Senior Research Assistant
(Promotion to GS-13 and Above)
Check Sheet

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<thead>
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<th>Name:</th>
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<td>IC:</td>
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<td>Lab/Branch:</td>
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<td>Present Position/Level:</td>
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<td>Proposed Position/Level:</td>
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For Review by Scientific Director

Please assemble the following information:

1. [ ] Recommending Memorandum from Laboratory/Branch Chief to Scientific Director addressing four criteria:
   a. [ ] Level of expertise, qualifications, and contributions.
   b. [ ] Organizational responsibilities.
   c. [ ] Level of independence.
   d. [ ] Research productivity and impact on field.

2. [ ] CV and bibliography.

3. [ ] Report of IC Laboratory Specialist Review Panel or Promotion/Tenure Committee.

4. [ ] Letters of Recommendation, if any.

5. **IC Approval by:** ______________________
   **Date approved:** ______________________
   **Copy to DDIR (Bldg. 1 - Room 160) on:** ______________________