

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 10.11	VISITING FELLOWS PROGRAM	DT-11-10
<i>Volume 10,</i>	Personnel Management	
<i>Part 1:</i>	Employment and Staffing	
<i>Approved By:</i>	R. William Borchardt Executive Director for Operations	
<i>Date Approved:</i>	August 11, 2011	
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<i>Issuing Office:</i>	Office of Human Resources	
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EXECUTIVE SUMMARY

Directive and Handbook 10.11 are being revised to reflect changes in the agency's management structure. The Deputy Executive Director for Management Services (DEDM) was abolished. Therefore, the following responsibilities and authorities have been delegated from the Executive Director for Operations (EDO) to the Director, Office of Human Resources (HR):

- Advises the EDO and the Deputy Executive Directors on recruitment and appointment of visiting fellows and on their assignments.
- Recommends to the EDO the establishment of an evaluation panel, when or if required.
- Directs program oversight and evaluation activities.

The revision also includes a paragraph concerning a fellow's possible tour of duty and benefits.

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I. POLICY

It is the policy of the U.S. Nuclear Regulatory Commission to supplement NRC expertise in medicine, health physics, engineering, and other professional (e.g., legal) and scientific disciplines by employing, for limited periods, visiting fellows. These visiting fellows must be highly knowledgeable and skilled individuals who can contribute to the technical mission of the agency.

II. OBJECTIVES

- Select visiting fellows with specialized skills who are capable of contributing to and expanding the knowledge and understanding of NRC personnel in the fields of medicine, health physics, engineering, and other scientific disciplines.
- Compensate for the loss of highly qualified senior and professional technical experts.
- Attract outside senior technical experts with advanced technical experience, combined with advanced technical degrees in health physics, engineering, and other scientific disciplines.
- Bring to the Commission those individuals with the requisite knowledge and experience who may be on sabbatical or who may be interested in participating in graduate, postgraduate, or postdoctoral projects, or job-related work consistent with the needs and interests of NRC.

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

A. Chairman

Determines the need for and approves the appointment and compensation of individuals selected in Commission-level offices as visiting fellows.

B. Inspector General

1. Determines the need for and approves the appointment and compensation of individuals selected in the Office of the Inspector General (OIG) as visiting fellows.
2. Establishes an evaluation panel, when required.

C. General Counsel

Advises on all prospective candidates regarding possible conflicts of interest.

D. Executive Director for Operations (EDO)

1. Determines the need for and approves the appointment and compensation of individuals selected in EDO staff offices as visiting fellows.
2. Establishes an evaluation panel, when required.
3. Delegates the following responsibilities to the Director, Office of Human Resources (HR), as appropriate:
 - (a) Advising the EDO and Deputy Executive Directors on recruitment and appointment of visiting fellows and on their assignments.
 - (b) Recommending to the EDO the establishment of an evaluation panel, when or if required.
 - (c) Directing program oversight and evaluation activities.

E. Director, Office of Human Resources (HR)

1. Advises the EDO and the Deputy Executive Directors on recruitment and appointment of visiting fellows and on their assignments. This responsibility was delegated by the EDO.
2. Recommends to the EDO the establishment of an evaluation panel, when or if required. This responsibility was delegated by the EDO.
3. Directs program oversight and evaluation activities. This responsibility was delegated by the EDO.
4. Provides advice and assistance in establishing assignments, recruiting, and appointing visiting fellows.
5. Administers the Visiting Fellows Program, including evaluation of program activities. Establishes and utilizes a feedback system for feedback from visiting fellows and staff.
6. Approves any extensions, as required, up to a maximum of 4 years.

7. Approves the appointment and compensation of individuals selected as visiting fellows, except for Commission-level offices and the OIG.

F. Office Directors and Regional Administrators

Define the work assignments, projects, or products of the Visiting Fellows Program.

IV. APPLICABILITY

The policy and guidance in this directive and handbook apply to all NRC employees. The guidance in the handbook also governs programs such as the Office of Nuclear Material Safety and Safeguards Medical Visiting Fellows Program.

V. HANDBOOK

Handbook 10.11 contains the criteria for determining assignments for visiting fellows and for recruiting, selecting, utilizing, and compensating visiting fellows.

VI. REFERENCES

Code of Federal Regulations

5 CFR Part 213, "Excepted Service."

5 CFR Part 302, "Employment in the Excepted Service."

5 CFR Part 333, "Recruitment and Selection for Temporary and Term Appointments Outside the Register."

5 CFR Part 334, "Temporary Assignments Under the Intergovernmental Personnel Act (IPA)."

U.S. Nuclear Regulatory Commission Documents

SECY 90-275, "Medical Visiting Fellows Program," August 8, 1990.

SECY 92-068, "Visiting Fellows Program," February 27, 1992.

NRC Management Directives—

10.1, "Appointments, General Employment Issues, Details, and Position Changes."

10.42, "Hours of Work and Premium Pay."

10.67, "Non-SES Performance Appraisal System."

United States Code

Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 et seq.).

"Details; Within Executive or Military Departments" (5 U.S.C. 3341).

Energy Reorganization Act of 1974, as amended (42 U.S.C. 5801 et seq.).

"Examination, Selection, and Placement," Subchapter VI, "Assignments To and From States" (5 U.S.C. Chapter 33).

"The Excepted Service" (5 U.S.C. 2103).

Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376).

Inspector General Act of 1978, as amended (5 U.S.C. App. 3 et seq.).

Veterans' Preference Act of 1944, Pub. L. 78-359.

U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)

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I. VISITING FELLOWS

A. Purpose of This Handbook

This handbook contains the procedures and criteria for determining assignments for visiting fellows and for recruiting, selecting, utilizing, and compensating visiting fellows who have special expertise in medicine, health physics, engineering, and other professional (e.g., legal) and scientific disciplines.

B. Purpose of the Visiting Fellows Program

1. The purpose of the Visiting Fellows Program is to enable the U.S. Nuclear Regulatory Commission to recruit highly qualified and experienced visiting fellows who are not currently NRC employees but who are available for a limited period.
2. These individuals would supplement NRC expertise and would conduct research or perform job-related work consistent with the NRC's needs and interests.
3. In addition, these individuals would provide advice and counsel on medical, health physics, engineering, professional (e.g., legal), and science issues.

II. ASSIGNMENTS AND RECRUITMENT PROCEDURES

A. Assignments

1. Assignments will be identified by office directors or regional administrators and approved by the Chairman, the Executive Director for Operations (EDO), or the Inspector General (IG), depending on which office is designated for the assignment. Approval of the assignment will constitute approval to initiate recruiting.
2. Assignments will be determined by the professional experience of the individual invitee or applicant and the needs of NRC at that time.
3. When the type of appointment counts toward the full-time equivalent (FTE) ceiling, funding will be absorbed within currently allocated FTEs.
4. In addition to a specific work assignment or research project, visiting fellows also may, as appropriate—
 - (a) Attend meetings of NRC advisory committees, professional organizations and groups, and Federal, State, and local agencies to participate in discussions on issues related to their areas of expertise.
 - (b) Participate in public meetings and seminars sponsored by NRC for exchanging information and discussing issues of mutual interest.
 - (c) Participate in NRC-sponsored meetings and seminars after the end of their appointment to provide advice and counsel to NRC staff.

B. Recruitment Procedures

1. Candidates for the Visiting Fellows Program will be drawn from sources outside NRC.
2. Recruitment of visiting fellows should consider, but not be limited to, the following methods:
 - (a) Invitation;
 - (b) Newspaper and professional journal advertising;
 - (c) Vacancy announcements with targeted mailings, such as to universities and professional societies; and
 - (d) Publication in the *Federal Register*.

III. STAFFING AND SELECTION PROCESS

A. Selection Criteria

1. Selection should be determined primarily on the individual's previous academic record and directly related work experience.
2. Work must include at least 4 years of directly related work experience in medicine, health physics, engineering, law, or science, or equivalent experience in related fields.

B. Application or Nomination Process

1. Candidates may be nominated by professional groups or Government agencies or may nominate themselves.
2. Nominees must provide a résumé describing their educational and professional qualifications.
3. A brief statement of the individual's professional objectives must be included with the nomination.
4. The Office of Human Resources (HR) will process the applications for the Visiting Fellows Program.

C. Eligibility Requirements

1. The candidate must satisfy applicable standards regarding NRC security, conflicts of interest, and the drug-free workplace.
2. The Visiting Fellows Program is open to health physicists, medical doctors, lawyers, engineers, or scientists.
3. NRC is an equal opportunity employer, and the Visiting Fellows Program is open to all eligible candidates.

D. Selection Process

1. NRC professional term appointments are not subject to the NRC merit system.
2. Individuals making selections must comply with the requirements of the Veterans' Preference Act of 1944, as amended.
3. Securing the reimbursable services of an employee of another Federal or State agency for a temporary NRC assignment is an authorized activity. This temporary assignment, however, does not come under the NRC merit system.

4. Appointments or details under the requirements of the Intergovernmental Personnel Act of 1970 are temporary in nature and do not come under the NRC merit system.
5. The Office of the General Counsel shall be consulted and shall provide advice on all prospective candidates regarding conflict-of-interest issues.
6. HR will determine whether an evaluation panel is needed and will assist in appointing panel members if a panel is deemed necessary.
7. The duties of the evaluation panel include the following:
 - (a) Reviewing each applicant's experience and education on the basis of information provided and identifying prospective candidates;
 - (b) Interviewing candidates, as deemed appropriate; and
 - (c) Recommending candidates to the Chairman, the EDO, or the IG, as appropriate, through any affected office director or regional administrator.
8. The Chairman, the EDO, or the IG will review the list of nominations recommended by the evaluation panel and indicate which of the candidates have been approved.
9. Upon approval by the Chairman, the EDO, or the IG, HR will notify the candidates and complete the administrative processing.

E. Appointments

Appointments will be made by Intergovernmental Personnel Act assignment, reimbursable detail, or professional term appointment, depending on the selectee's situation.

IV. UTILIZATION OF THE VISITING FELLOW

A. Term of Appointment

1. The term of appointment for the visiting fellow will be up to 1 to 2 years.
2. Appointments may be extended up to a maximum of 4 years of total service, determined by NRC's continuing need for these services.

B. Compensation

1. Visiting fellows will receive compensation commensurate with their experience, salary history, and the Federal pay guidelines.
2. Pay under this program cannot exceed the highest maximum pay rate, which is currently Executive Level IV (EX-IV).

- (a) If an individual with a level of expertise equivalent to that of a visiting fellow is available through an Intergovernmental Personnel Act assignment (i.e., the individual is employed by a college, university, national laboratory, a federally funded research and development center, or other eligible organization), such an assignment may be arranged without regard to the maximum pay rate of EX-IV, but the assignment is not covered by this directive and handbook.
 - (b) See Management Directive (MD) 10.1, "Appointments, General Employment Issues, Details, and Position Changes," for information on Intergovernmental Personnel Act assignments.
3. Visiting fellows will be reimbursed for official travel and mutually agreed upon relocation expenses.

C. Benefits and Tour of Duty

1. Depending on the nature of assignment or appointment, visiting fellows may be eligible for Federal employee benefits in accordance with MD 10.1, "Appointments, General Employment Issues, Details, and Position Changes."
2. For example, a visiting fellow serving on a term appointment is typically eligible for a full range of Federal employee benefits. In contrast, an employee detailed to the NRC under the Intergovernmental Personnel Act remains an employee of his or her permanent organization and is generally ineligible for Federal benefits.
3. Visiting fellows may work a tour of duty in accordance with MD 10.42, "Hours of Work and Premium Pay."

D. Duty Location

Visiting fellows may be assigned to any office in the NRC, including the office of a Commissioner, consistent with the interests and needs of NRC and the individual's training and experience.

E. Travel

Some travel will be associated with the visiting fellow assignments.

F. Performance Appraisal

The performance of visiting fellows will be appraised in accordance with MD 10.67, "Non-SES Performance Appraisal System."