



And now for something completely different.....

HYBRID TITLE 38

Time to Don Kevlar Vest





Boarding Packets Sent To:

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E-mail questions...be persistent!

What is Hybrid Title 38?

- Hiring authority combining elements of Title 5 and Title 38.
 - Title 38 covers appointment and advancement.
 - Title 5 covers pay, duty, leave, employee protections.
- Grade/pay determined by qualification standards, applied by Professional Standards Boards.
- Focus on professional credentials, education, experience, and achievement.
- Direct and expedited hiring.



Reminders

Tip O'Neill was right: "All politics is local."

Functional Statement Format

- Must include general description of job duties
- Functions/scope of duties (major duties and responsibilities)
- Supervisory controls (clinical and administrative)
- Cite applicable qualification standards
- Customer service requirements
- Age, development, cultural needs of patients
- Computer security requirement



Other Considerations for Functional Statements

- Reviewed every two years to verify accuracy
- Superseded functional statements kept for two years
- New functional statements when new position established or when duties/responsibilities significantly altered
- Supervisor signs at bottom of functional statement
- One copy each to employee, service file, HR

See HRML, summary, sample functional statement at:

<http://www.avapl.org/documents.html>

The screenshot shows a Mozilla Firefox browser window displaying the AVAPL website. The browser's address bar shows the URL <http://www.avapl.org/documents.html>. The website features a navigation menu on the left with the following items: About Us, Training Sites, Conference Highlights, Hybrid T38 Documents (highlighted in red), AVAPL Fact Sheets, AVAPL Newsletter, AVAPL Message Boards, AVAPL Awards, Timeline, Web Links, Join/Renew Membership, AVAPL Archives, and Contact Us. The main content area is titled "Hybrid T38 Documents" and contains the following sections:

- Changes to Functional Statements**
 - [New Guidance for the Preparation of Title 38 Functional Statements \(plus HRML 05-08-05\), presented at 11th Annual VA Psychology Leadership Conference, April 26, 2008](#)
 - [Sample Functional Statement in New Format](#)
 - [VA Handbook 5005, Part III, Chapter 4](#)
- Hybrid Title 38 Functional Statement Templates**
 - [Instructions for Writing Functional Statements](#)
 - [Hybrid Title 38 Qualification Standards](#)
 - [Functional Statement for Clinical Psychologist GS 13](#)
 - [Functional Statement for Clinician Investigator GS 14](#)
 - [Functional Statement for Clinician Investigator GS 15](#)
 - [Functional Statement for Program Manager GS 14](#)
 - [Functional Statement for Program Manager GS 15](#)
 - [Functional Statement for Regional National Leadership GS 14](#)
 - [Functional Statement for Regional National Leadership GS 15](#)
 - [Functional Statement for Supervisory Psychologist GS 14](#)
 - [Functional Statement for Supervisory Psychologist GS 15](#)

The browser's status bar at the bottom shows the URL <http://www.avapl.org/pub/FunctionalStatements/VA Handbook 5005 Part III Chapter 4.pdf>.



Putting Together a Complete Boarding Packet

- Transmittal Sheet/Memo from HR indicating review and identifying HR contact.
- New Board Action Form (page 1 completed)
- Copy of Previous Board Action Form (if applicable)
- Memo of Support from Supervisor
- Functional Statement (must include KSAs for job being considered and percentage of time in each element)
- Vita
- Organizational Chart (with proposed position highlighted)

SAA's

- SAA's are for activities outside of VA job duties that occur while employed at VA.
- **New:** SAA's are discretionary, not entitlements.
 - If/when SAA is sent forward is up to the approving official.
 - No retroactive pay outside of one-time special boarding.
 - No timeline for supervisor to recommend SAA.
 - If approved, step increase effective at beginning of pay period after approval given.



SAA's

- During tight budget times, Director may stop or delay any discretionary awards.
- Recommendation:
 - Keep supervisor informed about any activity that might warrant an SAA.
 - Notify in writing.
 - If supervisor delays recommending SAA, may submit at any later date.

Promotions/Appointments

- Most frequent question: “Why didn’t I get promoted or appointed at the grade I expected?”
 - Board deliberations are confidential.
 - CRS syndrome.
 - Most likely, promotion denied because job duties did not meet the scope and complexity required for GS-14 or GS-15.
- Be overinclusive when writing Functional Statement. PSB only knows what is presented in boarding packet.

Appointments

- Initial appointments at or below full performance level must be boarded.
- Promotions at or below full performance level are administrative and do not require boarding.
 - Effective on first day of first full pay period following approval.
- Appointments cannot be appealed by applicant.
 - Applicant has option of not accepting job.
 - Selecting official can request Director override recommendation of PSB.

Appeals

- Decisions not to promote communicated in writing:
 - Reason for decision
 - Right to request reconsideration
 - Must have informal discussion with supervisor first
- Reconsideration at or below full performance level
 - Employee submits written request to ultimate supervisor (through intermediate supervisor) within 30 days
 - Must indicate when discussion with supervisor took place
 - Must cite reason(s) why decision was not proper
 - 30-day deadline can be extended by supervisor

Appeals

- Reconsideration at or below full performance level (continued)
 - Supervisor reviews request within 30 days.
 - If promoted, promotion effective on first day of first pay period following approval.
 - If denied, communicated in writing with reasons for denial.
 - Employee can request reconsideration by next supervisory level.

Appeals

- Reconsideration above full performance level
 - Employee submits within 30 days written request through supervisor to next higher-level board.
 - 30-day deadline can be extended by supervisor.
 - Request must indicate when informal discussion with supervisor was held and reason(s) why decision was not proper.
 - Supervisor reviews and comments on employee's request in writing, provides copy to employee.
 - Professional Standards Board reviews request and accompanying documents, makes recommendation.

Appeals

- Reconsideration above full performance level (continued)
 - Professional Standards Board forward recommendations to approving official.
 - Approving official:
 - Requests additional information to make decision. May meet with PSB, employee, and/or supervisor.
 - Approve employee's promotion.
 - Disapprove promotion; notify employee in writing.

Appeals

- Reconsideration of National Board recommendations:
 - National Board reviews its recommendations.
 - If the facility Director is making the decision, the request for reconsideration goes to VISN Director for final determination.
 - If the VISN Director or higher is making the decision, the request for reconsideration goes to the Under Secretary for Operations and Management.
 - Requests for promotion consideration are excluded from Agency Grievance Procedure.



Setting Steps

- Appointments are made at the minimum step of the grade unless authorized a higher step because they have prior Federal service).
- May also receive a higher step based on the individual's existing pay, recent salary history, competing job offer, higher or unique qualifications or special needs of the VA.



Setting Steps

- It is the role of the Hybrid Title 38 Standards Board to recommend both the grade and the step on appointment and on promotion.
- Selecting official may request higher step but must provide justification.
- Setting step on promotion:
 - Step 1: Move up two steps in current grade on pay table.
 - Step 2: Match salary in new grade to closest salary at or above salary in step one.

Confused? Queasy? Questions?

