Checklist and Guidance)*

| Current Not-To-Exceed Date*: | 01/01/2014 | | |
|---|---|---|---|
| New Not-To-Exceed Date: | | | |

**Duty Station and Reports To** ❓

| Duty Station*: *(City-State-Country or Overseas Location)* *(Duty Station Lookup)* Clear | Rockville Montgomery County MD US | Duty Station Code*: | 241360031 |
|---|---|---|---|
| Reports To (Supervisor) First Name*: | LAURA | Supervisory Status: | 2 - Supervisor or Manager |
| Reports To (Supervisor) Last Name*: *(Employee Lookup)* Clear | MCCLINTOCK | Reports To (Supervisor) Email Address*: | lm163w@nih.gov |

- *Employee Information*
  Use the Employee Lookup feature to search and select the employee.
  - ➢ The First and Last Name, Middle Initial, Email Address, and ID (i.e., Employee ID from Capital HR) will auto-populate and all fields, other than the email address, are un-editable.
- *Nature of Action Information*
  - ➢ The Current Not-to-Exceed Date will auto-populate from the Employee Lookup and is un-editable.
  - ➢ Enter the employee's New Not-to-Exceed date.

- *Duty Station and Reports To*
  - ➢ The Duty Station and Reports To fields will auto-populate from the Employee Lookup.

  Validate that this information is accurate, and modify as needed using the Duty Station Lookup or the Employee Lookup under the Supervisor's Last Name.

## *Title 42(g) Conversion Requests*

The following outlines the steps for a Title 42(g) conversion request.

| Contacts & Organization | Basic Request Information | Request Details | IC Approvals | Search Plan |
|---|---|---|---|---|

**Requested Title 42 Action:** Convert an Employee from One Appointment to Another

**Authority:** Title 42(g)

**Requested Category:** Intramural (Basic)

**Requested Professional Designation:** Research Fellow

\* Required Fields

**Employee Information** ❓

| First Name*: | MIKE | MI: | |
| Last Name*: *(Employee Lookup)* | TROUT | Email Address*: | dandream@od.nih.gov |

`Clear`

**ID*:** 00120638

**Nature of Action Information** *(Checklist and Guidance)*

**Requested Start Date*:** 09/27/2015

**Requested Not-To-Exceed Date:** 09/25/2018

- *Employee Information*
  Use the Employee Lookup feature to search and select the employee.
  - ➢ The First and Last Name, Middle Initial, Email Address, and ID (i.e., Employee ID from Capital HR) will auto-populate and all fields, other than the email address, are un-editable.

- *Nature of Action Information*
  - ➢ Enter the Requested Start and Not-to-Exceed Dates

**Requested Position and Pay Information** *(Title 42 Pay Model Ranges)*

| Organizational Title: ❓ | | Requested Pay Plan*: | RG |
| Requested Basic Pay*: ❓ *(numbers only(no commas))* | | | |
| Requested Band*: | | Requested Tier*: | |
| Requested Series*: ❓ | | Accounting Code*: ❓ | |
| Standard Hours per Week*: | | Will Employee be a Supervisor?*: | |

**Additional Proposed Compensation and Incentives:** ❓ *(If applicable) (Limit 1000 characters)*

**Medical/Research Specialty*:** *(Hold CRTL key and click all options that apply)*

Medical: General Surgery
Medical: Geriatrics
Medical: Gynecology
Medical: Hematology
Medical: Hematology-Oncology
Medical: Hospitalist
Medical: Infectious Disease
Medical: Internal Medicine
Medical: Medical Oncology
Medical: Nephrology

**Duty Station and Reports To** ❓

| Duty Station*: *(City-State-Country or Overseas Location)* *(Duty Station Lookup)* `Clear` | BETHESDA Montgomery County MD US | Duty Station Code*: | 240130031 |
| Reports To (Supervisor) First Name*: | DARLA | Supervisory Status: | 2 - Supervisor or Manager |
| Reports To (Supervisor) Last Name*: *(Employee Lookup)* `Clear` | HAYES | Reports To (Supervisor) Email Address*: | hayesdm@mail.nih.gov |

- *Requested Position and Pay Information*
  All fields in this section of the tab are mandatory before routing to OHR with the exception of the 'Organizational Title' and 'Additional Proposed Compensation and Incentives'. You only need to complete these fields if they pertain to your request.
- *Duty Station and Reports To*
  - ➢ The Duty Station and Reports To fields will auto-populate from the Employee Lookup.

Validate that this information is accurate, and modify as needed using the Duty Station Lookup or the Employee Lookup under the Supervisor's Last Name.

## Title 42(g) New Appointment Requests

The following outlines the steps for a Title 42(g) New Appointment request.

Note: For Title 42(g) Appointments, the IC submits the request to OHR after the candidate has been identified. For Title 42(f) Appointments, the IC submits the request to OHR before the search and selection process begins.



- **NIH Employee?:** Indicate if the New Appointment is for a current or recently separated NIH employee or not. Employees do not include non-federal staff (e.g., contractor, volunteer, IRTA, CRTA).
    - If no, then the candidate's name and email address will need to be completed. The email address entered must be a non-government issued email, without a ".gov" extension, as HR will use this address to communicate with the candidate prior to their entrance on duty date.
    - If yes, then use the Employee Lookup feature to lookup the employee's information.



- **Nature of Action Information**
    - Enter the Requested Start and Not-to-Exceed Date.
    - Select the publications used to recruit for the position. Select 'Not Applicable' if you did not use any. Select 'Other Publication(s)' if the ones you used are not listed, and then enter the publications into the 'Other Publications' field.
    - If applicable, select other recruitment channel(s) used to recruit for the position in the 'Help us Recruit and Retain Top Talent at NIH' field.

**Requested Position and Pay Information**   *(Title 42 Pay Model Ranges)*

| | |
|---|---|
| Organizational Title: ❓ | Requested Pay Plan*: `RG` |
| Requested Basic Pay*: ❓ *(numbers only(no commas))* | |
| Requested Band*: | Requested Tier*: |
| Requested Series*: ❓ | Accounting Code*: ❓ |
| Standard Hours per Week*: | Will Employee be a Supervisor?*: |
| Requested PGY Year*: | On Call Pay: *(numbers only(no commas))* |

Additional Proposed Compensation and Incentives: ❓
*(If applicable) (Limit 1000 characters)*

Medical/Research Specialty*:
*(Hold CRTL key and click all options that apply)*

```
Medical: Allergy/Immunology
Medical: Anesthesiology
Medical: Cardio-Thoracic Surgery
Medical: Cardiology
Medical: Cardiology - Interventional
Medical: Community Health
Medical: Critical/Intensive Care
Medical: Dentistry - General Practice
Medical: Dermatology
```

- *Requested Position and Pay Information*

  All fields in this section of the tab are mandatory before routing to OHR with the exception of the 'Organizational Title' and 'Additional Proposed Compensation and Incentives'. You only need to complete these fields if they pertain to your request.

  **On Call Pay** is only visible for Clinical Fellow requests. You only need to complete this field if you are offering the selected candidate On Call Pay.

**Duty Station and Reports To** ❓

| | |
|---|---|
| Duty Station*: *(City-State-Country or Overseas Location)* *(Duty Station Lookup)* [Clear] | `Durham Durham County NC US` |
| | Duty Station Code*: `371360063` |
| Reports To (Supervisor) First Name*: | `TERRONN` |
| | Supervisory Status: `7 - Team Leader` |
| Reports To (Supervisor) Last Name*: *(Employee Lookup)* [Clear] | `VERGE` |
| | Reports To (Supervisor) Email Address*: `verget@mail.nih.gov` |

- *Duty Station and Reports To*
  - The Duty Station and Reports To fields will auto-populate from the Employee Lookup if the request is for an NIH employee. If not, use the Duty Station and Employee Lookup to return the information.

## Important Information about the data from the Employee Lookup

- All auto-populated fields with the exception of the employee's email address, which is obtained from NED, come from Capital HR on a bi-weekly basis at the beginning of each pay period.

- The Employee Lookup feature includes current and recently separated employees. Newly hired employees will be available for search and selection at the beginning of their second pay period.

- If you cannot locate the individual using the Employee Lookup, please try searching by the last name as spelled in Capital HR. If you still encounter issues, please contact HR Systems Support.

## *Title 42(f) New Appointment and Conversion Requests*

The following outlines the steps for a Title 42(f) New Appointment or Conversion request.

Note: For Title 42(g) Appointments, the IC submits the request to OHR after the candidate has been identified. For Title 42(f) Appointments, the IC submits the request to OHR before the search and selection process begins. *Use of the Title 42(f) Conversion request should be rare and only used when an NIH employee is being placed into a Title 42(f) position without any search and selection process.*

**Title 42 Request**

| Contacts & Organization | Basic Request Information | **Request Details** | IC Approvals | Search Plan |
|---|---|---|---|---|

* Required Fields

| Requested Title 42 Action: | New Appointment | Authority: | Title 42(f) |
|---|---|---|---|
| | | Requested Category: | Scientific Executive |
| | | Requested Professional Designation: | Scientific Executive |

**Requested Position and Pay Information**   *(Title 42 Pay Model Ranges)*

| Organizational Title: ❓ | | Requested Pay Plan*: | RF |
|---|---|---|---|
| Requested Series*: ❓ | | Accounting Code*: ❓ | |
| Standard Hours per Week*: | ▾ | Will Employee be a Supervisor?*: | ▾ |

Additional Proposed Compensation and Incentives: ❓
*(If applicable) (Limit 1000 characters)*

Incentives to be Offered*: ❓
*(Hold CRTL key and click all options that apply)*

ARP
Leave Credit
PCA
Recruit Incentive

Will Relocation Expenses Be Paid?*: ❓  ▾

- *Requested Position and Pay Information*
  All fields in this section of the tab are mandatory before routing OHR with the exception of the 'Organizational Title' and 'Additional Proposed Compensation and Incentives'. You need only to complete these fields if they pertain to your request.

**Desired Candidate Information** ❓

Medical/Research Specialty*:
*(Hold CRTL key and click all options that apply)*

Medical: Allergy/Immunology
Medical: Anesthesiology
Medical: Cardio-Thoracic Surgery
Medical: Cardiology
Medical: Cardiology - Interventional
Medical: Community Health
Medical: Critical/Intensive Care
Medical: Dentistry - General Practice
Medical: Dermatology

Degree*:
*(Hold CRTL key and click all options that apply)*

PhD (Doctor of Philosophy)
M.D. (Doctor of Medicine)
DDS (Doctor of Dental Surgery)
DMD (Doctor of Dental Medicine)
DO (Doctor of Osteopathic Medicine)
DVM (Doctor of Veterinary Medicine)
Equivalent Doctoral Degree

Statement of Duties*: ❓
*(At least 100 characters, limit 5000)*

**Duty Station and Reports To** ❓

| Duty Station*: *(City-State-Country or Overseas Location)* *(Duty Station Lookup)* Clear | | Duty Station Code*: | |
|---|---|---|---|
| Reports To (Supervisor) First Name*: | | Supervisory Status: | |
| Reports To (Supervisor) Last Name*: *(Employee Lookup)* Clear | | Reports To (Supervisor) Email Address*: | |

- *Desired Candidate Information*

Use this section to track the desired medical/research specialty and degree of the ideal candidate, and to provide a summary of the position's duties. All fields in this section are mandatory before routing to OHR.

- ***Duty Station and Reports To***
  Select the Duty Station and Supervisor of the position by using the Duty Station and Employee Lookup features.

### IC Approvals Tab
The fourth tab to complete is the *IC Approvals* tab.

For assistance completing the fields on this tab, reference the Glossary of Selected Terms Used on the Title 42 Request Form section of this guide.



- ***Approvals***
  The Approvals section is used to identify the internal IC approvals to proceed with the search and selection process for a Title 42(f) position and to proceed with an Appointment, Conversion, or Extension action for a Title 42(g) employee/appointee.

  ➢ **Title 42(g) requests only.** Indicate if the employee or selected candidate will be on a work visa. If yes, then select the visa type.

  ➢ Indicate the federal employee in the IC who approved the request or who validated the need to begin a Title 42(f) recruitment.

  ➢ **Title 42(g) requests only.** Indicate if the NIH Compensation Committee (NCC) or the NIH Clinical Compensation Panel (NCCP) is required to review the request or any associated pay action.

- ***Closeout***
  Use the Closeout section only if you wish to close your request before the action is complete. Please provide comments and details as to why you are closing your request as NIH will use this information to mold policies and procedure around Title 42 hiring and compensation.

➢ Select the reason for closing the request.  If you select 'Other', you will be asked to provide the reason(s) why in the Additional Closeout Comments/Detail comments field.
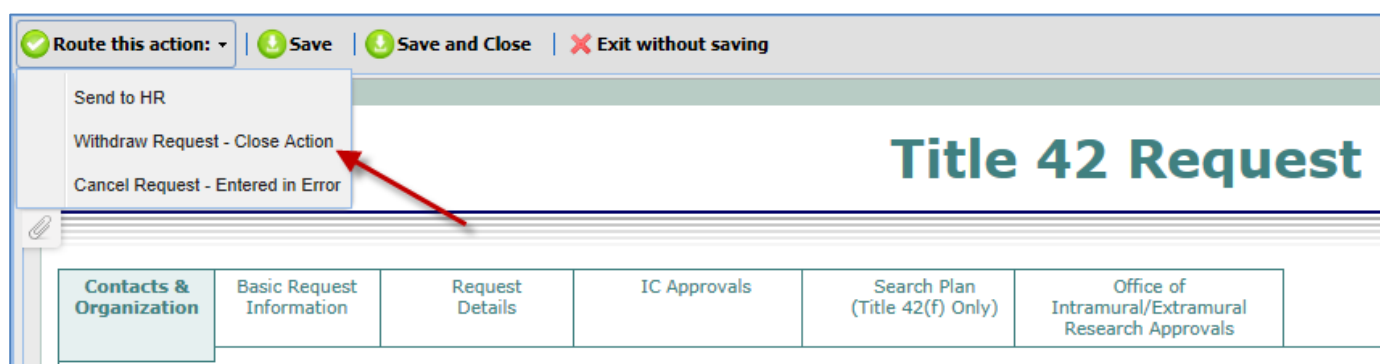
### *Closing Out a Request Before Completion*

In some situations, you will need to closeout or withdraw a request before completion.  For example, if an appointee's visa is not approved or if there are no acceptable candidates for a Title 42(f) recruitment.

Follow these steps to closeout or withdraw a request:
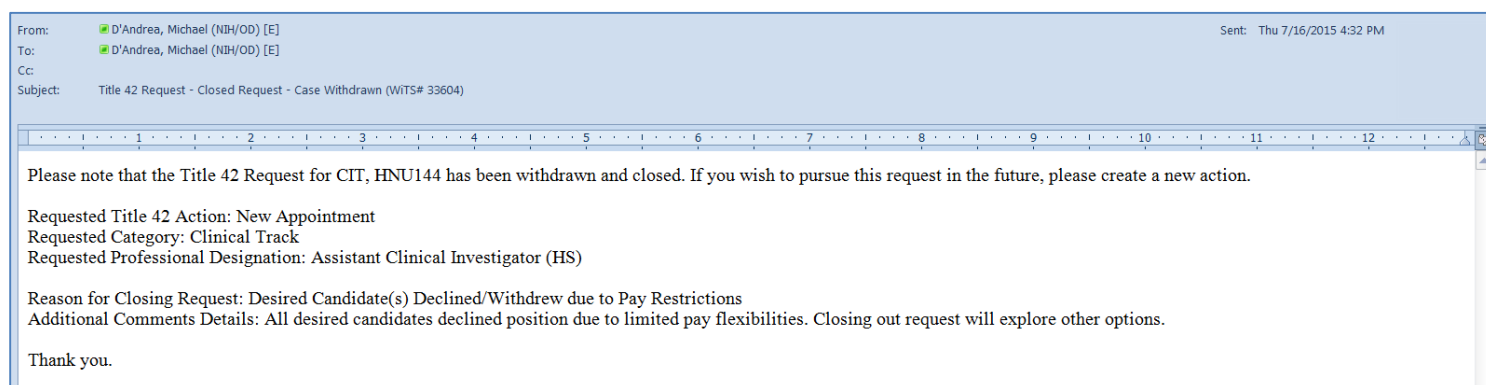
1. Complete the Closeout section on the IC Approvals tab.
2. Select 'Withdraw Request – Close Action' from the routing menu.

➢ This will close the request.  Once the request is closed, it cannot be reactivated.  A new request must be created.



➢ An email notification will be sent to the Case Preparer, Additional IC Contact, HR Specialist, Team Leader, and Branch Chief informing them that the request has been withdrawn.



**Search Plan – IC Search Plan Information**
The fifth tab to complete is the *Search Plan* tab.  This tab is only required for Title 42(f) requests and it is not required to be completed before routing to OHR for the pre-recruitment meeting.

Once the previous tabs are completed for a Title 42(g) request, you can route it to OHR.

Reference the Routing the Request to OHR section of this guide for more information about how to route an action to OHR.

- *IC Search Plan Information*

   This section captures outreach efforts and recruitment strategies for the Title 42(f) recruitment.

   ➢ Select the publications you plan to use for the recruitment.  Select 'Not Applicable' if you do not plan to use any publications.  Select 'Other Publication(s)' if the ones you plan to use are not listed, and then enter them into the 'Other Publications' field.

   ➢ Select the email distribution lists you plan to use for the recruitment.  Select 'Not Applicable' if you do not plan to use any.  Select 'Other Email Distribution List(s)' if the ones you plan to use are not listed, and then enter them into the 'Other Email Distribution Lists' field.

   ➢ List any other outreach efforts you plan to use.  For example, advertising at a career fair or posting the position on a university job board.

   ➢ Enter the number of calendar days you plan to have the advertisement open.

   ➢ Indicate if a national search is required.

## Search Plan – Title 42 Search

After OER or OIR has approved the request, if applicable, and after any Title 5 recruitment efforts, the Title 42 Search section needs to be completed.  The IC or OHR can complete this section.

The OHR Search Plan Information is reserved for OHR staff and can only be completed while the action is with OHR.

**OHR Search Plan Information** *(To be completed by OHR Staff)*

| | | | |
|---|---|---|---|
| Date Request Routed to OHR*: | 07/17/2015 10:50 AM | Date of Pre-Recruitment Meeting*: | 07/22/2015 |
| OGE-450 Filer?*: ❓ | No | Office of Intramural/Extramural Research Review Required?*: | OIR |
| OGE-278 Filer?*: ❓ | No | | |

OHR Search Plan Comments: *(Limit 500 characters)*

| | | | |
|---|---|---|---|
| Title 5 Exhaustion Required?*: ❓ | Yes | Title 5 Exhaustion System Determination: | No |
| Date Approved to Conduct a Title 42 Search*: | 08/27/2015 | | |

**Title 42 Search**

| | | | |
|---|---|---|---|
| Was a Title 42 Search Conducted?*: | Yes ▾ | | |
| Date Title 42 Vacancy Opened*: ❓ | 09/15/2015 | Date Title 42 Vacancy Closed*: ❓ | 10/15/2015 |
| Number of Applicants Received*: | 50 | Number of Applicants Interviewed*: | 5 ▾ |

Provide a summary of recruitment efforts used to fill the position through Title 42. If different from those used for Title 5, please explain: *(Limit 1000 characters)*

None. Both Title 42 and 5 were the same.

- *Title 42 Search*

  This section captures the Title 42 search efforts
  - ➢ Indicate if the IC conducted a Title 42 search.
    - ▪ *If the IC conducted a search, details about the search need to be completed.*
    - ▪ *If a search was not conducted, the request can be routed to OHR if a candidate was selected OR the request can be withdrawn if no candidates were identified or selected. Reference the Closing Out a Request Before Completion section of this guide for more information.*
  - ➢ Enter the date that the Title 42 vacancy opened and closed.
  - ➢ Enter the total number of applicants to the Title 42 vacancy and the number of applicants interviewed.
  - ➢ Provide a summary of the recruitment efforts and an explanation if the efforts were different from the Title 5 recruitment.
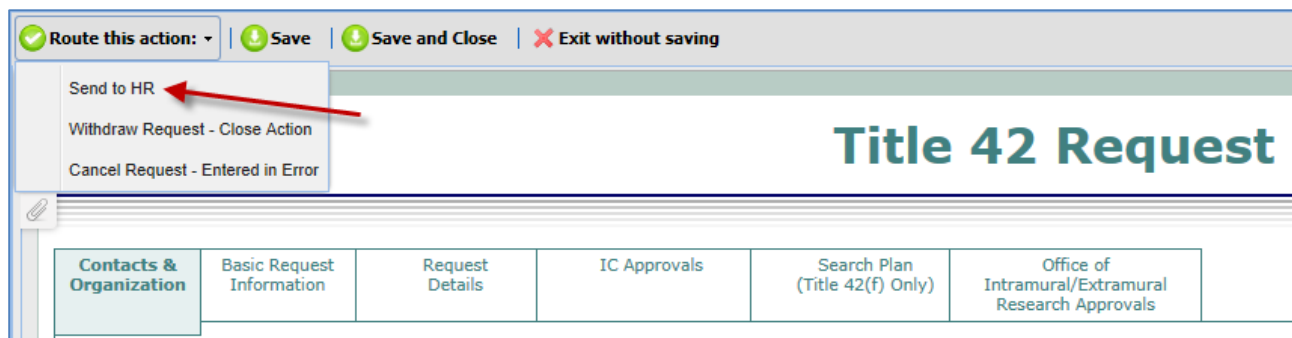


**WiTS Tip:**
- *If a candidate was selected, route the request to OHR so that the Appointment process can begin. Reference the Routing the Request to OHR section of this guide for more information.*

- *If needed, initiate a Senior Level Pay case for the selected candidate.*
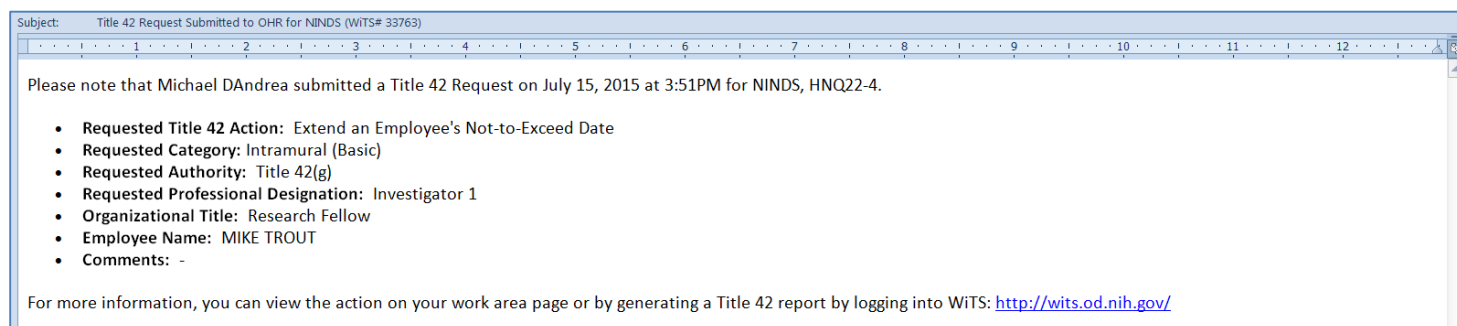
**Routing the Request to OHR**

Once the requisite fields are completed, you should route the request to OHR.

- For Title 42(g) requests or Title 42(f) extensions, OHR will create an Appointment, Career Change, and/or Special Pay action as needed.
- For Title 42(f) Appointment requests, the recruitment or search process will begin.
- To route a request to OHR, select 'Send to HR' from the routing menu.



> On the first submission, an email notification will be sent to all Team Leaders and the Branch Chief. For any subsequent submission, an email notification will be sent to the HR Specialist and Team Leader assigned to the request. The Case Preparer and Additional IC Contact will be copied on all instances.



**Attachments**

You may attach documents of any size or format to your action. Please refer to the Attaching Documents to WiTS Actions guide for more information.

- o Only documents are to be attached to a WiTS action. Audio/video files may not be attached.
- o WiTS actions may not contain Sensitive Personal Identifiable Information. You must redact any document containing this type of information. Examples include:
  - > Social security numbers
  - > Birth Dates
  - > Bank account numbers
  - > Passport/visa information
  - > Healthcare related information
  - > Medical insurance information
  - > Credit and debit card numbers
  - > Driver's license and State ID information

**Canceling the Request**

Only cancel a request if it is entered in error. Cancelled actions do not appear on reports and they cannot be reactivated. If substantial work has been performed on the request, use the 'Withdraw Request – Close Action' option instead.

➢ To cancel a request, select 'Cancel Request – Entered in Error' from the routing menu. An email notification is not sent when an action is cancelled.

## Glossary of Terms Used on the Title 42 Request Form

| | |
|---|---|
| **Accounting Code** | The Accounting Code, also known as the Common Accounting Number (CAN), identifies the funding areas to which costs should be applied.  The eight-digit number entered (leading fiscal year digit) will be used on the associated personnel action for the request. |
| **Additional IC Contact** | The Additional IC Contact is an individual in your organization whom you wish to designate to receive the various email notifications built into the Title 42 Request workflow.  The individual you select must have an active NIH NED profile and a valid government email address.  You can enter multiple email addresses separated by a semicolon; you can also enter a group email address if one is available for your organization. |
| **Additional Proposed Compensation and Incentives** | Any additional compensation or incentives you wish to offer the employee or selected candidate that are not listed in the Incentives to Be Offered field. |
| **Case Preparer** | The Case Preparer is an individual who is responsible for the preparation and management of the Title 42 Request.  This individual should be a staff member in the IC, but in some situations, an OHR employee can serve as the Case Preparer. |
| **Convert an Employee from One Appointment to Another** | A conversion changes an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less.  Select this option if you are moving an existing NIH employee from one appointment to another; for example, if you wish to change their Professional Designation. |
| **Date Approved to Conduct a Title 42 Search** | This is the date that the IC is granted approval to initiate a Title 42 search. |
| **Date of Pre-Recruitment Meeting** | The Pre-Recruitment Meeting is the discussion between OHR and the IC staff to outline the strategies for the recruitment.  If a meeting was not held, this is the date when the requirements for the recruitment were submitted to OHR. |
| **Date Request Routed to OHR** | This is the date the IC first sent the Title 42 Request to OHR in WiTS.  This is a system-generated date and cannot be modified. |
| **Date Title 42 Vacancy Opened** | This is the date the Title 42 vacancy started accepting job applicants.  If there were multiple advertisements, across many publications, or start and stop dates, it is the earliest of the open dates. |
| **Date Title 42 Vacancy Closed** | This is the date when the Title 42 vacancy stopped accepting job applicants.  If there were multiple advertisements, across many publications, or start and stop dates, it is the latest of the close dates. |
| **Does action require NCC/NCCP Review?** | This field tracks if the NIH Compensation Committee (NCC) or the NIH Clinical Compensation Panel (NCCP) is required to review the request or any related pay action associated with it.  If review is required, the IC will need to submit a separate Senior Level Pay case. |
| **Extend an Employee's Not-to-Exceed Date** | An extension continues a time-limited appointment (one with a NTE date) up to the maximum time allowed by the authority under which it was effected. Select this option if you are only extending an existing employee's not-to-exceed date on their current Appointment. |
| **Final IC Approving Official** | The Final IC Approving Official is a federal employee in the IC who approves the request or who validates the need to begin a Title 42(f) recruitment. |
| **IC Approval Date** | The date that the Final IC Approving Official approves the Request. |
| **Incentives to be Offered** | Any incentives that the IC is willing to offer the selected candidate.  Some incentives (Advanced Rate of Pay or Physicians Comparability Allowance) can only be used if the candidate is hired on a Title 5 appointment. |
| **Length of Advertisement** | The number of calendar days that the Title 42 or Title 5 advertisement will remain open for applicants to apply. |
| **Medical/Research Specialty** | For Title 42(g) requests, these are the medical or research specialties associated with the selected candidate.  For Title 42(f) requests, these are the medical or research specialties the IC is searching for in a potential candidate. |

| | |
|---|---|
| **Minimum and Maximum Basic Pay** | The Minimum and Maximum Pay Ranges represent the annualized absolute low and high ends of the basic pay allowed for the Requested Professional Designation at the time the request is created.  The Basic Pay Maximum does not include supplements and incentives such as On Call Pay or Retention Incentives or any special exceptions to exceed the maximum pay.<br>The minimum salary for Staff Scientists and Investigators is set at the GS-13, Step 1 (with locality) for their duty location. The rates shown for these positions are for the Washington-Baltimore-Northern Virginia, DC-MD-VA-WV-PA Locality Area. |
| **New Appointment** | An appointment brings an individual onto the rolls (staff) of an agency.<br>Select this option if you are hiring a new NIH employee into a Title 42(g) position or wish to begin the Recruitment (search and selection process) for a Title 42(f) position. |
| **Office of Intramural/Extramural Research Review Required?** | This is a system-generated field based on the current OIR and OER review and approval requirements of a particular Professional Designation. |
| **OGE-278 Filer?** | Individuals in certain pay plans or positions are required by the Ethics in Government Act (EIGA), as amended, to file a Public Financial Disclosure Report (OGE-278) within 30 days of entering the covered position, annually thereafter, and within 30 days of terminating from a covered position.  Individuals required to file this report include those in SES; ST or SL paid above a specified salary level; Commissioned Officers at or above the O-7 rank; the six NIH level Deputy Directors; all IC Directors; Deputy Directors; Clinical Directors; Scientific Directors; and the Extramural Program Officials who report to their IC Director.  For more information, please visit the NIH Ethics web page: https://ethics.od.nih.gov/topics/forms278.htm |
| **OGE-450 Filer?** | Employees in certain positions are required by the Ethics in Government Act (EIGA), as amended, to file a Confidential Financial Disclosure Report (OGE-450) because of the responsibilities associated with their positions. The first report is due 30 days of entering the covered position, and then an annual report is required thereafter.  For more information, please visit the NIH Ethics web page: https://ethics.od.nih.gov/topics/450-info.htm |
| **Organizational Title** | The Organizational Title is the employee's functional or non-official position title.  For example, the employee's official position title may be Investigator 1, but organizationally, they may be referred to as an Audiologist Specialist or Section Chief. |
| **Reason for Closing Request** | This field tracks the reason(s) why the IC closed or withdrew the request before completion. |
| **Requested Basic Pay** | Basic Pay represents the employee's annualized pay before any locality, special rate adjustments, supplements (e.g., On Call Pay) or incentives (e.g., Relocation). |
| **Requested Not-To-Exceed Date** | The requested not-to-exceed date is when IC proposes to end the employee's or selected candidate's appointment. |
| **Requested Series** | The requested series is the best occupational series that categorizes the position or the employee's education and experience.  For additional information on occupational series, please visit OPM's web page on Classification and Qualifications: http://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/#url=Overview |
| **Requested Start Date** | The requested start date is when the IC proposes to begin the appointment of the selected candidate. This date is typically the start of a new pay period. |
| **Standard Hours per Week** | This is the expected number of hours in the employee's or selected candidate's weekly tour of duty. |
| **Statement of Duties** | A narrative statement fully describing the scientific duties and responsibilities of the position, the requisite educational background, and experience required to perform those duties.  A classified position description is not required unless advertising the vacancy under Title 5 procedures. |
| **Title 5 Exhaustion Required?** | A system-defaulted field based on the selected Category and the Professional Designation, which indicates if the request is required to follow Title 5 Exhaustion procedures before appointment into Title 42.  Staff can change this field from the system default if an exception was granted. |

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| **Title 5 Exhaustion System Determination** | A system-determined field based on the selected Category and the Professional Designation, which indicates if the Request is required to follow Title 5 Exhaustion procedures before appointment into Title 42.  This field cannot be changed from the default. |
| **Will Relocation Expenses Be Paid?** | A field used to indicate whether the IC is willing to pay relocation expenses for a selected candidate.  This relocation type is administered under the Public Contracts and Property Management regulations (41.C.F.R.302) and not a Relocation Incentive administered under the Administrative Personnel regulations (5.C.F.R. 575). |

## Appendix A: Title 42 Request Workflow Diagram
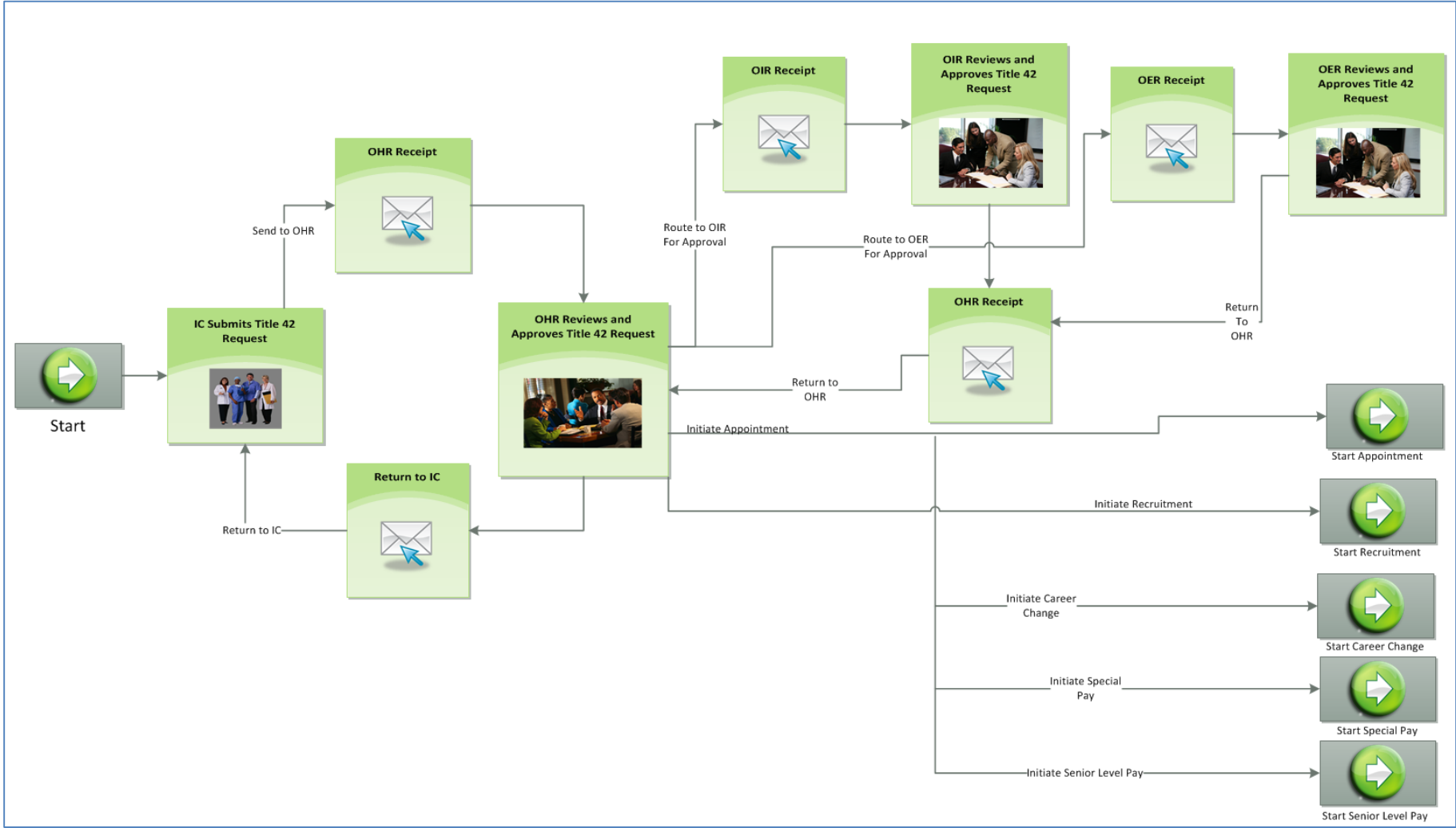
## Appendix B: Professional Designation Reference Table

| Category | Professional Designation | Authority | Basic Pay Min | Basic Pay Max | Exhaust Required | OIR/OER Approval? | OGE-278 | OGE-450 |
|---|---|---|---|---|---|---|---|---|
| IC Deputy Director | IC Deputy Director | Title 42(f) | $0.00 | $275,000.00 | No | No | Yes | No |
| Intramural (Basic) | NIH Distinguished Investigator | Title 42(f) | $230,001.00 | $275,000.00 | No | No | | |
| Intramural (Clinical) | NIH Distinguished Investigator | Title 42(f) | $230,001.00 | $275,000.00 | No | No | | |
| Intramural (Clinical) | Senior Clinician | Title 42(f) | $160,301.00 | $225,000.00 | Yes | No | | |
| Clinical Track | Assistant Clinical Investigator (HS) | Title 42(f) | $200,001.00 | $275,000.00 | Yes | OIR | Yes | |
| Intramural (Clinical) | Assistant Clinical Investigator 1 | Title 42(g) | $91,310.00 | $160,300.00 | No | OIR | | |
| Intramural (Clinical) | Assistant Clinical Investigator 2 | Title 42(f) | $160,301.00 | $220,000.00 | Yes | OIR | | |
| Intramural (Clinical) | Clinical Fellow | Title 42(g) | $58,935.00 | $104,827.00 | No | No | | |
| Scientific Director | IC Scientific Director | Title 42(f) | $0.00 | $275,000.00 | No | OIR | Yes | |
| Intramural (Clinical) | Investigator 2 | Title 42(f) | $160,301.00 | $220,000.00 | No | OIR | | |
| Clinical Track | Investigator (HS) | Title 42(f) | $200,001.00 | $275,000.00 | No | OIR | | |
| Intramural (Basic) | Investigator 1 | Title 42(g) | $92,145.00 | $160,300.00 | No | OIR | | |
| Intramural (Clinical) | Investigator 1 | Title 42(g) | $92,145.00 | $160,300.00 | No | OIR | | |
| Intramural (Basic) | Investigator 2 | Title 42(f) | $160,301.00 | $185,000.00 | No | OIR | | |
| Intramural (Basic) | Research Fellow | Title 42(g) | $46,266.00 | $120,311.00 | No | No | | |
| Scientific Executive | Scientific Executive | Title 42(f) | $0.00 | $250,000.00 | No | OER | Yes | |
| Extramural/OD | Scientific Policy Leader (Tier 2) | Title 42(f) | $50,000.00 | $212,000.00 | No | OER | | Yes |
| Extramural/OD | Scientific Program Leader (Tier 2) | Title 42(f) | $50,000.00 | $212,000.00 | No | OER | | Yes |
| Intramural (Clinical) | Senior Clinical Fellow | Title 42(g) | $91,310.00 | $160,300.00 | No | No | | |
| Clinical Track | Senior Clinician (HS) | Title 42(f) | $200,001.00 | $275,000.00 | No | OIR | | |
| Intramural (Basic) | Senior Investigator | Title 42(f) | $99,774.00 | $275,000.00 | No | OIR | | |
| Intramural (Clinical) | Senior Investigator | Title 42(f) | $127,572.00 | $275,000.00 | Yes | OIR | | |
| Clinical Track | Senior Investigator (HS) | Title 42(f) | $200,001.00 | $275,000.00 | Yes | OIR | | |
| Intramural (Basic) | Senior Research Fellow | Title 42(g) | $80,354.00 | $160,300.00 | No | No | | |
| Extramural/OD | Senior Scientific Officer | Title 42(f) | $50,000.00 | $244,000.00 | Yes | OER | | |
| Intramural (Basic) | Senior Scientist | Title 42(f) | $160,301.00 | $210,000.00 | Yes | OIR | | |
| Clinical Track | Staff Clinician (HS) | Title 42(f) | $200,001.00 | $275,000.00 | No | No | | |
| Intramural (Clinical) | Staff Clinician 1 | Title 42(g) | $91,310.00 | $160,300.00 | No | No | | |
| Intramural (Clinical) | Staff Clinician 2 | Title 42(f) | $160,301.00 | $220,000.00 | Yes | No | | |
| Intramural (Basic) | Staff Scientist 1 | Title 42(g) | $80,354.00 | $160,300.00 | No | No | | |
| Intramural (Basic) | Staff Scientist 2 | Title 42(f) | $160,301.00 | $185,000.00 | Yes | OIR | | |