**INSTRUCTIONS AND REQUIRED DOCUMENTATION FOR HYBRID TITLE 38**

**CENTRALIZED RESEARCH SCIENTIST POSITIONS FOR GS-14/15 PERSONNEL ACTIONS FOR CRADO/DEAN APPROVAL**

**(All ORD Services)**

**Note: Classification of ORD-funded Hybrid Title 38 (HT38) functional statements is managed by Workforce Management and Consulting, Human Resources Operations Office, Classification Shared Services Unit (WMC HROO CSSU). For GS 14 and 15 HT38 positions, please submit the signed Functional Statement and supporting documents to IRBNet for classification and approval as detailed below.\***

**\*Note: HT38 Position classification at GS 13 and below should be submitted to the WMC HROO CSSU LEAF portal at:** [**https://leaf.va.gov/NATIONAL/742/HR/**](https://leaf.va.gov/NATIONAL/742/HR/)**. All HT38 positions at grade GS-12 and above will require panel reviews.**

1. **ORD-funded Hybrid Title 38 positions at GS-14 and 15 must be submitted for classification and CRADO/DEAN approval via IRBNet at** [**https://gov.irbnet.org**](https://gov.irbnet.org) **to the VA Central Office Centralized Positions Panel. All nominations must be initiated and submitted by the local VA R&D Service and not by the nominee.**
2. **FORMAT:** All documents should follow proper local VA’s correspondence guidelines.
3. **REQUIRMENTS FOR SUBMISSION:** Submissions for all HT38 GS-14/15 personnel actions (Initial Appointment, Promotions or Conversions) will consist of two Parts:

(1) Smart form, (2) Supporting documents.

**NOTE: Asterisk (\*) indicates items are NOT required for a new appointment submission.**

**PART 1: Smart Form**

1. In IRBNet, click on ‘Create New Project.’
   1. Project Title should follow the following Format: HT38 position\_ORD Service\_Nominee Last Name\_City\_GSlevel (e.g., HT38 position\_RRD\_Smith\_San Francisco\_GS14).
   2. PI Name should be the first and last name of the nominee and include degree
   3. Click on Continue
2. Form Library available for Centralized Positions is entitled: Documents for Researchers
3. Then, in the Designer, click on ‘Start A Wizard’ at the bottom and select the smart form entitled: ‘VA Promotions Cover Sheet’. Select ‘create a new wizard from scratch’ and click on continue.

**Information required for Smart Form: Choose the type of submission (current employee or new appointment). Then, follow the Smart Form prompts to enter the following information for the Nominee. Click on next to advance to each new page.**

1. **Submission & Facility Information through Position Information-Other pages:**

(1) Name of applicable Research Service: (BLR&D/CSR&D, RR&D, or HSR&D).

(2) Name of Department of Veterans Affairs (VA) Medical Center (VAMC), City, State, and Facility #.

(3) Nominee's name and degree.

(4) **DO NOT** include Date of Birth

(5) Position currently held (Title, Series, Grade, and Step) (e.g., Biomedical Engineer, 0858, GS-13, Step 3). \*

(6) HT38 Position Qualified for (Title, Series, Grade and Step) (e.g., Biomedical Engineer, 0858 GS-14, Step 1).

(7) Nominee's current VA employment status (in 8ths) \*

(8) Number of years employed by VA. \*

(9) Nominee's academic title (indicate tenure status), affiliation, and location. \*

(10) Name of departmental chairperson where nominee holds academic position. If dual

appointment, provide name of chair of primary appointment. \*

(11) Site of nominee’s VA research performance, e.g., laboratory or office. \* ***NOTE:*** *If this location is not at the VAMC, the approval letter for the off-site waiver must be appended.*

**B. Using the Smart form page: Research Impact Statement, copy and paste in a research impact statement following the guidance below (2500 words maximum).**

**🞎 Research Statement**

The research statement describes the nominee’s research area and its relevance to and impact on VA healthcare. Include specific research accomplishments that led to specific impacts on patient care or the VA system, a description of the complexity of the research problems undertaken, and the guidelines and originality used in resolving research questions. ***NOTE:*** *Refer to the VA Handbook VA Handbook 5005 for VA procedures for appointing and advancing Hybrid Title 38 occupations. The process for all HT38 appointments is covered in Part II and promotions are covered in Part III.*

**C. Cover Page Complete section:** Review the list of additional documents needed for the submission. Then click on “Save & Exit”. This will take you back to the Designer page. Follow the instructions for PART 2: Supporting documents.

**PART 2: Supporting Documents:**

**Once the Smart form is complete, use the ‘Attach New Document’ button on the Designer page to upload the following supporting documents in the below required format. Please ensure you select document type from the pull-down menu, as applicable. Document types will be: ‘Letter’, ‘CV/Resume’, ‘Publication materials,’ or ‘Other’.**

**Please use a standard descriptor for each document that reflects the document contents (i.e., Medical Center Letter, Curriculum Vitae, Current non-VA funding, Funding History, Letters of support, Responses to KSAs, Publications, Functional Statement, Request for HT38 Promotion, Hybrid Appointment Above the Rate Form, Org Chart).**

1. **“Letters” Please attach the following as a single PDF attachment:**

🞎 **Letter from VA Medical Center**

A memorandum formally recommending the personnel action (i.e., Initial Appointment, Promotion or Conversion) and specifying the HT38 position qualified deemed for (e.g., Biomedical Engineer (Research), 0858 - GS-14, Step 1). Memorandum should include assessment of the nominee and recommendation(s) pertaining to the personnel action. New appointment requests should include a justification for hiring at the GS-14 or GS-15 level. Memorandum must also include commentary on the nominee’s independence, and description of the nominee's working relationships and interactions with other investigators at the VAMC. **The memorandum must be signed by the Medical Center Director, with co-signatures by the Associate Chief of Staff for Research and R&D committee Chair.**

**🞎 Three Letters of Support**

Letters should be from neutral sources if possible. Those provided by outside non-VA scientists are given greater weight than those provide by close colleagues and VA peers. The letters must provide an opinion regarding the nominee's reputation as a scientist, standing in the nominee’s chosen field of research, and other factors which may be relevant to the evaluation process. If the nominee holds an academic position, one letter of recommendation must be from the Departmental Chairperson of the nominee’s primary appointment.

1. **“Curriculum Vitae”**

**🞎 Curriculum Vitae**

Use tables instead of narrative, whenever possible.

For example,

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Source of Funding** | **Grant #** | **Title of Project** | **Role** | **Dates** | **Annual Direct Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

or

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Trainee Status** | **Dates** | **VA or Non-VA Trainee** | **Clinician or Non-Clinician** | **Current Position (if known)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **“Funding.” Please submit a single document with current VA and non-VA funding and funding history. Please organize under the headings below and table format:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Source of Funding** | **Grant #** | **Title of Project** | **Role** | **Dates** | **Annual Direct Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**🞎 Current VA funding**\*

List current VA funding information: Funding source (i.e., BLR&D, CSR&D, RR&D, HSR&D), title of project, eRA Project/grant number, Role (i.e., principal investigator (PI) or Multi-PI, co-investigator), funding start and end dates, and total direct amount for project

**🞎 Current non-VA funding**

Using a table format, list current non-VA funding information: Funding source, title of project, Project/grant number, Role (i.e., principal investigator (PI), or Multi-PI, or co-investigator), funding start and end dates, and total direct amount for project.

**🞎 Funding History**

Using a table format, list VA and non-VA research funding history for the last 12 years. Use form fields to list: Funding source, title of project, Project/grant number, Role (i.e., principal investigator (PI), or Multi-PI, or co-investigator), funding start and end dates, and total direct amount for project.

1. **“Publications”**

**🞎 Two of any of the following:**

* Publications chosen by the nominee as being representative of the nominee’s best work. Accepted, in press publications can be included.
* Patents directly relevant to the project.
* Chapters from review or textbooks.

1. **“Responses to KSAs”**

**🞎 Responses to Knowledge/Skills/Abilities (KSAs) in pertinent Qualification Standards required for HT38 occupation – See VA Handbook 5005, PART II for the appropriate appendix in Section G.**

**PART 2, Continued: Human Resources documents**

**References:**

VA Handbook 5005 – Staffing

(<https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/>)

Guidance for Preparing Functional Statements

<https://vaww.va.gov/OHRM/HRLibrary/HRMLs/HRML05-08-05.pdf>

1. **“Request for HT38 Promotion”**

**🞎** **Request for HT38 Promotion Above Full Performance Level**

Complete items 1 through 15 for new (initial) requests. Items 16-29 below are required for reconsiderations only. Other items may be completed if indicated.

Item 8. Self-Assessment – Attachment

Item 11. Management Official – Signature

Items 13. HRO Recommendation

Item 14. HR justification for recommendation made in block 13

Item 15. HRO Signature

Item 17. Employee Signature

Item 21. Immediate Supervisor Signature

Item 22. Second level Supervisor review and recommendation

Item 23. Second Level Supervisor Signature

Item 25. Signature of HR technical representative

Item 26. HRO Signature

Item 28. Facility Director/Network Director Signature

1. **“Functional Statement”**

**🞎 New, signed Functional Statement**

(Reference: Human Resources Management Letter No. 05-08-05, dated March 17, 2008)

Format & Required Information:

* General Description of Assigned Duties: (describes nature, purpose, and location of work)
* Functions or Scope of Assigned Duties: (lists major duties and responsibilities of position)
* Supervisory Controls: (related to position, covering clinical/administrative aspects of work)
* Qualification Requirements: Cite VA Handbook 5005, Part II, Appendix G (appropriate to Title 38 Occupation) Do not copy the entire Appendix.
* Customer Services Requirements
* Age, Development, and Cultural Needs of Patients Requirement: (those who have responsibility for the assessment, treatment, or care of patients must address the age groups of patients treated as required by the Joint Commission on Accreditation of Healthcare Organizations)
* Computer Security Requirement
* Supervisor Signature: (supervisor must sign and date functional statement)

\*\*\*\* NOTE \*\*\*\* - Please reach out to the CSSU for a Functional Statement template

1. **“Hybrid Appointment forms”**

**🞎 Hybrid Appointment Above the Rate Form and Attachments**

Completed form and attachments are required when requesting an initial appointment above the minimum step of the grade (See VA Handbook 5007, Part II, Chapter 3).

1. **“Org Chart”**

**🞎 Organizational Chart**

SIGNED “Official**”** current organizational chart (Appropriate signatures will vary with local policy). The organizational chart must show where the position fits in the local VA Research Program’s organization.

1. **SUBMISSION**
2. Before Submission, an R&D Office Representative involved in the preparation of the submission must electronically sign the HT38 request package. Click on the left menu bar, ‘Sign this Package’ option, and then select ‘Department Representative’ for the signing role from the drop down. Use your IRBNet Username and Password to sign.
3. Once the smart form is completed, supporting documents are uploaded, and the package is signed:
   1. Choose ‘Submit this Package’ from the left Menu bar in the Project Administration menu
   2. Select Review Board: VA Centralized Positions, Washington, DC
   3. Follow the submission prompts. Submission type should be ‘Other’
4. If there are multiple candidates from a facility, please do not combine promotion packages the same submission. Submit a separate and distinct project in IRBNet for each nomination as outlined above.

**5. CONTACT INFORMATION FOR HT38 ISSUES**

**BLR&D/CSR&D/CSP:**

Carol Fowler

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