

National Oceanic and Atmospheric Administration	NOAA Administrative Order <u>202-511</u>	
NOAA ADMINISTRATIVE ORDER SERIES	DATE OF ISSUANCE	EFFECTIVE DATE <b>DEC 01 2009</b>
SUBJECT <b>POSITION CLASSIFICATION OF SCIENTIFIC RESEARCH POSITIONS</b>		
<p><b><u>SECTION 1. PURPOSE.</u></b></p> <p>.01 This Order establishes the National Oceanic and Atmospheric Administration (NOAA) policy for classifying scientific research positions and processing the appeals of these classifications. The attached Handbook to this Order provides procedural guidance for classifying scientific research positions and processing the appeals of these classifications. This Order supplements and is to be used in conjunction with Department Administrative Order (DAO) 202-511, Position Classification.</p> <p>.02 This Order is a revision of the previously issued NOAA Administrative Order (NAO) 202-511. The revision addresses formatting issues and updates terminology that is no longer in use.</p> <p><b><u>SECTION 2. SCOPE.</u></b></p> <p>The provisions of this Order apply to nonsupervisory two-grade interval scientific research positions in the General Schedule (includes GM) classified under Chapter 51 of Title 5, United States Code. Scientific research positions conduct and/or lead basic or applied research in biological, medical, agricultural, physical, mathematical, engineering, and social sciences occupations as defined in the current edition of the Office of Personnel Management (OPM) Research Grade Evaluation Guide (RGEG). Positions excluded from coverage are as follows:</p> <ol style="list-style-type: none"> <li>a. Senior Executive Service (SES);</li> <li>b. Scientific and Professional (ST 3104);</li> <li>c. Senior-Level (SL);</li> <li>d. Commissioned Officers;</li> <li>e. Department of Commerce Alternative Personnel System (ZP, ZA, ZS, ZT); or</li> <li>f. Wage Marines (WM).</li> </ol> <p><b><u>SECTION 3. POLICY.</u></b></p> <p>.01 As outlined in the OPM RGEG there are four factors used to evaluate research work:</p> <p>Factor 1 – Research Assignment  Factor 2 – Supervisory Controls  Factor 3 – Guidelines and Originality, and</p>		

## Factor 4 – Contributions, Impact, and Stature

Factor 4 recognizes the person-in-the-job concept based on the principle that the qualifications of the incumbent have a profound impact on the dimensions of a position as it is actually performed. The process provides for consideration of the work situation or assignment as well as the total qualifications, professional contribution, recognition, service, impact and stature of the incumbent.

.02 NOAA Line/Staff Offices will use advisory committees to evaluate Factor 4 for any encumbered scientific research position proposed for classification at the GS-13 level and above. The use of advisory committees for positions at the GS-11 or GS-12 level is at the discretion of the Line/Staff Office management.

.03 Any appeal issue resulting from a classification action that is not specifically provided for in this Order shall be subject to the provisions of DAO 202-511.

### SECTION 4. RESPONSIBILITIES.

.01 Line/Staff Offices are responsible for establishing written procedures for convening advisory committees to provide advice on Factor 4 evaluations and as requested, Factors 1 - 3. These advisory committees may be part of the Line/Staff Office overall Personnel Management Advisory Committee (PMAC) process and incorporated in its procedures but shall fulfill the requirements for providing advice on Factor 4. These procedures shall be submitted to the Director, Workforce Management Office for approval prior to their implementation. At a minimum, the procedures must include:

- a. a functional statement of the advisory committee;
- b. the evaluation procedures to be used such as the review of the record presented or solicitation of peer review evaluations from outside the organization. If peer review evaluations are to be solicited, the procedures must specifically explain how these are to be used by the committee;
- c. the composition of the Factor 4 review committee, ensuring the requirements outlined in Section 4.02 of this Order are met and how and from where they will be selected; and
- d. the specific materials to be submitted and their formats.

.02 Advisory Committees shall be comprised of at least three (3) research scientists who are responsible for providing advice on Factor 4 evaluations. This includes making a valid judgment on qualifications, professional contribution, recognition, service, impact and stature of the candidate. Any employee who is either the immediate supervisor or a subordinate of any candidate being reviewed by a particular advisory committee shall not serve on that advisory committee. The immediate supervisor may be present in order to provide specific information regarding the candidate at the request of the advisory committee. The advisory committee shall reach a consensus view, if possible, and record its conclusions.

.03 The Workforce Management Office (WFMO) is responsible for the following:

- a. determining the title, series, and grade-level classification of all scientific research positions unless the position is covered by the Department of Commerce Position Description (PD) Library;
- b. serving as a non-voting member of the advisory committee for the purpose of providing advice and assistance on the consistent and accurate application of the RGEG;
- c. receiving appeals filed by employees, conducting fact finding, if necessary, adjudicating the appeal, and providing a written decision.

#### SECTION 5. REFERENCES.

- Title 5 United States Code (U.S.C.) Chapter 51
- Title 5 Code of Federal Regulations (CFR) §511
- Office of Personnel Management, Research Grade Evaluation Guide
- Department Administrative Order 202-511, Position Classification

#### SECTION 6. EFFECT ON OTHER ISSUANCES.

This Order supersedes NAO 202-511, Position Classification of Scientific Research Positions, Issued July 29, 1993; Effective July 16, 1993.

An electronic copy of this Order will be posted in place of the superseded Order on the NOAA Office of the Chief Administrative Office's website under the NOAA Administrative Issuances Section.

<http://www.corporateservices.noaa.gov/~ocao/index.html>



Under Secretary of Commerce  
for Oceans and Atmosphere

Office of Primary Interest:  
Workforce Management Office