

Staff Scientist-1 (including Facility Head)

Office of Intramural Research (OIR)

Appointment Checklist

Appointee's Name:

Current Position:

Institute or Center (IC):

Proposed Entrance on Duty (EOD):

Prepared by:

Administrative Officer:

1. Recommending memorandum from the Laboratory/Branch Chief to the Scientific Director (SD). If OIR approval is required, memo should be addressed to the Deputy Director for Intramural Research (DDIR), OIR.
2. Report from the IC Promotion Committee or Search Committee (the latter is required for Facility Head, as well as OIR approval). The report from the Promotions or Search Committee must specify all candidates who applied to the position, how they were evaluated, and how was the selected candidate deemed the most appropriate.
3. Copy of the advertisement posted for 30 days - Refer to the [Staff Scientist Advertisement Policy](#) located in the OIR Sourcebook. Reassignment/Transfer of a staff scientist does not require an advertisement to be posted. OIR approval is required if the reassignment would consist of an additional staff scientist with the responsible principal investigator (PI).
4. Full CV and bibliography - including examples of scientific recognition (e.g. awards, honors, and outside activities); no mini-CV or biosketch only
5. Minimum of two letters of reference from individuals in the scientific/academic community who are familiar with the candidate's accomplishments, motivation, and skills (within one year of application). Letters must be signed or provide e-mail correspondence.
6. Profile of Lab/Branch personnel, indicating the number and IPD of all staff for the PI who will be the responsible PI for the staff scientist
7. Most recent Board of Scientific Counselor's (BSC) review for responsible Principal Investigator (PI)
8. Draft memorandum to the candidate from the SD explaining the Staff Scientist position. Salary must be set at or above GS-13, step 1 equivalent.

EXCEPTION REQUIRING DDIR APPROVAL:

- Appointment of more than one Staff Scientist with the responsible PI. On October 31, 2018, the DDIR delegated the authority to approve more than one Staff Scientist-1 under a given PI to the Scientific Director (no redelegation allowed) using specific criteria and processes. [[Authority Document](#)]
- Appointment of Staff Scientist as permanent GS employee

Additional items to consider for final Human Resources (HR) processing:

1. Exceptions Requiring DDIR Approval –Appointment of Staff Scientist as permanent GS employee.
2. Creditable Service for Annual Leave (CSAL) request
3. Division of International Services (DIS) checklist for foreign candidates
4. CapHR action for internal candidates
5. Official transcripts and, if applicable, foreign credentials evaluation by an accredited organization will be required before entrance on duty