

**MEDICAL RESEARCH & MATERIEL COMMAND  
LABORATORY PERSONNEL MANAGEMENT DEMONSTRATION PROJECT**

**Hiring Senior Scientific Technical Managers Under  
Section 1107(f), 2014 National Defense Authorization Act**

**PURPOSE AND SCOPE**

To establish implementing guidance for the filling of Senior Scientific Technical Manager (SSTM) positions at a Science and Technology Reinvention Laboratory (STRL) as authorized by NDAA FY 14, Section 1107. Under the MRMC Personnel Demonstration Project (PDP), these positions are identified as DB-05 (Above GS-15).

**RESPONSIBILITIES AND PROCEDURES**

The USAMRMC HQs will be responsible for maintaining the 1% annual allocation for the Command. The 1% annual allocation calculation will be based on the number of military and civilian scientists and engineers on-board as of 30 September of the prior year.

**Classification**

The DB-05 positions will be classified using the Office of Personnel Management (OPM) classification standards and will meet the requirements outlined in the Federal Register, Vol. 79, No. 144, dated July 28, 2014. Incumbents to the position must perform the following:

- 1) Furnish highly advanced and/or unprecedented scientific and/or technical guidance and recommendations to top-level administrative and technical management officials within the STRL, Department of the Army, DoD, other Government agencies, and outside organizations such as academia; **and**
- 2) Primarily perform and/or manage research, development, and acquisition in the physical, biological, medical, or engineering sciences, or another field closely related to the mission of the STRL; **and**
- 3) Carry out technical supervisory responsibilities involving technical planning and oversight of work accomplished through Federal civil service employees, assigned military members, non-Federal workers, and/or others to include Intergovernmental Personnel Act (IPA) assignments, contractors, volunteers, etc.

If the DB-05 allocation is approved for a laboratory Chief Scientist position, the position description **must** include specialty code 0916 – Senior Scientist (DB-05 Only).

Incumbents typically report to an SES or SES equivalent-level position, or to a laboratory Commander who provides administrative and policy direction in terms of broadly defined missions or functions, reviews work for consistency with and potential impact on broad agency objectives and program goals, and for contribution to the advancement of the field. The incumbent will provide research updates to the Principal Assistant for Research and Technology (SES) on a regular basis. A SES or SES-equivalent level position will serve as the incumbent's rater or senior rater. While all SSTM positions have technical supervisory responsibilities, they do not all meet the intent of the supervisory criteria specified in the OPM General Schedule Supervisory Guide (GSSG). Depending on the STRL missions, programs, and/or structure, some DB-05 positions may have as a paramount responsibility technical and administrative direction to others. These positions meet at least the minimum requirements for coverage under the GSSG.

### **Filling the Position**

The DB-05 position may be filled using one of the following methods:

- 1) On a term or permanent basis utilizing internal and/or external competitive recruitment procedures;
- 2) Direct Hire Authority utilizing competitive recruitment procedures; or
- 3) On a temporary basis utilizing either the non-competitive promotion or detail procedures

The USAMRMC units must submit a request to USAMRMC HQs DCSHR to request an allocation when interested in hiring a scientist or engineer at the DB-05 level. NOTE: The unit must use an existing position for the DB-05; no new/additional positions will be available. The request must include the following documentation:

- Position Description
- Justification to explain why the position is needed and the goals of the position as they pertain to the mission and the future goals of USAMRMC and the Department of the Army
- If filling the position using Direct Hire Authority, the name request's resume or CV and statement of whether the candidate is currently employed with the Federal government; if so, where
- If filling the position by non-competitive accretion of duties promotion, the employee's current resume or CV

Incomplete packages will be returned without action. All requests will be reviewed and approved by a panel. The panel will be comprised of the Principal Assistant for Research and Technology (PAR&T)(SES), and at least two from among the Principal Assistant for Acquisition (PAA)(SES), the Command STs and DB-05s. The PAR&T will serve as the chair for the panel.

If an allocation is available and granted, the following citation **must** be entered in Part D of the Request for Personnel Action (RPA): "SSTM (DB-05) Allocation #\_\_\_\_\_, approved (date CG/panel approved the allocation)." The unit must initiate the RPA and send to the CPAC to begin recruitment within 30 days from the date the allocation is approved. If the unit does not initiate the RPA/recruitment process within 90 days from the date the allocation is approved, the unit forfeits use of the DB-05 allocation.

The requesting component will execute an initial review of the referral list(s) and recommend a slate of candidates suitable for further consideration. The USAMRMC HQ panel along with the Commander of the requesting unit will make the final selection from among the recommended slate of candidates. The panel will use the Factor IV criteria when making the selection. The four factors are Research Assignment; Supervisory Controls; Guidelines and Originality; and Contributions, Impact, and Stature. The panel and the unit Commander will determine if interviews are required and how many interviews to execute. The Panel Chair will inform the MPMC Commanding General of the final selection.

All newly hired personnel will be required to serve a 3 year probationary period. Incumbents will be expected to serve as the senior scientific advisor to the Commander and serve in more of a management role. It is also expected the individual will become an Ambassador in the MEDCOM Ambassador Program.

### **Pay Setting**

The pay range for a DB-05 will be set in accordance with the Federal Register, Vol. 79, No. 144, dated 28 July 2014.

Pay **without** locality will be set as follows:

Minimum w/o locality = 120% of GS-15, step 01  
Maximum w/o locality = Executive Level – IV

The maximum pay **with** locality cannot exceed the Executive Level – III.

Example for 2014:

The minimum range w/o locality for a DB-05 would be \$120,749 (120% of GS-15, step 01 (\$100,624)). The maximum range w/o locality would be \$157,100 (Executive Level – IV). The maximum range **with** locality is \$167,000 (Executive Level – III).

### **Performance Management**

An employee assigned to a DB-05 position will be covered by the MPMC Personnel Demonstration Project performance management system as outlined in the Federal Register, Vol. 63, No. 41, dated March 3, 1998, PDP Policy No. 9 – Pay for Permanent Management System, and PDP Policy No. 11 – Reconsideration Process. The selectee will be rated by the Unit Commander and senior rated by the PA(R&T).

**Disciplinary Actions:**

If the DB-05 employee requires discipline, the manager will follow Title 5, U.S.C. Chapter 75. For employees covered by a negotiated bargaining agreement, the provisions in the agreement will be followed. All disciplinary actions require CPAC and legal review before any formal discipline letters are issued to the employee.

**Point of Contact:** MPMC PDP Program Manager, MPMC HQ, DCSHR.