# USER GUIDE

# Title 42 Request (HR 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.
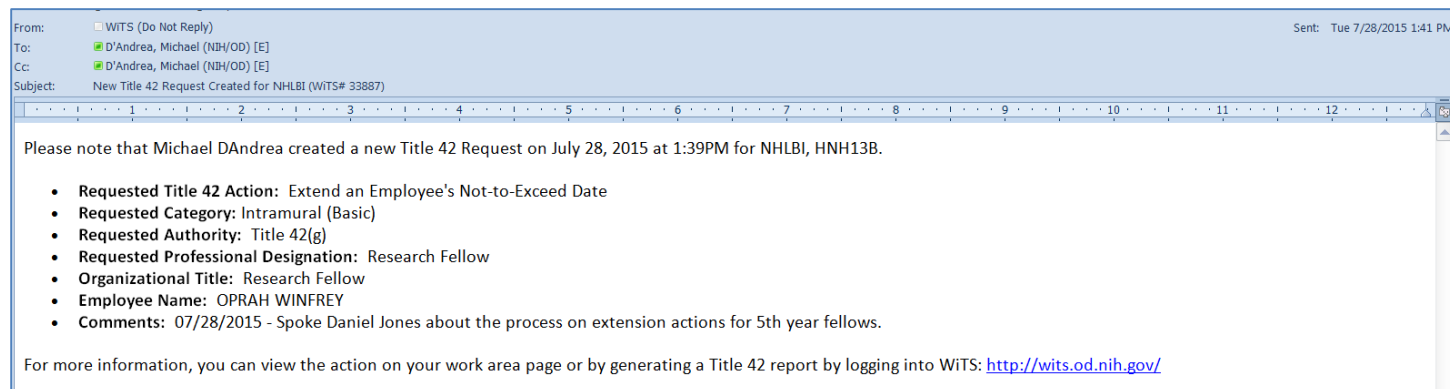
For assistance completing the fields on this form, reference the [Glossary of Selected Terms Used on the Title 42 Request Form](#) section of this guide.
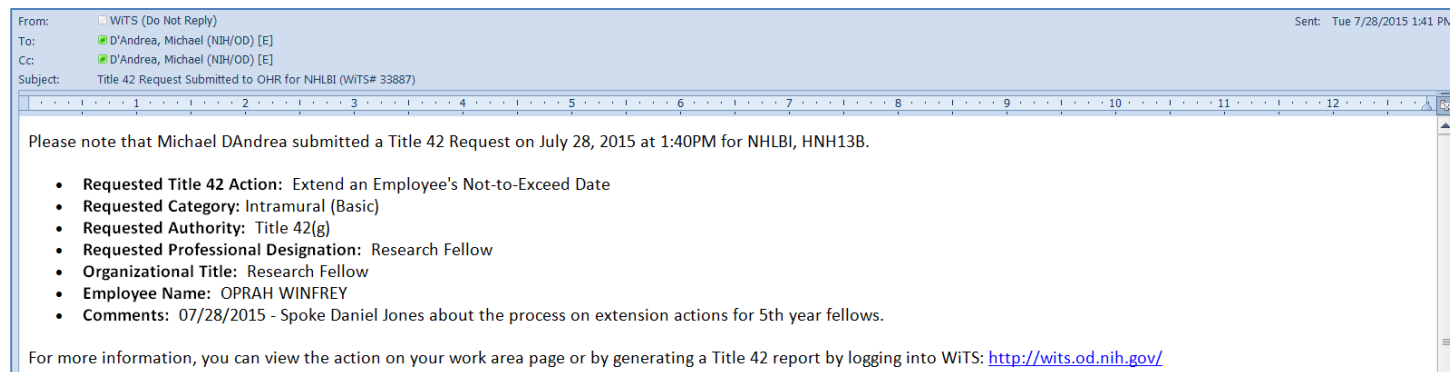
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# Notification of the Title 42 Request Creation

After the IC first creates and saves a Title 42 Request, an email will be sent to all Team Leaders and the Branch Chief of the servicing Branch.

| From: | WiTS (Do Not Reply) | | Sent: Tue 7/28/2015 1:41 PM |
|---|---|---|---|
| To: | D'Andrea, Michael (NIH/OD) [E] | | |
| Cc: | D'Andrea, Michael (NIH/OD) [E] | | |
| Subject: | New Title 42 Request Created for NHLBI (WiTS# 33887) | | |

Please note that Michael DAndrea created a new Title 42 Request on July 28, 2015 at 1:39PM for NHLBI, HNH13B.

- **Requested Title 42 Action:** Extend an Employee's Not-to-Exceed Date
- **Requested Category:** Intramural (Basic)
- **Requested Authority:** Title 42(g)
- **Requested Professional Designation:** Research Fellow
- **Organizational Title:** Research Fellow
- **Employee Name:** OPRAH WINFREY
- **Comments:** 07/28/2015 - Spoke Daniel Jones about the process on extension actions for 5th year fellows.

For more information, you can view the action on your work area page or by generating a Title 42 report by logging into WiTS: http://wits.od.nih.gov/

# Receiving the Title 42 Request

On the first submission of the Title 42 Request, 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.

| From: | WiTS (Do Not Reply) | | Sent: Tue 7/28/2015 1:41 PM |
|---|---|---|---|
| To: | D'Andrea, Michael (NIH/OD) [E] | | |
| Cc: | D'Andrea, Michael (NIH/OD) [E] | | |
| Subject: | Title 42 Request Submitted to OHR for NHLBI (WiTS# 33887) | | |

Please note that Michael DAndrea submitted a Title 42 Request on July 28, 2015 at 1:40PM for NHLBI, HNH13B.

- **Requested Title 42 Action:** Extend an Employee's Not-to-Exceed Date
- **Requested Category:** Intramural (Basic)
- **Requested Authority:** Title 42(g)
- **Requested Professional Designation:** Research Fellow
- **Organizational Title:** Research Fellow
- **Employee Name:** OPRAH WINFREY
- **Comments:** 07/28/2015 - Spoke Daniel Jones about the process on extension actions for 5th year fellows.

For more information, you can view the action on your work area page or by generating a Title 42 report by logging into WiTS: http://wits.od.nih.gov/

The action is accessible from the 'Title 42 Requests with OHR for your Branch(es)' bizcove. The action will remain in this bizcove and not in your worklist. Title 42 Requests are assigned to the Branch as a whole and not individuals.

**Title 42 Requests with OHR for your Branch(es)** — Filter By: All Work — Quick Search:

| Case# | Requested Action | Date Created | IC | Admin Code | Org Initials | First Name | Last Name | HR Specialist | Team Leader | Professional Designation | Pos. Title | Series | Category | Case Preparer | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 33798 | New Appointment | 07/21/15 11:05:45 AM | NINDS | HNQ2-5 | IAMB | Wonder | Woman | Lubel, Samantha | Lubel, Samantha | Clinical Fellow | Neurosurgery Resident | 0601 | Intramural (Clinical) | Caliz, Velvette | |
| 33839 | Extend an Employee's Not-to-Exceed Date | 07/27/15 12:47:26 PM | NIDDK | HNK1C2 | OD AMB | Taylor | Swift | DAndrea, Michael | DAndrea, Michael | Research Fellow | | | Intramural (Basic) | DAndrea, Michael | -sample comments |
| 33842 | Extend an Employee's Not-to-Exceed Date | 07/27/15 01:57:28 PM | NHLBI | HNH31 | DLD OD | Taylor | Swift | | | Investigator 1 | | | Intramural (Basic) | Showers, Melanie | testing testing 1..2...3... |
| 33846 | Extend an Employee's Not-to-Exceed Date | 07/27/15 02:05:01 PM | NINDS | HNQ222 | DIR CNP SNB | Taylor | Swift | | | Staff Clinician 1 | | | Intramural (Clinical) | Kiganda, Mary | This is a test, this is only a test. |
| 33847 | Extend an Employee's Not-to-Exceed Date | 07/27/15 02:09:23 PM | NINDS | HNQ2 | DIR | Taylor | Swift | | | Clinical Fellow | | | Intramural (Clinical) | Savage, Anya | hi! |
| 33849 | Extend an Employee's Not-to-Exceed Date | 07/27/15 02:16:52 PM | NIDDK | HNK6 | I ODIR | Taylor | Swift | | | Staff Scientist 1 | | | Intramural (Basic) | Brush, Andrea | test |
| 33914 | Extend an Employee's Not-to-Exceed Date | 07/29/15 02:18:22 PM | NHLBI | HNH13D2 | ECBR | Taylor | Swift | Fletcher, Kevin | Fletcher, Kevin | Investigator 1 | | | Intramural (Basic) | Fletcher, Kevin | |

Open Selected Action — Forward Selected Action to Another User — Export First 400 Actions to Excel

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# Contacts & Organization Tab

Upon receiving the request, the Contacts & Organization Tab needs to be reviewed and completed.



- **_Global Recruitment:_**  Indicate if the request is a Global Recruitment action or not.

- **_CSD Branch Chief, Team Leader, and HR Specialist:_** Select the appropriate individuals on the form.

- **_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 personal 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

- **_Internal Comments:_**  The contents of the Internal Comments field are only visible while the request is with OHR.  These comments will not be shared on reports.

- **_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.  Only enter comments here if you are routing the request back to the IC.

# Routing Menu Options While the Request is with OHR

The following routing menu options are available when the request is with OHR.

| Menu Option | Description / Special Instructions |
|---|---|
| Return to IC | Use this option to route a request back to the IC for any reason.  Ensure to enter the reasons why the request is being returned in the 'OHR Comments to IC' field on the Contacts & Organization tab. |
| Route to OIR for Approval | Use this option to route a request to the Office of Intramural Research (OIR) for approval of the Professional Designation and the Search Plan. |
| Route to OER for Approval | Use this option to route a request to the Office of Extramural Research (OER) for approval of the Professional Designation and the Search Plan. |
| Initiate Appointment | Use this option to create an Appointment action.  Create the Appointment action once you are ready to make the tentative job offer to the employee or selected candidate. |
| Initiate Career Change | Use this option to create a Career Change action.  Create the Career Change action when you are ready to process the related personnel action (i.e., Conversion or Extension). |
| Initiate Recruitment | Use this option to create a Recruitment action.  Create the Recruitment action when you are ready to proceed with the Title 5 announcement(s) to prove or meet the exhaustion requirements. |
| Initiate Special Pay | Use this option to create a Special Pay action.  Create the Special Pay action when you are ready to proceed with the related pay action for the employee or selected candidate. |
| Initiate Senior Level Pay | Use this option to create a Senior Level Pay action.  Create the Senior Level Pay action when you are ready to proceed with the related pay case for the employee or selected candidate. |
| Closeout Request – Action Completed | Use this option to complete a request.  See the Closeout Request – Action Completed section of this guide for more information. |
| Withdraw Request – Close Action | Use this option to withdraw a request before completion.  See the Closing Out a Request Before Completion section of this guide for more information. |
| Cancel Request – Entered in Error | Use this option to cancel the request if it was entered in error. |

## *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.

- This section and actions can be completed by OHR or IC staff

Follow these steps to withdraw a request:

1. Complete the Closeout section on the IC Approvals tab.
   a. 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.

   b. Select the reason for closing the request. If you select 'Other', you will be asked to provide the reasons why in the Additional Closeout Comments/Detail comments field.



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.
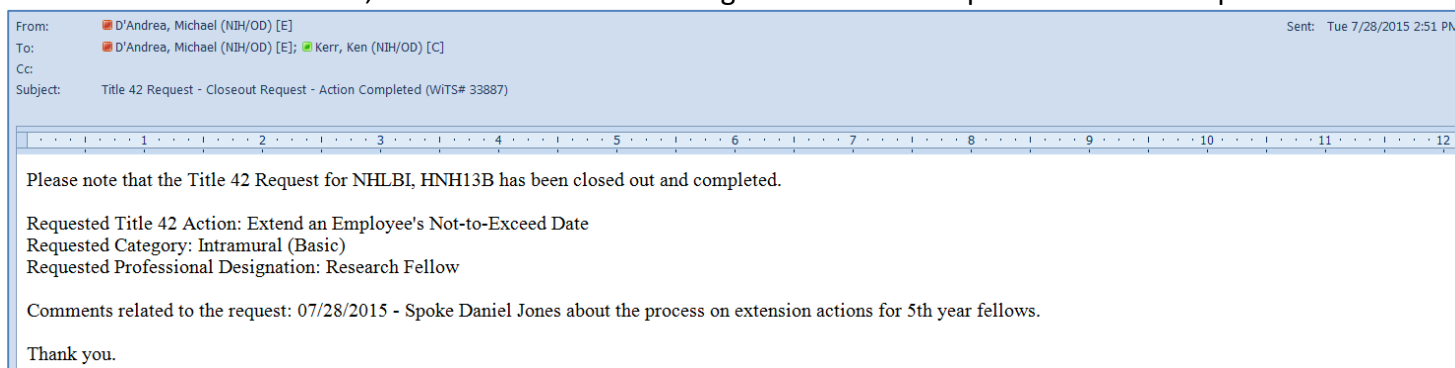
Closeout Request – Action Completed

After the request is complete (i.e., the related personnel action was processed or the new hire entered their appointment) the Title 42 Request needs to be completed.  This process needs to be followed for all Title 42 Requests.

- Only OHR staff can closeout a request

Follow these steps to complete a request:

1. Complete all required fields on the Title 42 Request form

2. Select 'Closeout Request – Action Completed' from the routing menu.

   ➢ This will complete 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 completed.

| From: | D'Andrea, Michael (NIH/OD) [E] | Sent: Tue 7/28/2015 2:51 PM |
|---|---|---|
| To: | D'Andrea, Michael (NIH/OD) [E]; Kerr, Ken (NIH/OD) [C] | |
| Cc: | | |
| Subject: | Title 42 Request - Closeout Request - Action Completed (WiTS# 33887) | |

Please note that the Title 42 Request for NHLBI, HNH13B has been closed out and completed.

Requested Title 42 Action: Extend an Employee's Not-to-Exceed Date
Requested Category: Intramural (Basic)
Requested Professional Designation: Research Fellow

Comments related to the request: 07/28/2015 - Spoke Daniel Jones about the process on extension actions for 5th year fellows.

Thank you.

# Search Plan – IC Search Plan Information

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.   IC or OHR staff can complete this section.



- *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 – OHR and Title 5 Exhaustion Requirements Information

This section of the Search Plan tab is reserved for OHR staff.  This section must be completed before routing the request to OER or OIR, if applicable.



- *OHR Search Plan Information*
  This section captures OHR recruitment-related information for the Title 42(f) recruitment.
    - Enter the date of the Pre-recruitment meeting.
    - Indicate if the selected candidate will be an OGE-450 or an OGE-278 filer.  *These fields will be defaulted for some Professional Designations.*
    - Indicate any additional search plan notes in the OHR Search Plan Comments field.
    - Title 5 exhaustion will be defaulted based on the Professional Designation.  You have the ability to change the system default only if an exception has been made or under unusual circumstances.  Changing the system default will trigger an email notification to the Branch Chief.  The Title 5 Exhaustion System Determination field is auto-populated and cannot be modified.
    - The Date Approved to Conduct a Title 42 Search is dynamic based on the Title 5 Exhaustion Required field.

- *Recruitment Information for Title 5 Exhaustion Requirements*
  This section tracks the Title 5 Recruitment action(s) used to prove exhaustion requirements.  The WiTS Recruitment number should be entered shortly after the vacancy announcements have been posted.  The fields in this section are not visible while the action is with the IC.
    - Entering the WiTS Recruitment Number will populate all of the vacancy announcements associated with it along with a hyperlink to the Applicant Roster report.
    - Enter the number of applicants interviewed for each vacancy.  If a related Title 5 announcement is being used to prove exhaustion for multiple Title 42 positions, only indicate number of applicants interviewed for the position related to this request.

**WiTS Tip:**

- *Reference the [Glossary of Terms Used on the Title 42 Request Form](#) section of this guide for assistance on completing fields.*

- *Review [Appendix B: Professional Designation Reference Table](#) for specific information on all Professional Designations.*

- *Click "Add Recruitment" to add multiple WiTS Recruitment numbers. **You can add up to five recruitment actions.***

# Office of Intramural Research Work Area Page

**Note:** Only a select group of individuals in OHR will have the ability to access the OIR Work Area page. *Until OIR is incorporated into the workflow, HR staff will need to complete the action on their behalf. This is not required for OER actions, as they are part of the workflow.*



## OIR Title 42 Request Review Worklist

This bizcove displays all active Title 42 Requests, for either OIR that have been sent for review. These requests are assigned to the whole group and not individuals.

| Request # | Action Type | Requested Action | Date Created | IC | Admin Code | Org Initials | Organizational Title | Series | Category | T42 Prof. Designation | T42 Case Preparer | OIR Review Date | OIR Decision | T42 Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ 34489 | Title 42 Request | New Appointment | 10/28/15 09:37:49 PM | NIDDK | HNK13 | OD OCPL | Title | 0201 | Intramural (Basic) | Investigator 1 | DAndrea, Michael | | | Note: Do not enter sensitive personal identifiable information or attach any documents containing such information. Review the help button for examples. |
| ☐ 34123 | Title 42 Request | New Appointment | 08/20/15 04:13:15 PM | NIDDK | HNK133 | OD OCPL IPS | | 0401 | Intramural (Basic) | Staff Scientist 2 | DAndrea, Michael | | | |

Open Selected Action    Export First 400 Actions to Excel

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## All Active Intramural Title 42(f) Requests (View Only)

This bizcove displays all active intramural Title 42(f) requests no matter where the action is located. This bizcove is view only, users not may not open actions from this section.

| Ticket # | Request Type | Date Initiated | Date to HRSS | User | HRC Org | Priority | System |
|---|---|---|---|---|---|---|---|
| ☐ 107673 | Request for HR Systems Support | 08/18/14 12:51:00 PM | 08/18/14 12:53:31 PM | Samantha Lubel | SAID - TMWSB | Moderate | WiTS |
| ☐ 129762 | Request for HR Systems Support | 01/05/16 11:34:00 AM | 01/05/16 11:37:20 AM | Samantha Lubel | SAID - TMWSB | Moderate | Survey |

View Details of Selected Ticket...    Monitor Selected Process...    Export List to Excel...

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| | Request # | Action Type | Requested Action | Date Created | IC | Admin Code | Org. Initials | Professional Designation | Organizational Title | Series | Case Preparer | CSD HR Specialist | Authority | Category | Current Phase | OIR Review Date | OIR Review Decision | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 34950 | Title 42 Request | New Appointment | 12/09/15 10:40:23 AM | NIDDK | HNK6X2 | I LGP | Staff Scientist 2 | Darth Pious | 1301 | Wray, Tripp | | Title 42(f) | Intramural (Basic) | OHR Reviews and Approves Title 42 Request | | | |
| ☐ | 34949 | Title 42 Request | New Appointment | 12/09/15 10:37:23 AM | NIDDK | HNK6H | LCBB | Staff Scientist 2 | LCDB | 0401 | Pittenger, Monica | | Title 42(f) | Intramural (Basic) | OHR Reviews and Approves Title 42 Request | | | |
| ☐ | 34948 | Title 42 Request | New Appointment | 12/09/15 10:35:55 AM | NIDDK | HNK63 | I MDB | Staff Scientist 2 | My Org tITLE | 0401 | Nowakowski, Carle | | Title 42(f) | Intramural (Basic) | OHR Reviews and Approves Title 42 Request | | | |
| ☐ | 34947 | Title 42 Request | New Appointment | 12/09/15 10:35:44 AM | NIDDK | HNK63 | I MDB | Staff Scientist 2 | Staff Scientist | 0401 | Brush, Andrea | | Title 42(f) | Intramural (Basic) | OHR Reviews and Approves Title 42 Request | | | |
| ☐ | 34946 | Title 42 Request | New Appointment | 12/09/15 10:35:34 AM | NIDDK | HNK132 | OD OCPL RRS | NIH Distinguished Investigator | My Org Title | 0401 | Alston, Marc | | Title 42(f) | Intramural (Basic) | OHR Reviews and Approves Title 42 Request | | | |
| ☐ | 34945 | Title 42 Request | New Appointment | 12/09/15 10:35:26 AM | NIDDK | HNK | NIDDK | Staff Scientist 2 | My Org Title | 0401 | DAndrea, Michael | Cammas, Zenaida | Title 42(f) | Intramural (Basic) | OHR Reviews and Approves Title 42 Request | | | |
| ☐ | 34944 | Title 42 Request | New Appointment | 12/09/15 10:34:49 AM | NIDDK | HNK6 | I ODIR | Staff Scientist 2 | Staff Clinician | 0601 | Durham, Nikki | | Title 42(f) | Intramural (Basic) | OHR Reviews and Approves Title 42 Request | | | |
| ☐ | 34942 | Title 42 Request | New Appointment | 12/09/15 10:28:22 AM | NIDDK | HNK6U3 | KDS | Staff Scientist 2 | Better than the Best Fake Lab Ever | 0401 | Leach, Pamela | | Title 42(f) | Intramural (Basic) | OHR Reviews and Approves Title 42 Request | | | T42 (f) new appointment recruitment action. |
| ☐ | 34926 | Title 42 Request | Extend an Employee's Not-to-Exceed Date | 12/09/15 09:53:49 AM | NIDDK | HNK6A7 | GBB | NIH Distinguished Investigator | | | Wray, Tripp | | Title 42(f) | Intramural (Basic) | OHR Reviews and Approves Title 42 Request | | | Hey Ma! |
| ☐ | 34801 | Title 42 Request | New Appointment | 11/10/15 11:07:43 AM | NHLBI | HNH122 | OD OST | Assistant Clinical Investigator (HS) | TITLE | 0006 | Verge, Terrye | | Title 42(f) | Clinical Track | OHR Reviews and Approves Title 42 Request | | | |

All Active Intramural Title 42(f) Requests (View Only)    Quick Search: [        ]

Export First 400 Actions to Excel

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## *My Active HR Systems Support Transactions*

This bizcove displays all active HR Systems Support and Access request tickets that you have submitted through WiTS.  *Tickets submitted from the HR Requests web form are not displayed here.*

My Active HR Systems Support Requests    Quick Search: [        ]

| | Ticket # | Request Type | Date Initiated | Date to HRSS | User | HRC Org | Priority | System |
|---|---|---|---|---|---|---|---|---|
| ☐ | 107673 | Request for HR Systems Support | 08/18/14 12:51:00 PM | 08/18/14 12:53:31 PM | Samantha Lubel | SAID - TMWSB | Moderate | WiTS |
| ☐ | 129762 | Request for HR Systems Support | 01/05/16 11:34:00 AM | 01/05/16 11:37:20 AM | Samantha Lubel | SAID - TMWSB | Moderate | Survey |

View Details of Selected Ticket...    Monitor Selected Process...    Export List to Excel...

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# Office of Intramural/Extramural Research Approvals Tab

This tab is used to track the approval of the professional designation and the search plan before the recruitment process begins.



- *Approving Office:*  This is defaulted based on the Professional Designation related to the request
- *Date Received:*  This is a date-time stamp of when the request was routed to the Approving Office. This date will update if the request is routed multiple times.
- *Review Date:*  This is the date that the decision of the request was made
- *Approval Decision:*  Indicate the decision of the request
    - Approved – indicates that the IC may continue as requested with the search and selection process
    - Disapproved – indicates that the IC may not continue as requested with the search and selection process.
    - Return for Additional Action –Indicates that a decision cannot be made without additional information or actions
    - *Review Decision Comments:*  Enter any comments related to the request.  This field is required when a request was not approved.
    - *Ad/Committee Number:*  This field tracks OIR's unique identifier for the case.  This field is dynamic based on the Approving Office.
    - *Approving Official:*  Use the NED Lookup to select the individual who made the Approval Decision. The Approving Official is only visible while the action is with OIR.
- *Internal Comments (optional):*  The comments are not shared with the IC and are not displayed on reports.

## Routing the Request back to OHR

After OIR makes their decision, the request needs to be routed back to OHR so that they can proceed.

Follow these steps to route the request back to OHR.

1. Complete all required fields on the tab

2. Select 'Send to OHR' from the routing menu.

> ➢ This will route the request back to OHR.

> ➢ An email notification will be sent to the Case Preparer, Additional IC Contact, HR Specialist, Team Leader, and Branch Chief informing them of the approval decision. All members of either the OIR or OER user group will be copied on the email.

| From: | D'Andrea, Michael (NIH/OD) [E] | | | Sent: Tue 7/28/2015 4:32 PM |
|---|---|---|---|---|
| To: | D'Andrea, Michael (NIH/OD) [E]; Kerr, Ken (NIH/OD) [C] | | | |
| Cc: | | | | |
| Subject: | Title 42 Request - OER Decision Reached (WiTS# 33857) | | | |

Please note that the Title 42 Request for NIDDK, HNK1C8 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: 07/28/2015
OER Approval Decision: Approved
OER Decision Comments: This is a great case! Excellent work on this package.

Thank you.

# 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.  IC or OHR staff can complete this section.

| 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?*: ❷ | No | Office of Intramural/Extramural Research Review Required?*: | OIR |
| OGE-278 Filer?*: ❷ | No | | |
| OHR Search Plan Comments:  *(Limit 500 characters)* | | | |
| Title 5 Exhaustion Required?*: ❷ | 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*: ❷ | 09/15/2015 | Date Title 42 Vacancy Closed*: ❷ | 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, initiate the Appointment process to begin the on-boarding of the new hire.*
- *If needed, initiate a Senior Level Pay case for the selected candidate. The IC is responsible for creating Senior Level Pay cases, but there may be instances when OHR is required to create actions on behalf of the IC.*

## 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

# Related Title 42 Request#

When an Appointment, Career Change, Special Pay, Senior Level, or Recruitment action is created from the Title 42 Request action, a Related Title 42 Request# is populated on the associated form. This number is the link between the Title 42 Request and the "sub-process" action. ***Do not delete or modify this number***. If you need to create a sub-process (e.g., Career Change) and cannot access the Title 42 Request action, you can simply type in the WiTS# of the Title 42 Request and it will auto-populate a variety of fields for you with the exception of the fields on the Transaction Information tab.

**Note:** The Title 42 Request# field is only visible for actions related to NHLBI, NIDDK, or NINDS.

# Reminder Emails

Throughout the Title 42 Request workflow, WiTS sends a number of reminder emails. These emails are intended to keep the processes moving in a timely fashion and to help communication information.

All of the emails listed in this document are generated at approximately 6:00am (ET) every morning (including weekends and holidays).

## *Action Needed – Close Title 42 Request*

This email serves as a reminder for CSD staff to complete or close the related Title 42 Request. The email is sent 5, 15, and 20 calendar days after a related Appointment or Career Change action is processed.

**Email Calculation:** Date WiTS action (Appointment or Career Change) was completed by the Final Authorizer to Today's date

On **Days 5 and 15:** *The email is sent to the HR Specialist on the Title 42 Request and the HR Assistant on the Appointment or Career Change action.*

On **Day 20:  The email is sent to the Team Leader and HR Specialist on the Title 42 Request** *and the HR Assistant on the Appointment or Career Change action.*

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Subject:       Action Needed – Closeout Title 42 Request# 33663 for JOHN DOE

**Action Needed:** Please close Title 42 Request# 33663 if all personnel action(s) associated with the request have been completed.

**Details:** The following Career Change for JOHN DOE in the CC, HNJ313 was processed with an effective date of 06/29/2015 and the WiTS action was completed on 06/30/2015. The associated Title 42 Request is still active and needs to be completed. Please access the Title 42 Request, select 'Closeout Request – Complete Action' from the routing menu and click on the Complete button. This will inform the IC that the request has been completed.

*Title 42 Request Information:*

| | |
|---|---|
| **Title 42 Request#** | 33663 |
| **Requested Title 42 Action** | Extend an Employee's Not-to-Exceed Date |
| **Requested Category** | Intramural (Basic) |
| **Requested Professional Designation** | Research Fellow |
| **Case Preparer** | Sally Fields |
| **HR Specialist** | DAndrea, Michael |
| **Employee Name** | JOHN DOE |

*Appointment/Career Change Information:*

| | |
|---|---|
| **WiTS#** | 33664 |
| **Action Type** | Career Change |
| **Nature of Action/Sub Action** | Extension of Appointment |
| **IC/Admin Code/Org Initials** | CC/HNJ313/ODCRP |
| **Employee Name** | JOHN DOE |
| **HR Specialist** | DAndrea, Michael |
| **Effective Date** | 06/29/2015 |
| **Date Completed** | 06/30/2015 |

### *Title 42 Request - Exhaustion Required Modification*

This email serves as a notification to the Branch Chief if the Title 5 Exhaustion System Determination was changed on the form.

**Email Calculation:** Email is triggered the day after the change. This email is only sent the first time the field is changed.

| Subject: | Title 42 Request - Exhaustion Required Modification (WiTS# 33674) |
|---|---|

Please note that the Exhaustion requirement for the Title 42 Request below has been changed from the system determination.

**IC:** CC
**Admin Code:** HNJ123
**Requested Title 42 Action:** New Appointment
**Requested Category:** Scientific Executive
**Requested Professional Designation:** Scientific Executive

- *Title 5 Exhaustion System Determination: No*
- *Title 5 Exhaustion Required? field: Yes*

Please review this action to determine if Title 5 Exhaustion is required or not, then update the 'Title 5 Exhaustion Required' field as appropriate. For information about the HHS Exhaustion policy, please refer to the Title 42 at NIH page on the IntraHR site.

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
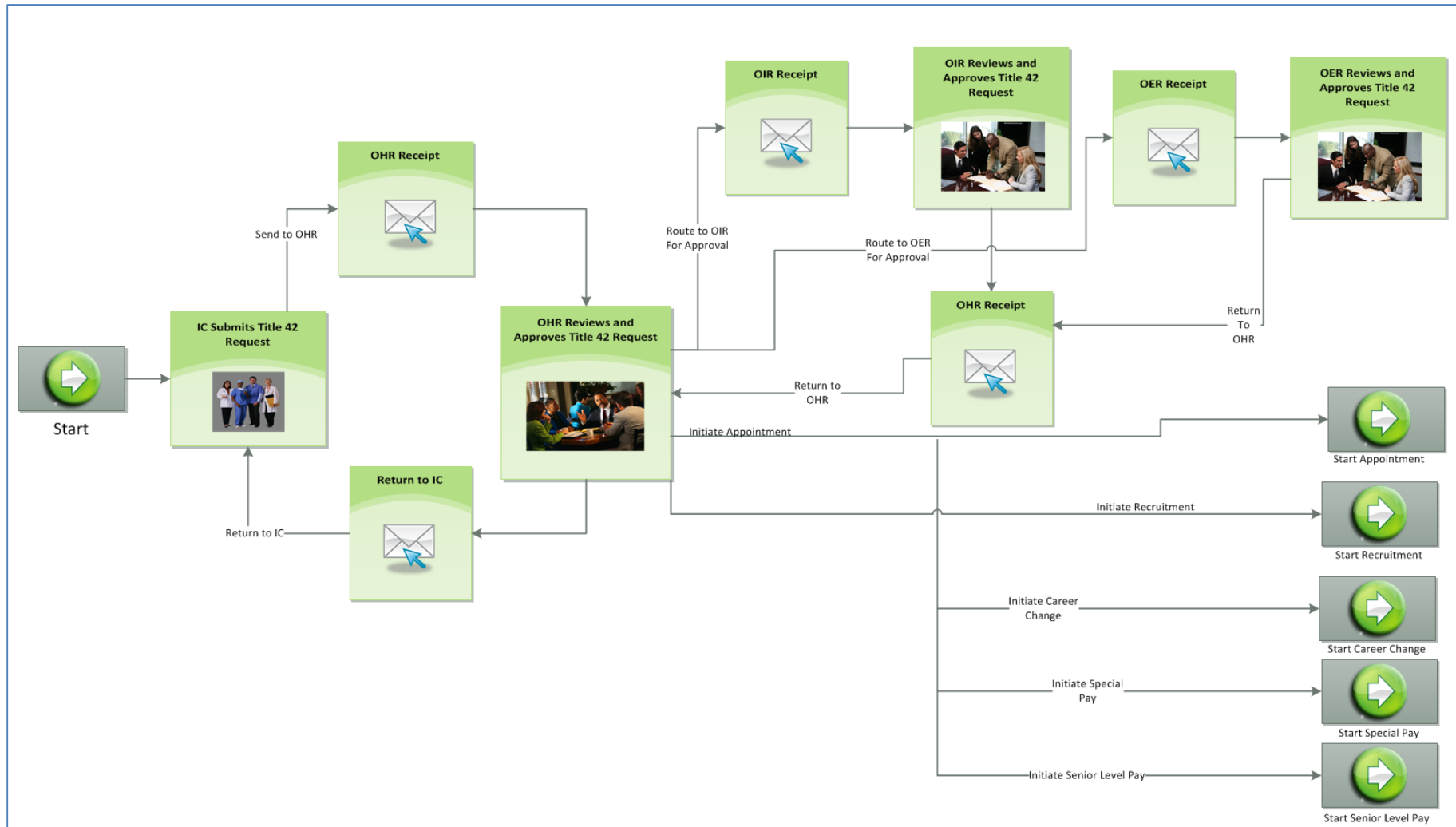
## Appendix B: Professional Designation Reference Table

| 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 | | |