CHECKLIST FOR NCC CASES

Yes	No	NA	**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 Tercile 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	**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, is 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?
___	___	___	Organization chart included with package
Yes	No	NA	**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. The CV should not include information regarding mentoring, presentations, or extracurricular activities.
___	___	___	Are the 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?
___	___	___	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	**Salary Justification**:
___	___	___	Are current base salary, discretionary increases[1] & total compensation for the last **four** calendar years specified?
___	___	___	Are the proposed salary, discretionary increases and total compensation given?
___	___	___	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 tercile requirements, e.g. seminar presentations, etc.
___	___	___	If position is Staff Scientist or Investigator, is salary requested at the locality equivalent for GS-13, step 1 or higher?
___	___	___	Are the names of any current NIH employees performing similar functions or in similar positions in other ICs or at the NIH level identified? If yes, are any similarities and/or differences with the subject position discussed? For confidentiality reasons, please include this information on a separate sheet.
___	__	___	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	**References**:
___	___	___	Are references attached that were collected as part of a search or as evidence of meeting tercile requirements?
___	___	___	**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.