USER GUIDE

Title 42 Request (OER 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.

IC staff will 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

Your role in the workflow:
- OER will receive these requests (either from the IC or from OHR) and will review and approve the EPD so that the case can move forward.

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Reviewing a Title 42 Request

To review a Title 42 Request, locate the case from your 'OER Title 42 Request Review Worklist' and open the form by clicking on the WiTS # or by placing a check in the checkbox next to it and clicking the *Open Selected Action* button:

	Request #	Position Review Number	Action Type	Requested Action	Date Created	IC	Admin Code	Org Initials	Organizational Title	Series	Category	T42 Prof. Designation	T42 Case Preparer	OER Review Date	OER Decision	T42 Comments
☑	33823		Title 42 Request	New Appointment	07/23/15 10:11:18 AM	NIDDK	HNK134	SMS	Organizational Title	0403	Extramural/OD	Scientific Program Leader (Tier 2)	DAndrea, Michael	07/15/15	Approved	Sample Comments Go Here.
☐	33979		Title 42 Request	New Appointment	08/04/15 02:30:39 PM	NHLBI	HNH1	OD	Chief	0601	Extramural/OD	Senior Scientific Officer	Wittenberg, David			
☐	34014		Title 42 Request	New Appointment	08/06/15 10:47:32 AM	NINDS	HNQ	NINDS	Audiologist Specialist	0601	Extramural/OD	Senior Scientific Officer	Gogue, Melina			Awaiting two reference memos.

Filter By: All Work   Quick Search:

Open Selected Action   Export First 400 Actions to Excel

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🔲 OER Title 42 Request Review Worklist

Contacts & Organization, Request Information, Request Details, IC Approvals, and Search Plan

The requesting IC and/or servicing OHR staff will have completed the information contained on the first five tabs, and you will be able to view these tabs in conjunction with your review of the case.

Contacts & Organization

This tab contains basic information about the requesting IC, IC organization, and IC points of contact.

Contacts & Organization	Basic Request Information	Request Details	IC Approvals	Search Plan (Title 42(f) Only)	Office of Intramural/Extramural Research Approvals

* Required Fields

WiTS #: 33941

Action Type: Title 42 Request

Date Action Entered: 07/30/2015 03:33 PM

Date Request Initiated*: 07/30/2015

Requesting Organization Information

Institute/Center*:

HHS/NIH Administrative Code*: ❓
(Admin Code Lookup)

Organization Initials:

Servicing CSD Branch:
(Who Are My HR Contacts?)

IC Contact Information

Case Preparer*:

Additional IC Contact First Name:

Additional IC Contact Last Name: ❓
(NED Lookup)   Clear

Additional IC Contact Email:
(Use (;) to separate multiple e-mail addresses.)

Additional IC Contact NED ID:

Additional IC Contact Phone:

Priority*: High

Comments (Limit 5000 characters) ❓

Basic Request Information

This tab contains information about the request such as the requested action, category, professional designation, authority, and pay range.

Contacts & Organization	**Basic Request Information**	Request Details	IC Approvals	Search Plan (Title 42(f) Only)	Office of Intramural/Extramural Research Approvals

* Required Fields

Requested Title 42 Action*: ❓ → New Appointment

Requested Category*: → Intramural (Clinical)

Requested Professional Designation*: → Senior Investigator

Authority: → Title 42(f)

Pay Range for Requested Professional Designation: ❓

Minimum Basic Pay: 127572.00

Maximum Basic Pay: 234600.00

Request Details

This tab contains information about the request such as the requested Position and Pay Information and information about the desired candidate.

Contacts & Organization	Basic Request Information	**Request Details**	IC Approvals	Search Plan (Title 42(f) Only)	Office of Intramural/Extramural Research Approvals

* Required Fields

Requested Title 42 Action: New Appointment

Authority: Title 42(f)

Requested Category: Intramural (Clinical)

Requested Professional Designation: Senior Investigator

Requested Position and Pay Information   *[Title 42 Pay Model Ranges]*

Organizational Title: ❓

Requested Series*: ❓

Standard Hours per Week*:

Requested Pay Plan*: RF

Accounting Code*: ❓

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)
- Advanced Rate of Pay
- Leave Credit
- Physicians Comparability Allowance
- Recruit Incentive

Will Relocation Expenses Be Paid?*: ❓

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*:

IC Approvals

This tab contains information about the official within the IC who approved the request and supports it moving forward.

Contacts & Organization	Basic Request Information	Request Details	**IC Approvals**	Search Plan (Title 42(f) Only)	Office of Intramural/Extramural Research Approvals

* Required Fields

Requested Title 42 Action: `New Appointment`

Authority: `Title 42(f)`

Requested Category: `Intramural (Clinical)`

Requested Professional Designation: `Senior Investigator`

Approvals ❷

Final IC Approving Official First Name*: _____

Final IC Approving Official Position Title*: _____

Final IC Approving Official Last Name*: ❷
(Employee Lookup) `Clear` _____

Final IC Approving Official Employee ID*: _____

IC Approval Date*: _____

Closeout ❷

Reason for Closing Request: _____

Additional Closeout Comments/Details: *(Limit 1000 characters)*
_____

Search Plan

This tab contains information about IC's outreach efforts and recruitment strategies for the Title 42(f) recruitment. This tab is completed by both the IC Program Staff and OHR Staff.

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

* Required Fields

IC Search Plan Information *(To be completed by IC Program Staff)*

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

- New England Journal of Medicine
- New York Times
- NIH DDIR Web Board
- NIH or IC Jobs Website
- Society for Advancement of Chicanos and Native Americans in Science (SACNAS)
- The Lancet
- The Scientists
- Washington Post
- **Other Publication(s)**
- Not Applicable

Other Publications*: *(Limit 500 characters)*
_____

Email Distribution Lists*:
(Hold CRTL key and click all options that apply)

- Diversity Outreach Resource (DOR) LISTSERV
- IC Grantee LISTSERV
- NIH LISTSERV
- OER LISTSERV
- OIR LISTSERV
- **Other Email Distribution List(s)**
- Not Applicable

Other Email Distribution Lists*: *(Limit 500 characters)*
_____

Other Outreach Efforts: *(Limit 500 characters)*
_____

Length of Advertisement*:
(# of days) _____

National Search Required?*: _____

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

Date Request Routed to OHR*: _____

Date of Pre-Recruitment Meeting*: _____

OGE-450 Filer?*: ❓ ____

Office of Intramural/Extramural Research Review Required?*: OIR

OGE-278 Filer?*: ❓ ____

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

[text area]

Title 5 Exhaustion Required?*: ❓ Yes

Title 5 Exhaustion System Determination: Yes

Date Approved to Conduct a Title 42 Search*: _____

Title 42 Search

Was a Title 42 Search Conducted?*: Yes ▾

Date Title 42 Vacancy Opened*: ❓ _____

Date Title 42 Vacancy Closed*: ❓ _____

Number of Applicants Received*: _____

Number of Applicants Interviewed*: ____ ▾

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)*

[text area]

Completing the Office of Extramural Research Approvals Tab

After you have reviewed the case in conjunction with the WiTS action, as well as any attached documents, you will need to complete the OER Approvals tab:

- *Requested Title 42 Action, Authority, Requested Category, Requested Professional Designation:* Auto-populated from previous tabs
- *Approving Office:* Auto-populated with OER based on system logic
- *Date Received:* Time-stamped date when the WiTS action was routed to OER
- *Review Date:* Select the date that the case was reviewed by OER
- *Approval Decision:* Select the outcome of the OER review – either *Approved*, *Disapproved*, or *Return for Additional Action*
- *Position Review Number:* Enter the Position Review Number number assigned to the case
- *Review Decision Comments (optional):* Enter any comments related to the case that need to be shared with the requestor or visible on reports
- *Approving Official*: Use the NED Lookup feature to identify the Approving Official and populate the information. The Approving Official is only visible while the request is with OER.
- *Internal Comments (optional):* Enter any comments that need to be noted for OER use. The comments are not shared with the IC and are not displayed on reports.

Routing the Request to OHR

Once the requisite fields are complete, you can route the request to OHR.

Select 'Send to HR' from the routing menu.

➢ Communication Point: This will send the action back to OHR, and will also generate an informational email to the IC Contact and the HR Specialist.

Note: Any Comments that were entered in the Review Decision Comments field will be displayed in this email.

Subject: Title 42 Request - OER Decision Reached (WiTS# 33973)

Please note that the Title 42 Request for NINDS, HNQ1-47 is being routed to the Office of Human Resources with the following decision:

Requested Title 42 Action: New Appointment
Requested Category: Extramural/OD
Requested Professional Designation: Senior Scientific Officer

OER Review Date: 08/12/2015
OER Approval Decision: Approved
OER Decision Comments:

Thank you.

Glossary of Terms Used on the Title 42 Request Form

Term	Definition
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. 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. 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.

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