

OFFICE OF RESEARCH AND DEVELOPMENT INFORMATION LETTER

CLASSIFICATION INSTRUCTIONS FOR TITLE 5 NON-RESEARCH ORD POSITIONS, GS-14 AND ABOVE

I. PURPOSE

This Information Letter (IL) provides guidance for classifying Position Descriptions (PD) for appointing and promoting individuals to General Schedule (GS)-14 and above positions funded by ORD that are not covered by VHA Handbook 1200.03.

II. SCOPE

This IL addresses scientific and administrative positions that are not Principal Investigators on research studies. Examples include biostatisticians/epidemiologists, health economists, regulatory affairs specialists, informatics specialists, and/or senior administrative positions such as center directors and other center leadership.

III. REQUIREMENTS FOR APPOINTMENTS

Each nomination must consist of single-spaced typed pages with fonts of 11 point or larger.

- A. A cover sheet with the title, "Evaluation for Centralized Position." The cover sheet must list the following information:
 1. Name of applicable Research Service (BLR&D, CSR&D (including CSP), RR&D, or HSR&D).
 2. Name of Department of Veterans Affairs Medical Center (VAMC).
 3. If a nominee is identified: nominee's name and degree, position currently held, current VA employment status in 8ths if appropriate, number of years employed by VA if appropriate, and funding source.
 4. Position requested (title and grade).
 5. A point of contact at the VAMC to whom questions may be directed.
- B. A position description (PD) written in the appropriate format required by OPM for the series. Optional Form 8, *Position Description* (Revised 1/85) (OF-8) should be completed and signed by appropriate officials, i.e., immediate supervisor and Medical Center Director or Coordinating Center Director. Item 15.e. should indicate title of position and grade proposed. The original OF-8 with original signatures must be submitted.
- C. An organizational chart showing where the position fits into a VA organization (e.g., center, research laboratory, hospital).

IV. REQUIREMENTS FOR PROMOTIONS

Each nomination must consist of single-spaced typed pages with fonts of 11 point or larger.

- A. A cover sheet with the title, "Evaluation for Centralized Position." The cover sheet must list the following information:

1. Name of applicable Research Service (BLR&D, CSR&D (including CSP), RR&D, or HSR&D).
 2. Name of Department of Veterans Affairs Medical Center (VAMC).
 3. Nominee's name and degree.
 4. Position currently held.
 5. Position requested (title and grade).
 6. Nominee's current VA employment status (in 8ths) if appropriate and funding source.
 7. Number of years employed by VA.
- B. A current position description (PD).
- C. A new PD written in the appropriate format as required by OPM for the series. OF-8 should be completed and signed by appropriate officials, i.e., immediate supervisor and Medical Center Director or Coordinating Center Director. Item 15.e. should indicate title of position and grade proposed. The original OF-8 with original signatures must be submitted.
- D. An organizational chart showing where the position fits into a VA organization (e.g., center, research laboratory, hospital).

V. CLASSIFICATION OF POSITION DESCRIPTIONS

- A. The materials listed above are submitted to the local VA Human Resources (HR) officer for evaluation. The HR officer initials and dates the OF-8 form to indicate that the evaluation of the PD has been completed.
- B. The materials are sent to VA Central Office (VACO) using overnight express service to the point of contact indicated below in Section VI.
- C. Upon receipt, the full package is provided to the VA Director, Compensation & Classification Service, who will have the PD classified. A copy of the classified PD and a letter from the appropriate Service Director is sent by the Centralized Positions Program Manager to the Medical Director of the VAMC advising that the station is authorized to make the hire or the promotion. This letter will serve as notice that the local HR office may post the position for hiring. A copy of the letter is also sent to the ACOS/R&D of the VAMC.

VI. MAILING ADDRESS. The original and 2 copies of the nomination are sent using commercial overnight service to:

Attn: Centralized Positions Program Manager
Biomedical Laboratory R&D/Clinical Science R&D Service (121E)
VA Office of Research & Development.
810 Vermont Avenue, NW
Washington, DC 20420
202-461-1688