

STAFFING

1. REASON FOR ISSUE: To revise Department of Veterans Affairs (VA) procedures related to staffing.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This handbook contains mandatory VA procedures on staffing. The pages in this transmittal replace the corresponding pages and add pages to VA Handbook 5005. These changes will be incorporated into the electronic version of VA Handbook 5005 that is maintained on the [Office of Human Resources Management and Labor Relations Web site](#). Significant changes include:

a. Part II, Chapter 3, Section C, Professional Standards Boards, reflects changes made regarding the establishment, approving authorities, membership, composition, functions, and locations of Professional Standards Boards (PSB).

b. Part II, Appendix O, Organizational Location of Hybrid Title 38 Professional Standards Boards, is added.

c. Part II, Appendix P, Procedures for Selecting Hybrid Title 38 Professional Standards Boards Members, is added.

d. Part III, Chapter 4, Section B, Promotion and Internal Placement of Hybrid Title 38 Employees, is added.

e. Part III, Appendix J, Documentation of Advancements on SF 50-B, Notification of Personnel Action, reflects the inclusion of "All Hybrid Occupations", clarification of certain Appointment Authorities, and inclusion of "Pay Adjustment" as a Nature of Action.

f. Part III, Appendix K, Advancements Approved by the Under Secretary for Health, Network Directors, and Facility Directors, reflects the addition of other officials and designees as approval authorities.

g. Part III, Appendix L, Title 38 Time-in-Grade Requirements, reflects the removal of time-in-grade (TIG) requirements for all hybrid title 38 employees. Note that TIG requirements remain in effect for full title 38 and title 5 employees.

h. Part III, Appendix M, Processing Title 38 and Hybrid Title 38 Promotions and Advancements, reflects the inclusion of all hybrids in column A and clarifies certain references in column B.

i. Part III, Appendix O, Full Performance Levels for Hybrid Title 38 Positions, is added.

j. Part III, Appendix P, Procedures for Reporting Questionable Behavior and Judgment Exhibited by Hybrid Title 38 Professional Standards Boards Members, is added.

3. RESPONSIBLE OFFICE: The Recruitment and Placement Policy Service (059), Office of the Deputy Assistant Secretary for Human Resources and Labor Relations

4. RELATED DIRECTIVE: VA Directive 5005, "Staffing."

5. RESCISSIONS: None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/Robert T. Howard
Senior Advisor to the Deputy Secretary
Supervisor, Office Information and
Technology

/s/R. Allen Pittman
Assistant Secretary for Human
Resources and Administration

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*Use in conjunction with the OPM Standard.

SECTION C. PROFESSIONAL STANDARDS BOARDS

1. ESTABLISHMENT

a. Professional Standards Boards for occupations listed in 38 U.S.C. 7401(1) act for, are responsible to, and are agencies of the Under Secretary for Health in matters concerning appointments, advancements, and probationary reviews of physicians, dentists, podiatrists, chiropractors, optometrists, nurses (RNs), nurse anesthetists, PAs and EFDAs. Boards will determine eligibility and recommend the appropriate grade for appointments under authority of 38 U.S.C. 7401(1) and 7405(a)(1)[(A)]; recommend candidates for advancements; [] and conduct probationary reviews.

b. Professional Standards Boards for occupations listed in 38 U.S.C. 7401(3) act for, are responsible to, and are agencies of the Under Secretary for Health in matters concerning appointments and advancements of individuals [in all hybrid occupations.] Boards will determine eligibility and recommend the appropriate grade level for appointment under authority of 38 U.S.C. 7401(3) and 7405(a)(1)[(B)], and will recommend candidates [for special advancements for achievement and promotions to grades above the full performance level. (See Appendix III-O, part III, this handbook.)]

c. Members of boards serve in a dual capacity. They [] deal with matters in which they must divest themselves of their identity with the particular facility at which they are employed and must become representatives of and primarily concerned with the needs and problems of the entire VHA.

[d. VHA management officials are responsible for ensuring the effective functioning of boards under their jurisdiction.

e. See Appendix III-P, part III, this handbook, Procedures for Reporting Questionable Behavior and Judgment Exhibited by Hybrid Title 38 Professional Standards Boards Members.

f. The Organizational Location of Hybrid Title 38 Professional Standards Boards is located in Appendix O, this part.]

2. APPROVING AUTHORITIES FOR BOARD MEMBERSHIP. The following officials [may approve or terminate] board membership. [A second Chair, or Co-Chair, may be appointed to a Board when the approving authority determines it is necessary and appropriate to do so.] (For composition of boards, see paragraph 5.)

a. **[National] Boards.** The Under Secretary for Health, or designee, [may approve or terminate] membership [on National] boards, [including appointment of the board Chair].

b. **VISN Boards.** [Except as provided in paragraph 3a, the Network Director will establish VISN boards. The Network Director or designee may approve or terminate membership on VISN boards, including appointment of the board Chair].

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c. **Facility Boards.** The facility Director [may approve or terminate membership on facility] boards[, including appointment of the board Chair]. The [appropriate service chief or equivalent position will nominate board members and recommend a board Chair].

d. [**Termination of Board Membership.** Appointments to the board under paragraphs 2a through 2c above may be terminated whenever an individual's performance, conduct, or position is incompatible with board membership. Examples include receipt of performance rating of below the fully successful level (or equivalent), breach of confidentiality, failure to attend meetings or to complete assignments in a timely manner, expiration of term as Board member, and election or appointment as a union official].

3. DESIGNATION OF ALTERNATE BOARD

a. Whenever necessary, the Under Secretary for Health, or designee, may designate a VISN board to serve one or more VISNs. [VISN boards for nurses in grades IV and V are established by the Chief Nursing Officer (see appendix II-H5).]

b. When [a VISN or] facility board cannot be properly constituted, actions will be referred to [another] appropriate Board.

[]

4. BOARD MEMBERSHIP [(See Appendix P, this part, Procedures for Selecting Title 38 Hybrid Professional Standards Boards Members.)]

a. Persons selected to serve on boards will be chosen from the most capable, experienced and responsible personnel. [Board members must be at a grade and level that is equal to or higher than that of the candidate being considered. Board membership should also be sufficiently broad to cover the range of practice within an occupation and where possible include all grades and levels within an occupation].

b. [Recommending officials will not serve on boards considering their recommendations. Employees will not serve on boards for which they serve as the approving official].

c. Boards may be composed of three [or five voting members who were] appointed under 38 U.S.C. chapter 73 or 74[. However, when necessary,] the Under Secretary for Health [] or designee [may appoint other qualified individuals to National boards. One of the members will be appointed as chairperson of the board. Board membership will also include a Secretary, who may or may not be one of the voting members. The role of the Secretary is to record, prepare and submit notes of the Board proceedings and relevant discussion to the PSB Chair. The Secretary is also responsible for completing page two of VA Form 10-2543 and obtaining Board members' signatures].

d. The Human Resources Management Officer or designee will serve as technical advisor on all board actions. Attendance at Board meetings [by the Human Resources technical advisor] is [recommended but] not required.

[e. Upon initial and all subsequent appointments to a Board, whether a facility, VISN, or national Board, all appointees, including the Chair, members, and the secretary, must take the Professional Standards Board training.]

5. COMPOSITION OF BOARDS

[Whenever possible, professional standards boards will be composed of three or five employees from the same occupation as the individual being considered. However, appropriately qualified individuals from other occupations may be appointed, provided the board is composed of a majority of the employees from the occupation involved. When the appropriate minimum number of employees in the occupation is not available or the number of employees is too small to provide for an independent review, an alternate board must be used].

6. BOARD FUNCTIONS. The primary functions of boards are to:

- a. Review and act on employment applications and determine whether the applicant meets the requirements set forth in VA qualification standards. [Sound professional and administrative judgment will be exercised in reviewing applications to ensure that VA obtains the best qualified personnel].
- b. Review completely an individual's qualifications for advancement by an examination of the personnel folder, proficiency reports or performance appraisals, supervisory evaluations, and other pertinent records; and to make recommendations based on their findings.
- c. Conduct probationary reviews for individuals appointed under 38 U.S.C. 7401(1).
- d. Execute VA Form 10-2543, Board Action.
- e. [National] boards make recommendations to the Under Secretary for Health or designee on appointments and advancements, and on probationary reviews of individuals appointed under 38 U.S.C. 7401(1), which require approval in Central Office. This includes recommendations on requests for promotion reconsideration by registered nurses and other occupations as determined by the Under Secretary for Health or other central office designee.

7. EXCEPTIONS. The Under Secretary for Health or designee may establish procedures for appointing employees without action by a Professional Standards Board in instances such as:

- a. Temporary appointment [under 38 U.S.C. 7405] pending processing by a Professional Standards Board for an appointment under 38 U.S.C. 7401(1) [or] 7401(3).
- b. Conversion of an employee appointed under 38 U.S.C. 7401(1) or 7401(3) to an appointment under 38 U.S.C. 7405(a)(1) [or 7405(a)(2)].
- c. Conversion of an employee from an appointment under 38 U.S.C. 7405(a)(1) to an appointment under 38 U.S.C. 7401(1) or 7401(3), provided the employee had previously acquired permanent status under 38 U.S.C. 7401(1) [or 7401(3)] and has had continuous service under 38 U.S.C., chapter 73 or 74 since acquiring such status.

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d. [Appointment of graduate technicians pending licensure, certification, or registration, student technicians pending graduation, and other individuals appointed under 38 U.S.C. 7405(a)(1) pending completion of requirements for appointment.]

8. [FACILITY] DIRECTOR [DECISIONS]. When the facility Director is the approving official for a board action, the Director's decision is final. This does not preclude employees from requesting promotion reconsideration under the provisions of part III, chapter 4, [sections A or B (whichever is appropriate),] of this handbook.

9. LOCATION OF BOARDS[. See Appendix O, this part, Organizational Location of Hybrid Title 38 Professional Standards Boards.]

a. **[National] Boards.** [National b]boards are established [] to act on appointments, advancements, [and] probationary reviews for Central Office and VISN office employees[, and for facility employees where facility and VISN boards do not exist]. [National boards also] act[] on [] promotion reconsideration requests [submitted under part III, chapter 4, sections A and B, of this handbook].

[(1) The National Physician and Dentist Professional Standards Boards also act on appointments, advancements, temporary promotions, and probationary reviews for placement at Executive Grade (e.g., Chief of Staff and VISN product/care line manager).

(2) The National Nurse PSB acts on all promotion reconsideration requests from registered nurses and licensed practical/vocational nurses, any waiver of education required to place an employee at Nurse IV, all appointments, advancements, probationary reviews, and reassignments involving Nurse Executive and Nurse V positions, as well as on actions requiring a second waiver for placement of an individual at a particular grade or level.

(3) Other [National] Boards may be constituted as needed by the Under Secretary for Health.]

b. **[VISN] Boards[]**

[(1) **Nurses.** Except as provided in paragraph 9a(2), the VISN NPSB shall consider the appointment, advancement, change in assignment and reassignment of registered nurses in Nurse IV. The appropriate VISN NPSB is identified in appendix II-H5.

(2) **Hybrids.** A VISN PSB will be established for most occupations within each VISN, at the facility designated by the Network Director, to consider appointments and advancements of individuals in these occupations. The VISN Board will act on appointments and advancements when a facility board cannot be properly constituted, and will consider requests for reconsideration or review of promotions initially considered by a facility Standards Board.]

c. **[Facility] Boards.** Facility boards will be established to act on all appointments, advancements and probationary reviews, when a board can be properly constituted as provided in paragraph 5].

[]

[APPENDIX O. ORGANIZATIONAL LOCATION OF HYBRID TITLE 38
 PROFESSIONAL STANDARDS BOARDS

OCCUPATION	BOARD LOCATION
0180 Psychologist	VISN & Facility PSB through GS-13 National PSB for GS-14 and above Regional PSB for Readjustment Counseling Service (RCS) Psychologists GS-13 & below National PSB for RCS Psychologists GS- 14 & above
0185 Social Worker	VISN & Facility PSB through GS-12 National PSB for GS-13 and above Regional PSB for Readjustment Counseling Service (RCS) Social Workers GS-12 & below National PSB for RCS SWs GS-13 & above
0601 Registered Respiratory Therapist	VISN PSB through GS-8 National PSB GS-9 and above
0620 LPN/LVN	VISN & Facility PSB through GS-6 VISN PSB GS-7 National PSB for all reconsideration actions
0630 Dietitian	VISN & Facility PSB through GS-12 National PSB for GS-13 and above
0631 Occupational Therapist	Regional PSB through GS-12 Northeast Region: VISNs 1-6 & 10 Southeast Region: VISNs 7-9, 16 & 17 Midwest Region: VISN's 11-15 & 23 West Region: VISN's 18-22 National PSB GS-13 and above

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0633 Physical Therapist	Regional PSB through GS-12 Northeast Region: VISNs 1-6 & 10 Southeast Region: VISNs 7-9, 16 & 17 Midwest Region: VISNs 11- 15 & 23 West Region: VISNs 18-22 National PSB GS-13 and above
0635 Kinesiotherapist (Corrective Therapist)	Regional PSB through GS-12 Northeast Region: VISNs 1-6, 10 Southeast Region: VISNs 7-9, 16 & 17 Midwest Region: 11-15 & 23 West Region: VISNs 18-22 National PSB for GS-13 and above
0636 Occupational/Physical Therapy Assistant	Regional PSB through GS-7 Northeast Region: VISNs 1-6, 10 Southeast Region: VISNs 7-9, 16 & 17 Midwest Region: VISNs 11-15 & 23 West Region: VISNs 18-22 National PSB for GS-8 and above
0640 Certified Respiratory Therapist	VISN PSB through GS-7 National PSB GS-8 and above
0601 Nuclear Medicine Technologist	National PSB for all grades
0644 Medical Technologist	VISN & Facility PSB through GS-11 VISN PSB GS-12 & 13 National PSB for GS-14 and above
0647 Diagnostic Radiologic Technologist/Technician	Regional PSB through GS-9 East Region: VISNs 1-11 West Region: VISNs 12-23 National PSB for GS-10 and above
0648 Therapeutic Radiologic Technologist/Technician	National PSB for all Grades

<p>0649 Medical Instrument Technician</p>	<p>Hemodialysis 0649-19 VISN PSB for all grades Cardiac 0649-15/16/23/27 VISN PSB for all grades Perfusion 0649-18 VISN PSB for all grades Other 0649-17/21/22/24/28 VISN PSB for all grades National Board for reconsideration actions and to board VISN Board members</p>
<p>0660 Pharmacist</p>	<p>VISN PSB GS-11-14 including Chiefs National PSB GS-15</p>
<p>0661 Pharmacy Technician</p>	<p>National PSB for CMOP Pharmacy Technicians through GS-8 Regional PSBs for VAMC Pharmacy Technicians through GS-8 East Region: VISNs 1-6/9 Central/West Region: VISNs 10-15/19- 21/23 South Region: VISNs 7-8/16-18/22 National PSB(as needed)</p>
<p>0665 Audiologist, Speech Pathologist & Audiologist/Speech Pathologist</p>	<p>Regional PSB through GS-12 Atlantic Region: VISNs 1-6 Southern Region: VISNs 7,8, 16, 17 Midwest Region: 9-12, 15, & 23 Western Region: 18-22 National PSB for GS-13 and above and all Research positions</p>

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0667 Orthotist/Prosthetist	Regional PSB through GS-11 East Region: VISNs 1-6 & 9 South/West Region: VISNs 7, 8, 18-22 Central Region: VISNs 10-12, 15-17, & 23 National PSB for GS-12 and above
0669 Medical Records Administrator/Specialist	VISN & Facility PSB for GS-5 to GS-12 National PSB for GS-13 and above
0672 Prosthetic Representative	Regional PSBs through GS-13 East Region: VISNs 1-6, & 9 South/West Region: VISNs 7, 8, 18-22 Central Region: VISNs 10-12, 15-17, & 23 National PSB for GS-14 and above
0675 Medical Records Technician	Regional & Facility PSBs through GS-8 Eastern Region: VISNs 1-11 Western Region: VISNs 12-23 National PSB for MRT (Tumor/Cancer Registry) for grades GS-4-8) National PSB for MRT GS-9 and above
0681 Dental Assistant	National PSB for all grades
0682 Dental Hygienist	National PSB for all grades
0858 Biomedical Engineer	National PSB for all grades

NOTE: Regional Boards are alternate boards that are used when VISN boards cannot be constituted.

APPENDIX P. PROCEDURES FOR SELECTING HYBRID TITLE 38 PROFESSIONAL STANDARDS BOARDS MEMBERS

1. SCOPE. This appendix provides a fair, consistent, and objective process for approving officials to follow when selecting national, regional, VISN, and facility Professional Standards Boards (PSB) members. All employees will have the opportunity to participate in the peer review process for their occupation. Approval and Selecting officials are encouraged to consider and select from all interested, available, and qualified employees, whenever possible.

2. PROCEDURES.

a. Approving officials, or designees, will solicit applications for PSB members annually from all interested employees. Unions will also be asked for employee recommendations for PSB membership. These applications and recommendations will comprise the selection pool.

b. When reviewing applications and Union recommendations, the selecting official will consider such criteria as the employee's quality and quantity of experience in the occupation, the employee's most recent performance appraisal, the employee's conduct and disciplinary record, and other appropriate criteria determined by the Service Chief and VISN Medical Officer in consultation with the Human Resources Manager.

c. The employees selected for the initial Board will serve either a 1-year, 2-year, or 3-year term. At the end of each of these initial terms, all new members will be selected to serve a 2-year term. Thus, members will rotate off the Board on a staggered basis and there will always be at least one member remaining on the Board from the previous year.

d. Selections for the Boards will be made by the Facility Director, the VISN Director, or the Program Director, as appropriate.

e. The Chair of the Board will notify all applicants if they were qualified or not. Unqualified applicants will be informed of which criteria they did not meet.

f. Unions will be notified of the selections for the boards and may express concerns regarding those selections to management.]

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[SECTION B. PROMOTION AND INTERNAL PLACEMENT OF HYBRID TITLE 38 EMPLOYEES

1. GENERAL

a. This section contains instructions and procedures governing the promotion of employees in hybrid title 38 occupations who are appointed under sections 7401(3) and 7405 (a)(1)(B) of title 38, United States Code. Promotion is advancement to a higher grade level and recognizes that an employee is providing a higher level of service to VA.

b. The promotion system shall provide advancement opportunities for employees, predicated upon the recognition of the quality of service rendered, additional experience and professional attainment as determined by an examination of the employee's individual record.

c. To meet the criteria for promotion, the individual must meet the criteria for the next higher grade level in the applicable VA qualification standard. Examination of the individual's total record must reveal evidence that the contribution to VA medical service is of sufficient value to warrant promotion. Potential for continuously greater contribution is also a prerequisite. Reviews and recommendations of supervisors and professional standards boards will be sufficient to ensure that promotion is fully merited and not recommended based on meeting administrative requirements alone.

d. Promotion actions will be taken without regard to race, color, religion, sex, national origin, disability, age, sexual orientation, or status as a parent, or any other non-merit factor, and shall be based solely on job-related criteria.

e. Promotion actions will conform to the restrictions governing the employment of relatives. (See VA Handbook 5025, Legal.)

f. Employees may also be advanced in steps within a grade. (For Special Advancements for Achievement and Special Advancements for Performance see Handbook 5017, Employee Recognition and Awards)

2. PERSONS AUTHORIZED TO ACT ON RECOMMENDATIONS OF BOARDS FOR PROMOTIONS

(See appendix III-K, this part.)

3. PROFESSIONAL STANDARDS BOARDS

See part II, chapter 3, section C, this handbook, for VA policy covering Professional Standards Boards. See Appendix II-O, part II, this handbook, Organizational Location of Hybrid Title 38 Professional Standards Boards. See Appendix II-P, part II, this handbook, Procedures for Selecting Hybrid Title 38 Professional Standards Boards Members. See Appendix III-P, this part, Procedures for Reporting Questionable Behavior and Judgment Exhibited by Hybrid Title 38 Professional Standards Boards Members.

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4. PROMOTION - GENERAL

a. Administrative Requirements for Consideration

(1) A current performance rating of “Satisfactory” or higher.

(2) The experience, education, and performance requirements set forth in VA Qualification Standards. Employees must meet the same grade requirements, including the specified demonstrated accomplishments, as for appointment. Any deviation or exception to these requirements will be limited to those specified in the appropriate qualification standard. (See part II, appendix G).

b. Promotions Based on Additional Experience and/or Education. Promotions based solely on additional experience acquired by the employee shall be limited to advancements of one grade or grade interval at a time. If an employee has attained a higher level of education that, when combined with their additional experience, is qualifying for a grade higher than the next grade or grade interval, the employee may be promoted to whatever grade in the qualification standard the additional education warrants.

c. Processing Procedures. (See appendix III-M, this part)

5. PROMOTION CONSIDERATION

a. Full-time, part-time, and intermittent employees shall be considered periodically for promotion in their current occupation. Eligibility for such promotion considerations shall be based upon fully meeting prescribed administrative requirements.

b. Notification of Eligibility. Approximately 60 days prior to the date the employee meets the required period for promotion consideration, the health care facility will receive from the Austin Automation Center (AAC) a VA Form 97, Notice of Pending Personnel Action, in duplicate, identifying the employee and stating that the employee meets the requirements for promotion [consideration] as of the date specified. In addition, the VA Form 97 will indicate if there is a satisfactory performance rating on record. Human Resources Management Officers are responsible for assuring that appropriate officials are notified that the employee is eligible for promotion consideration. The employee shall also be notified of the eligibility and be given 30 days to submit to their supervisor a self-assessment of their qualifications for promotion consideration. Employees may also notify their supervisor in writing that they are declining to submit a self-assessment during this 30 day period. If this is done, the supervisor may proceed with a recommendation. Human Resources Management Officers are to destroy the VA Form 97 in the circumstances described in paragraph 5d(3) below.

c. Promotion to Grades at or Below Full Performance Level. Promotions to grades at or below the full performance level (see Appendix III-O, this part) will be based on the recommendation of the immediate supervisor and approved by the next higher level supervisory official. Upon receipt of the employee's self-assessment, the supervisor will make a recommendation on promotion that is to be acted upon by the approving official within 30 days of the self-assessment being received.

(1) Employees who have demonstrated the capability to successfully perform at the next higher grade level will be recommended for promotion. Promotions will become effective on the first day of the first full pay period following approval by the second level supervisor. In no case will the promotion be effected later than the first day of the first full pay period commencing 60 days after the employee's anniversary date. (See paragraph 7.a.(1) below)

(2) Employees who have not demonstrated such capability will be informed in writing by the supervisor that they are not being recommended for promotion. The written notice will state the reason(s) why the employee does not meet the criteria for promotion. The supervisor may recommend the employee for promotion at a later date if it is determined that the employee has met the appropriate criteria. If not promoted during the intervening period, the employee is entitled to promotion consideration on the next anniversary date of grade. Employees who are not promoted may request promotion reconsideration under paragraph 6d(1) below.

d. Promotion to Grades above the Full Performance Level. Employees who are eligible for promotion [consideration] to a grade that requires a combination of personal qualifications and assignment characteristics are to be considered for promotion to such grades on the first anniversary date of their last promotion, provided they meet the administrative requirements. In addition, employees who are selected for supervisory or managerial assignments that warrant consideration for a higher grade and for assignments based on complexity will be considered for promotion on a date other than the anniversary date of last promotion.

(1) If after reviewing the employee's self-assessment, if submitted, and other relevant material, the appropriate management official (e.g., service chief) determines that the assignment does not meet the qualification standard for a higher grade, that official shall document the reasons for this determination in writing and provide a copy of the determination to the employee. Employees who do not agree with the determination may request promotion reconsideration under paragraph 6.d.(2) below.

(2) If the appropriate management official believes the assignment meets the qualification standard requirements for promotion, a Board Action is to be prepared and submitted, along with all relevant information to the Professional Standards Board for consideration within 30 days. If applicable, the employee will be given a copy of the supervisor's comments relating to the self-assessment. The Professional Standards Board will have 30 calendar days to forward its recommendation to the approving official, who will have 30 days to make a decision. Promotions will become effective on the first day of the first full pay period following approval by the approving official. In no case will the promotion be effected later than the first day of the first full pay period commencing 120 days after the employee's anniversary date. (See paragraph 7.a.(1) below)

(3) If, under paragraph (1) or (2) above, the appropriate management official or the Professional Standards Board does not recommend promotion, or the approving official does not approve the employee's promotion, the employee will no longer receive annual promotion consideration. The appropriate management official may recommend such employees for promotion at any time in the future provided the employees' duties and responsibilities change to the point that the criteria for

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promotion to the next grade may be warranted. Employees may request promotion consideration by the appropriate management official on subsequent anniversary dates if their duties have changed since they were last considered and the employee believes that these changes meet the criteria in the qualification standard for a higher grade.

6. PROMOTION RECONSIDERATION AND REVIEW

a. **Coverage.** This paragraph applies to hybrids appointed under 38 U.S.C. 7401(3) or 7405(a)(1)(B).

b. **Notice of Decision.** Employees are to be advised by their supervisors in writing of any decision not to promote them, of the reason(s) for the decision, of their right to request reconsideration, and that reconsideration must be preceded by an informal discussion with their supervisor.

c. **Informal Discussion.** Employees must discuss their dissatisfaction with their immediate supervisor prior to submitting a request for reconsideration under paragraph d below.

d. Reconsideration Requests**(1) To Grades at or Below the Full Performance Level**

(a) If promotion to a grade at or below the full performance level (see Appendix III-O, this part) is involved, the employee may, within 30 days of being notified of the decision, submit a written request through the immediate supervisor to the second level supervisor. The employee's written request for reconsideration must indicate when the informal discussion was held with the immediate supervisor and cite the specific reason(s) why the employee believes the decision was not proper. The approving official or designee may extend the 30-day period at the written request of the employee if the employee is unable to submit the information for reasons beyond the employee's control.

(b) Second level supervisors are to review the employee's request within 30 days and determine whether to promote the employee. If the second level supervisor determines that a promotion is not warranted, that supervisor will provide the reasons for this decision to the employee in writing.

(c) If the employee is not satisfied with the explanation of the determination to not promote, the employee can request within 30 days to have the determination reviewed by the next higher level board. The employee's request for reconsideration and the supervisor's explanation will be forwarded to the higher level board within 30 days.

(d) The higher level board will make a recommendation within 30 days to the appropriate approving official, who will make a final decision within 30 days

(e) If the promotion is approved, the employee is to be promoted on the first day of the first pay period [following a decision by the approving official. In no case will the promotion be effected later than the first day of the first full pay period commencing 180 days after the employee submits a written request for reconsideration, unless the employee requested an extension to the 30-day period to submit a

written request for reconsideration. In such cases, the number of additional days taken by the employee to submit a request will be added to the 180-day time limit.] If the promotion is denied, the employee will be provided with a copy of the board action. (See paragraph 7.a.(1) below)

(2) For Promotions to Grades Above The Full Performance Level

(a) An employee may submit a written request for reconsideration through the supervisor to the next higher level Professional Standards Board for review within 30 calendar days of the non-promotion decision. The approving official or designee may extend the 30-day period at the written request of the employee if the employee is unable to submit the information for reasons beyond the employee's control. The employee's written request for reconsideration must indicate when the informal discussion was held with the immediate supervisor and cite the specific reason(s) why the employee believes the decision was not proper. Supervisors are to review and comment on the employee's request in writing, and provide copies of those comments to the employee within 30 days.

(b) The appropriate Professional Standards Board will review the information submitted by the employee, along with the supervisor's comments, and make a recommendation to the approving official within 30 days. If the employee's request does not include the information specified in paragraph d.(1) above, the technical representative to the Professional Standards Board will return the request to the employee for completion. The employee has 30 calendar days from the date of receipt of the request to obtain the additional information and return it to the Professional Standards Board through the technical representative; however, the appropriate management official may extend the 30-day period if the employee is unable to submit the information for good cause shown. The 30-day period the Board has to make its recommendation may be extended up to the number of days it took the employee to provide the Board with the appropriate information. Upon completing its review, the Professional Standards Board is to forward its recommendation to the approving official for action under paragraph e. below.

e. **Action by Approving Authority.** Upon review of the reconsideration file, the approving official shall take one of the following actions within 30 days:

(1) Request any additional information needed to make a decision. This includes, but is not limited to, meeting with representatives of the Professional Standards Board, the employee, and/or the employee's supervisor prior to making a decision under paragraph (2) or (3) below.

(2) Approve the employee's promotion. Promotions will be made effective on the first day of the first full pay period following approval. In no case will the promotion be effected later than the first day of the first full pay period commencing 120 days after the employee submits a written request for reconsideration, unless the employee requested an extension of the 30-day period to submit a written request for reconsideration. In such cases the number of additional days taken by the employee to submit a request will be added to the 120-day time limit. (See paragraph 7.a.(1) below)

(3) Disapprove the promotion and notify the employee of the decision in writing.

f. **Coverage as Employee Grievance.** Requests for promotion reconsideration are excluded from

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the Agency Grievance Procedure. See VA Handbook 5021, Part IV, Chapter 3, paragraph 16. Promotion reconsideration is also excluded from the negotiated grievance procedure pursuant to 38 U.S.C. 7403(f)(1)(B).

7. EFFECTING ADVANCEMENT AND PROMOTION ACTIONS**a. Effective Date**

(1) The promotion will be made effective by the Human Resources Management Officer on the first day of the pay period following the date of approval of the promotion by the approving official, but in no case earlier than the date on which all administrative requirements are met. A promotion may also be made effective at a future date set by the approving authority that does not violate law or negotiated agreement when doing so would benefit the employee. Promotion recommendations and actions that are administratively delayed beyond the time limits specified in paragraphs 5 and 6 above will be made retroactive.

(2) If an employee becomes eligible for promotion while on LWOP for purposes for which they have a statutory entitlement to receive promotion consideration (e.g., military service, OWCP), no action will be taken until the employee returns to duty. If the employee on return to duty meets all of the requirements for promotion consideration, he or she will be considered for promotion as if he or she had been continuously employed in the position.

NOTE: *See chapter 6, this part, for effecting promotion actions upon return from military service.*

b. Disposition of Forms. On completion of the promotion action, or disapproval of promotion, the original VA Form 10-2543 and any accompanying documents will be filed in a separate envelope in the employee's personnel folder.

8. TEMPORARY PROMOTION

a. An employee may be temporarily promoted to a higher graded position where the grade of the position is based on the complexity of the assignment. The employee must meet the administrative and qualification requirements for promotion and such promotions are to be processed using the procedures in paragraph 5d above.

b. On expiration or termination of the assignment, the grade and salary of the employee will be adjusted in accordance with the provisions of VA Handbook 5007, Pay Administration. In applying the provisions of this handbook, the salary will be adjusted to the salary held previously, unless a higher rate is warranted by reason of periodic step increases. On assignment, the following statement will be placed in the "Remarks" item of the SF 50-B, Notification of Personnel Action: "Employee informed of conditions of temporary grade assignment."]

9. OTHER GRADE CHANGES**a. Change to Lower Grade**

(1) **General.** As provided by 38 U.S.C. 7403, where an employee's grade level and salary are based on both the nature of the assignment and the employee's personal qualifications, and the assignment is subsequently changed, the grade and salary may be adjusted as appropriate. Such action may be taken by the Under Secretary for Health or designee for Hybrid Title 38 employees in centralized positions and for all Hybrid Title 38 employees in assignments at GS-13 and above; and by the facility Director for all Hybrid Title 38 employees in noncentralized assignments below GS-13. The facility Director may delegate the authority to the Chief of Staff, Associate Director, Nurse Executive, Pharmacy Chief for occupations under their respective purview.

(2) **Hybrid Title 38 employees.** Employees appointed under authority of 38 U.S.C. 7401(3) and permanent part-time employees appointed under 38 U.S.C. 7405 (a)(1)(B) are entitled to the following grade and pay retention provisions.

(a) **Erroneously Graded Assignments.** If an employee's grade is based on both the nature of assignment and personal qualifications and the assignment does not meet the requirements for the employee's grade, the employee shall be eligible for grade and pay retention if the employee has been in grade for at least 1 year. If the employee has been in grade for less than 1 year, the employee shall be eligible for pay retention, and pay shall be set in accordance with 5 CFR, part 536.

(b) **Change in Assignment.** If the duties and responsibilities of an employee's assignment change sufficiently, either through gradual erosion or planned management action, so that it no longer warrants the grade level of the incumbent, the incumbent shall be eligible for grade and pay retention provided the incumbent has been in grade for at least 52 weeks. If the employee has been in grade for less than 52 weeks, the employee shall be eligible for pay retention, and pay shall be set in accordance with 5 CFR, part 536.

(c) **Assignment Change.** If an employee is voluntarily placed in a different assignment which does not warrant the employee's current grade level, the employee will not be eligible for grade retention. The employee's entitlement to pay retention will be determined in accordance with VA Handbook 5007, Pay Administration.

(d) **Assignment Change for Cause or at the Employee's Request.** If an employee is changed to an assignment which does not warrant the employee's current grade level for cause or at the employee's request, the employee is not eligible for grade or pay retention.

NOTE: *Directed transfers or reductions in grade approved under this paragraph will not be considered adverse actions under 38 U.S.C. 7461, provided they are not based on charges related to conduct or performance. The actions are, however, grievable under the provisions of VA Handbook 5021, (Employee/Management Relations).]*

**APPENDIX J. DOCUMENTATION OF ADVANCEMENTS ON SF 50-B,
 NOTIFICATION OF PERSONNEL ACTION**

Category of Employee	Appointment Authority	Nature of Action	Legal Authority	VA Required Remarks
Physicians, Dentists, Podiatrists, Chiropractors, Optometrists, Registered nurses, Physician Assistants, Expanded-Function dental Auxiliaries and nurse anesthetists	38 U.S.C. 7401(1)	"Promotion" "[Pay Adjustment]" "Promotion" or "Change to Lower Grade," as appropriate "Change to Lower Grade" "[Pay Adjustment]"	38 U.S.C. 7403	"Special Advancement for Performance" "Grade Adjustment. For consistency with (promotion requirements)." Will be shown for promotion grade adjustments. "Grade Adjustment. For consistency with (duty assignment)." Will be shown when employee changed from level of assignment where grade is based on both nature of assignment and personal qualifications. "Special Advancement for Achievement"
Physicians, dentists, podiatrists, chiropractors, optometrists, registered nurses, physician assistants expanded-function dental auxiliaries and nurse anesthetists	38 U.S.C. 7405(a)(1) [(A)]	"Promotion" "[Pay Adjustment]" "Promotion" or "Change to Lower Grade," as appropriate "Change to Lower Grade" "[Pay Adjustment]"	38 U. S. C. 7405(b)	"Special Advancement for Performance" "Grade Adjustment. For consistency with (promotion requirements)." Will be shown for promotion grade adjustments. "Grade Adjustment. For consistency with (duty assignment)." Will be shown when employee changed from level of assignment where grade is based on both nature of assignment and personal qualifications. "Special Advancement for Achievement"
Medical and dental residents	38 U.S.C. 7406	"Promotion"	38 U.S.C. 7406	
Career Residents	38 U.S.C. 7406	"Promotion" "[Pay Adjustment]"	38 U. S. C. 7406	"Special Advancement for Performance" or "Special Advancement for Achievement"

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DOCUMENTATION OF ADVANCEMENTS ON SF 50-B,
NOTIFICATION OF PERSONNEL ACTION (CONTINUED)

Category of Employee	Appointment Authority	Nature of Action	Legal Authority	VA Required Remarks
[All Hybrid Occupations]	38 U.S.C. 7401(3)	"Promotion" "[Pay Adjustment]" "Promotion" or "Change to Lower Grade," as appropriate "Change to Lower Grade" "[Pay Adjustment]"	38 U.S.C. 7403	"Special Advancement for Performance" "Grade Adjustment. For consistency with (promotion requirements)." Will be shown for promotion grade adjustments. "Grade Adjustment. For consistency with (duty assignment)." Will be shown when employee changed from level of assignment where grade is based on both nature of assignment and personal qualifications. "Special Advancement for Achievement"
[All Hybrid Occupations]	38 U.S.C. 7405(a)(1) [(B)]	"Promotion" "[Pay Adjustment]" "Promotion" or "Change to Lower Grade," as appropriate "Change to Lower Grade" "[Pay Adjustment]"	38 U. S. C. 7405(b)(2)	"Special Advancement for Performance" "Grade Adjustment. For consistency with (promotion requirements)." Will be shown for promotion grade adjustments. "Grade Adjustment. For consistency with (duty assignment)." Will be shown when employee changed from level of assignment where grade is based on both nature of assignment and personal qualifications. "Special Advancement for Achievement"

APPENDIX K. [PROMOTIONS,] ADVANCEMENT [TO A HIGHER LEVEL WITHIN THE GRADE, OR CHANGE IN ASSIGNMENTS] APPROVED BY THE UNDER SECRETARY FOR HEALTH OR A DESIGNEE, NETWORK DIRECTORS AND FACILITY DIRECTORS

[NOTE: The term advancement in this appendix refers to advancement to a higher level within the grade for nurses, not special advancements for achievement or performance.]

1. Under Secretary for Health [or designee]

[NOTE: All actions affecting Directors of medical and regional office centers requiring approval of the Under Secretary for Health, or designee, will also require the concurrence of the Under Secretary for Benefit.]

- a. Advancement of Chiefs of Pharmacy Service to GS-15
- [b. Promotion of VHA Central Office employees
- c. Promotion reconsideration requests from registered nurses and VHA Central Office employees]

2. [Network Directors]

[]

- a. Advancement of [VISN employees]
- b. [Advancement of employees in VISN product lines, which may be delegated to the appropriate line manager].
- [c. Promotion reconsideration requests from employees at field facilities within the respective VISNs. This applies to all occupations except that of registered nurse
- d. Temporary change in assignments to Chief of Staff or comparable positions in tier 4 for renewable periods not to exceed 1 year.]

3. [Facility Directors]

- a. [Advancement of Chief of Pharmacy Service at GS-14 and below]
- b. [Promotion of Pharmacists. Facility directors may delegate to the Chief of Pharmacy Service the advancement of pharmacists in noncentralized assignments below GS-13, Assistant Chiefs of Pharmacy Service at GS-13, and Pharmacy Technicians and Aids].
- c. [Promotion of all other hybrids, which may be delegated to the Chief of Staff, the Associate Director, or Nurse Executive, as appropriate].

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- [d. Promotion of Optometrists
- e. Promotion of Chiropractors
- f. Promotion of Podiatrists
- g. Change in assignment of Dentists (staff dentists, service chiefs and positions comparable to service chief).
- h. Promotion of Expanded-Function Dental Auxiliaries.
- i. Promotion of Physician Assistants
- j. Promotion of Physicians
- k. Promotion or advancement to a higher level within the grade of Nurse Anesthetists
- l. Promotion of Registered Nurses at Nurse III and below, which may be delegated to the Nurse Executive
- m. Promotion of Registered Nurses at Nurse IV and Nurse V, which may not be delegated to the Nurse Executive.]

APPENDIX L. [TITLE 38] TIME-IN-GRADE [REQUIREMENTS]

NOTE: Time-in-grade requirements are in years except where indicated:

Grade:	Junior	Assoc.	Full	Intermed.	Senior
Physicians	--	1	1	3	4
Dentists	--	1	1	3	4
Podiatrists	--	2*	2*	3	4
Optometrists	--	2*	2*	3	4
Chiropractors	--	2*	2*	3	4
Physician Assistants	--	2*	2	2	--
Expanded-Function Dental Auxiliaries	2*	2	--	--	--

Grade:	Nurse I			Nurse II	Nurse III	Nurse IV	Nurse V
Level:	Level 1	Level 2	Level 3	n/a	n/a	n/a	n/a
Registered Nurse	1**	1**	1**	1**	None	None	None
Nurse Anesthetist	1**	1**	--	2**	2**	None	None

[]

*The time-in-grade requirement will be 1 year for [P]hysician [A]ssistants in Associate grade and 1 year for [E]xpected-[F]unction [D]ental [A]uxiliaries in Junior grade, who meet the requirements set forth in VA qualification standards. The time-in-grade requirement will be 1 year for [P]odiatrists, [O]ptometrists, and [C]hiropractors in Associate grade and in Full grade if they meet the requirements set forth in the VA Qualification Standards.

**The time-in-grade requirement for [R]egistered [N]urses will be as follows: one year for each level in Nurse I before advancement to the next higher level (total of three years before advancement to Nurse II) and one year in Nurse II before advancement to Nurse III. The time in grade requirement for Nurse Anesthetists is two years for advancement to Nurse II, Nurse III and Nurse IV.

NOTE: *In exceptional circumstances, the appointing official may waive the time-in-grade requirements for advancement of an employee to the next higher grade*

**APPENDIX M. PROCESSING TITLE 38 [AND HYBRID TITLE 38]
PROMOTIONS AND ADVANCEMENTS**

HOW TO PROCESS A PROMOTION FOR PHYSICIANS, DENTISTS, PODIATRISTS, CHIROPRACTORS, [OPTOMETRISTS, NURSE ANESTHETISTS, PHYSICIAN ASSISTANTS, EXPANDED-FUNCTION DENTAL AUXILIARIES, AND HYBRIDS]	
A	B
<p>S T E P S</p> <p>If a full-time, part-time or intermittent employee meets the [experience and] time-in-grade requirements specified and is a</p>	<p>then take these steps</p>
<p>1</p> <p>physician, dentist, podiatrist, chiropractor, [optometrist,] nurse anesthetist, [or a hybrid]</p>	<p>Upon receipt of VA Form 5-97, Notice of Pending Personnel Action, the HRM Office will forward the original copy to the employee's service chief through the Chief of Staff, as appropriate. The duplicate copy will be retained in the HRM office as a suspense copy.</p>
<p>2</p>	<p>The service will make appropriate recommendation to the Professional Standards Board or Standards Board (through the health care facility Director and Chief of Staff, [or other appropriate designee] when appropriate, such as for physicians and dentists), including a concise evaluation based on the criteria in [] chapter 4, this part (as appropriate). The Chief of Staff [or Associate Director] will make recommendations similarly for service chiefs. Significant changes in recent proficiency/performance ratings or unusually high or low elements will be evaluated in terms of promotion consideration. Each of these officials will indicate concurrence or non-concurrence, including specific reasons for such recommendation.</p>
<p>3</p>	<p>The Professional Standards Board or Standards Board will examine the personnel folder, supervisory evaluations, and all other information furnished. Additional information may be obtained at the direction of the board. Boards will report their findings and recommendations on VA Form 10-2543, Board Action. All members will sign the form. The board action and all related papers will then be forwarded to the appropriate promotion approving authority listed in Appendix III-K. Action by the approving authority is required even [if] promotion is not recommended.</p>
<p>4</p>	<p>When the health care facility Director is the approving authority, this official will note the final decision on the Board's recommendation, sign VA Form 10-2543 and take appropriate action.</p>

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HOW TO PROCESS A PROMOTION FOR PHYSICIANS, DENTISTS, PODIATRISTS, CHIROPRACTORS, [OPTOMETRISTS,] NURSE ANESTHETISTS, PHYSICIAN ASSISTANTS, EXPANDED-FUNCTION DENTAL AUXILIARIES, [AND HYBRIDS] (Continued)	
A	B
5	When the Under Secretary for Health, or a designee, is the approving authority, the official will review the findings and recommendations of the board, and may require a professional examination even though one was not recommended by the board. The promotion may be approved or disapproved without a professional examination even though one was recommended by the board. If no professional examination is to be required, the approving authority will notify the health care facility concerned of the approval or disapproval of the promotion. If a professional examination is authorized, the approving authority will not take action on the promotion until notified of the results of the examination.
6	The health care facility Director or a designee will notify the employee of the results of promotion consideration. If the employee is not promoted, the appropriate official will discuss with the employee the reasons for non-promotion and what the employee should do to meet the promotion requirements. If an employee who has acquired permanent status or an employee serving on a probationary appointment believes that the action taken to deny a promotion not requiring a waiver by the Under Secretary for Health or a designee was improper, the provisions of chapter 4 [] will apply.
7	physician assistant or expanded-function dental auxiliary See step 1 (above).
8	The service chief should make an appropriate recommendation to the Professional Standards Board through the Chief of Staff and the health care facility Director, including a concise evaluation which will clearly indicate specific professional or administrative strengths and weaknesses and will cite substantiating examples of accomplishments or lack thereof. Significant changes in recent proficiency ratings or unusually high or low elements will be evaluated in terms of promotion consideration. Each official will indicate concurrence or non-concurrence, including specific reasons for such recommendation.
9	See steps 3 through 6 (above).

<i>HOW TO PROCESS A PROMOTION FOR REGISTERED NURSES</i>		
	A	B
S T E P S	If a full-time, part-time or intermittent employee meets the [experience and] time-in-grade requirements specified [], and is a	then take these steps
1	Registered Nurse (not a nurse anesthetist)	Upon receipt of VA Form 5-97, Notice of Pending Personnel Action the HRM Office will retain the duplicate copy of the form as a suspense copy and forward the original to the Chairperson, Nurse Professional Standards Board, through the Nurse Executive.
2		The Nurse Professional Standards Board will obtain the candidate's personnel folder, including VA Form 10-2623, Proficiency Report, rendered during the period under consideration, and official transcripts or other documentation of advanced educational credits.
3		If the most recent proficiency report on file was prepared more than 6 months before the date of promotion consideration, narrative performance evaluations will be obtained from at least two professional nurses or appropriate others who have supervised the candidate during the period under consideration. Ordinarily, one of these evaluations will be prepared by the immediate supervisor. Evaluations may be in the form of a supplement to the latest proficiency report. This information specified in step 4, below, should be included in the evaluations for consideration by the board.
4		Evaluations of a registered nurse will clearly indicate specific professional or administrative strengths and weaknesses and will cite substantiating examples of accomplishments or lack thereof. Examples of areas to be emphasized are skill in human relationships; application of knowledge and experience in recognizing nursing needs of patients; technical skills; leadership ability in planning, directing and supervising the actions of others; contributions to the profession and community; acceptance of organizational and personal responsibility. Attention should be given to the requirements specified in the "Nurse VA Qualification Standard" and in chapter 4 [] of this part.
5		If a supervisor evaluation reflects information concerning performance which has been previously discussed with the employee, an informal conference will be conducted to discuss the evaluation.
6		The Professional Standards Board will analyze the registered nurse's qualifications based on the above data. Additional information may be obtained at the discretion of the board. Boards may recommend that a professional examination be conducted if, after review of the record, such an examination is indicated.

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HOW TO PROCESS A PROMOTION FOR REGISTERED NURSES (Continued)	
A	B
7	<p>The board will report its findings and recommendations on VA Form 10-2543, Board Action. If the registered nurse does not fully meet the experience or education requirements, the board will state that the registered nurse is ineligible for promotion consideration and specify the reasons for this finding. If the registered nurse is eligible for promotion consideration, the board will make a recommendation that the registered nurse either be promoted or not promoted and specify reasons for its recommendation. All board members will sign the board action which will then be authority for action. Action by the approving authority is required even if promotion is not recommended.</p>
8	<p>When the facility Director is the approving authority, this official will note the final decision on the Board's recommendation, sign VA Form 10-2543 and take appropriate action.</p>
9	<p>When the Under Secretary for Health or designee is the approving authority, the findings and recommendations of the board will be reviewed. The approving authority may require a professional examination even though one was not recommended by the board. The approving authority may approve or disapprove the promotion without a professional examination even though one was recommended by the board. If no professional examination is to be required, the approving authority will notify the health care facility concerned of the approval of the promotion. If a professional examination is authorized, the approving authority will not take action on the promotion until notified of the results of the examination.</p>
10	<p>The Nurse Executive or designee, will notify the registered nurse of the results of promotion consideration. If the employee is not promoted, the appropriate official will discuss with the employee the reasons for non-promotion and what the employee should do to meet the requirements. If an employee who has acquired permanent status or an employee serving on a probationary appointment, believes that the action taken to deny a promotion not requiring a waiver by the Under Secretary for Health or a designee was improper, the provisions of chapter 4 [] this part, will apply.</p>

[APPENDIX O. FULL PERFORMANCE LEVELS FOR HYBRID TITLE 38 POSITIONS

1. SCOPE. This appendix contains the full performance levels for hybrid title 38 positions listed under section 7401(3) of title 38, United States Code, and applies to Veteran Health Administration employees appointed under 38 U.S.C. 7401(3) or 7405(a)(1)(B). This appendix is to be used in conjunction with the promotion procedures in section B of Chapter 4, this part.

2. LIST OF POSITIONS AND FULL PERFORMANCE LEVELS

Audiologist/Speech-Pathologist/Audiologist-Speech Pathologist	GS-0665-12
Biomedical Engineer	GS-0858-11
Certified Respiratory Therapist	GS-0640-7
Dietitian	GS-0630-11
Medical Record Administrator/Specialist	GS-0669-11
Medical Record Technician	GS-0675-7
Medical Record Technician (Tumor Registry)	GS-0675-8
Medical Record Technician (Medical Coder)	GS-0675-8
Medical Technologist	GS-0644-9
Dental Assistant	GS-0681-5
Dental Hygienist	GS-0682-8
Nuclear Medicine Technologist	GS-0601-9
Occupational Therapy Assistant	GS-0636-7
Kinesiotherapist	GS-0635-10
Licensed Physical Therapist	GS-0633-9
Licensed Practical or Vocational Nurse	GS-0620-6
Occupational Therapist	GS-0631-9
Orthotist-Prosthetist	GS-0667-11
Pharmacist	GS-0660-11
Pharmacy Technician	GS-0661-5
Physical Therapy Assistant	GS-0636-7
Prosthetic Representative	GS-0672-11
Psychologist	GS-0180-13
Diagnostic Radiologic Technologist	GS-0647-8
Therapeutic Radiologic Technologist	GS-0648-8
Registered Respiratory Therapist	GS-0601-8
Social Worker	GS-0185-11
Medical Instrument Technician	(see specializations below)
Specializations	
Anesthesia	GS-0649-8
Cardiac Catheterization	GS-0649-8
Electrocardiograph (EKG)	GS-0649-7
Electroencephalograph (EEG)	GS-0649-8
Perfusion	GS-0649-10

Part III

APPENDIX O

Hemodialysis	GS-0649-8
Pulmonary Function	GS-0649-8
Diagnostic Ultrasound	GS-0649-8
Echocardiography	GS-0649-8
Polysomnography	GS-0649-8
Vascular	GS-0649-8

**APPENDIX P. PROCEDURES FOR REPORTING QUESTIONABLE
BEHAVIOR AND JUDGMENT EXHIBITED BY HYBRID TITLE 38
PROFESSIONAL STANDARDS BOARDS MEMBERS**

1. SCOPE. This appendix covers the procedures to be followed when a hybrid Board member (Chair, Member, or Secretary) believes a hybrid Board co-member (Chair, Member, or Secretary) is exhibiting questionable behavior or judgment during deliberations or when determining recommendations for the approving official. Examples of questionable behavior and judgment that may be displayed include, but is not limited to:

- a. Incorrectly interpreting qualification standards criteria, employee self-assessments, supervisory recommendations, or performance evaluations to the advantage or disadvantage of the PSB subject;
- b. Failing to recuse themselves when it would be appropriate to do so or recusing themselves when there is no reason to;
- c. Failing to respect the privacy of the Board subject;
- d. Violating Board confidentiality; or
- d. Displaying a lack of integrity

2. PROCEDURES. The member should raise their concern with the Chair of the next higher level hybrid Board using the following procedures:

- a. Discuss the issue with the Chair of the next higher level Board, either in person or via telephone, within 15 days of the last Board at which the questionable behavior or judgment was displayed.
- b. If the issue remains unresolved and the member wishes to pursue the matter further, the member must express her/his concerns to the Chair of the next higher level Board in writing or via email within 15 days of the discussion.
- c. The Chair of the next higher level Board will conduct an inquiry within 30 days by whatever means the Chair deems appropriate. This may include, but is not limited to, discussions with members of the lower level Board, including the Chair and the subject of the Board, discussions with the HR technical advisor to the lower level Board, and discussions with the approving official for the lower level Board.
- d. Within 30 days of completion of the inquiry, the Chair must discuss the issue and recommendations for resolution with the approving official for the higher level Board and must submit the recommendations in writing to the lower level Board's approving official. The recommendations may include, but are not limited to, additional training for the member or removal from the Board.
- e. The approving official may take whatever action is deemed appropriate.]