

## CHECKLIST FOR NCC CASES

Yes No NA

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### **Nature of Action Information:**

Nature of action specified? (T42 pay adjustment, T42 appointment, etc.)

Title 42(f) time-limited or indefinite or Title 42(g) time-limited specified?

Current (if applicable) and proposed Category, Band, and Tier specified?

Current (if applicable) and proposed series specified?

IC Standing Committee recommendation & date of review included?

Approval by IC Director included?

Reason case is being sent to the NCC specified?

Duplicate copies of internal IC documents deleted from the case?

Yes No NA

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### **Position Information:**

Nature of the position being filled/recommended for pay adjustment discussed?

Level of the position with the IC & importance of the program to the IC mission described? Are trans-NIH assignments/activities of position provided?

For recruitment/selection actions, are search history & recruitment efforts described?

Have all approvals required been obtained prior to submitting case to NCC, e.g., DDIR/DDER for appointment/waiver/exception?

Organizational chart included with package?

Yes No NA

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### **Candidate Information:**

Is an **abbreviated CV** no longer than two or three pages included? The CV should include information on education, awards, and relevant positions, but not on mentoring, presentations, or extracurriculars.

Are candidate's specific qualifications, achievements, awards, publications, etc., and their significance with respect to the position information described discussed?

Is a list of the ten most significant publications provided? Are the five most significant publications within the past five years on the list indicated? **Do not provide a full-length bibliography.**

Results of any other internal reviews (in addition to IC Standing Committee) provided?

Recent Board of Scientific Counselors' report provided?

If candidate is not a Federal employee at present, is nature, difficulty, scope and level of responsibility of his/her current position described?

Yes No NA

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### **Salary Justification:**

Are current base salary, discretionary increases & total compensation for the last four calendar years specified?

Are the proposed salary, discretionary increases and total compensation stated?

Is the difference between the current and proposed compensation provided?

Is salary level proposed justified with respect to the Pay Setting Criteria as described in the Pay Model and the specific Tier requirements?

If position is Staff Scientist or Investigator, is salary requested at the locality equivalent for GS-13, step 1 or higher?

Are competing job offers described? Are they specific? Are copies included, if available?

Are other benchmarks used in determining the proposed salary level described?

For outside candidates, is a clear and objective comparison provided if the level of compensation proposed is intended to offset any decrease or loss of outside benefits? If justification is based on a higher cost of living at the NIH assignment, is a clear and objective comparison (e.g., Runzheimer Report) provided?

Yes No NA

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### **References:**

Are references attached that were collected as part of a search or as evidence of meeting Tier requirements?

Yes No NA

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### **Copies:**

Original and 12 copies provided?

1 Discretionary increases for Federal employees include (but are not limited to): monetary awards of any type, T38 pay, PCA, 3Rs allowances, etc. For external candidates, consulting fees should be included as discretionary pay only if candidate will be unable to continue any consulting for ethical reasons.