



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

AUG 01 2014

SUBJECT: Promotion of Research Scientists to ST Positions

TO: Area Directors

FROM: Chavonda Jacobs-Young
Administrator

The Super Grade (SG) process has transitioned and is now managed by the Office of Human Resources Executive Resources Management Division (OHRM). The Agency is required to establish internal policy for recommendations when Research Position Evaluation System (RPES) SG panels determine that our Agricultural Research Service (ARS) scientists meet the SG criteria.

The following is to establish an interim policy until the appropriate policy document is updated.

Promotion of Research Scientists to Scientific and Professional (ST) Positions:

Promotion of Research Scientists to ST positions are dependent upon the recommendation of the Administrator, ARS, and the availability of ST slots from Department of Agriculture. The Administrator makes the recommendation for promotion based on the results of the SG panel administered under the RPES. This panel evaluates research scientist positions using point ranges extrapolated from the Office of Personnel Management Research Grade Evaluation Guide. When the SG panel assigns a total of 56 or more points, the case will be forwarded through the Administrator, ARS, to OHRM for official allocation as ST.

In situations where there are more employees recommended for SG panel than slots available, the Administrator, ARS will:

- First, give consideration to ARS Hall of Fame Recipients
- Second, give consideration based on length of Federal service utilizing service computation date

The employees that are "in queue" will remain as GS-15 employees until an ST slot becomes available.

If you have any further questions, please contact Amy Hegarty at 301-504-1408.

cc:

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