

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

MD 10.11 VISITING FELLOWS PROGRAM		DT-17-02
<i>Volume 10,</i>	Personnel Management	
<i>Part 1:</i>	Employment and Staffing	
<i>Approved By:</i>	Miriam L. Cohen Chief Human Capital Officer	
<i>Date Approved:</i>	January 23, 2017	
<i>Expiration Date:</i>	January 23, 2022	
<i>Issuing Office:</i>	Office of the Chief Human Capital Officer	
<i>Contact Name:</i>	Tanya Parwani-Jaimes	Servicing Human Resources Specialist (names and phone numbers are listed here)
EXECUTIVE SUMMARY		
Management Directive 10.11, "Visiting Fellows Program," is revised to reflect changes in organizational information and titles.		

TABLE OF CONTENTS

I. POLICY	2
II. OBJECTIVES	2
III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY	2
A. Chairman	2
B. Inspector General	2
C. General Counsel	3
D. Executive Director for Operations (EDO)	3
E. Chief Human Capital Officer (CHCO).....	3
F. Office Directors and Regional Administrators.....	3
IV. APPLICABILITY	3
V. HANDBOOK.....	4

For updates or revisions to policies contained in this MD that were issued after the MD was signed, please see the Yellow Announcement to Management Directive index ([YA-to-MD index](#)).

VI. REFERENCES 4

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 professional (e.g., legal) and 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 medicine, health physics, engineering, and other professional (e.g., legal) and scientific disciplines.
- Bring to the agency 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 the NRC.

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY**A. Chairman**

1. Determines the need for, and approves the appointment and compensation of, individuals selected as visiting fellows for Commission-level offices.
2. Establishes an evaluation panel, when required.
3. Informs the Commissioners whenever a fellow is chosen for a Commission-level office.

B. Inspector General

1. Determines the need for and approves the appointment and compensation of individuals selected as visiting fellows for the Office of the Inspector General (OIG).
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 visiting fellows for EDO staff offices.
2. Establishes an evaluation panel, when required.
3. Delegates to the Chief Human Capital Officer (CHCO), Office of the Chief Human Capital Officer (OCHCO), program oversight and evaluation activities.

E. Chief Human Capital Officer (CHCO)

1. As delegated by the EDO, directs and administers program oversight and evaluation activities for all offices, except OIG. (See the Memorandum from Mark A. Satorius, Executive Director for Operations, to Miriam L. Cohen, Chief Human Capital Officer, "Delegation of Authority to Issue Management Directives In Volume 10, Parts 1 Through 4, and Part 5 Subpart B," Agencywide Documents Access and Management System (ADAMS) Accession No. [ML15110A403](#).)
2. Advises the EDO and the Deputy Executive Directors on recruitment and appointment of visiting fellows, and on their assignments.
3. Recommends to the EDO the establishment of an evaluation panel, when required.
4. Provides advice and assistance in establishing assignments, recruiting, and appointing visiting fellows.
5. Establishes and uses a system for obtaining 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.

IV. APPLICABILITY

The policy and guidance in this directive and handbook apply to all NRC employees.

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 334, "Temporary Assignments under the Intergovernmental Personnel Act (IPA)."

Nuclear Regulatory Commission Documents

Management Directives—

10.1, "Recruitment, Appointments, and Merit Staffing."

10.42, "Work Schedules and Premium Pay."

10.67, "General Grade Performance Management System."

12.3, "NRC Personnel Security Program."

Memorandum from Mark A. Satorius, Executive Director for Operations, to Miriam L. Cohen, Chief Human Capital Officer, "Delegation of Authority to Issue Management Directives In Volume 10, Parts 1 Through 4, and Part 5 Subpart B," ([ML15110A403](#)).

SECY 92-068, "Visiting Fellows Program," March 24, 1992 ([ML003763444](#)).

United States Code

5 U.S.C. 2103, "The Excepted Service."

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

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

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

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

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

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

Veterans' Preference Act of 1944, as amended, (22 U.S.C. 1438).

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

DH 10.11	VISITING FELLOWS PROGRAM	DT-17-02
<i>Volume 10,</i>	Personnel Management	
<i>Part 1:</i>	Employment and Staffing	
<i>Approved By:</i>	Miriam L. Cohen Chief Human Capital Officer	
<i>Date Approved:</i>	January 23, 2017	
<i>Expiration Date:</i>	January 23, 2022	
<i>Issuing Office:</i>	Office of the Chief Human Capital Officer	
<i>Contact Name:</i>	Tanya Parwani-Jaimes	Servicing Human Resources Specialist (names and phone numbers are listed here)
EXECUTIVE SUMMARY		
Management Directive 10.11, "Visiting Fellows Program," is revised to reflect changes in organizational information and titles.		

TABLE OF CONTENTS

I.	VISITING FELLOWS	2
	A. Purpose of this Handbook.....	2
	B. Purpose of the Visiting Fellows Program.....	2
II.	ASSIGNMENTS AND RECRUITMENT PROCEDURES	2
	A. Assignments	2
	B. Recruitment Procedures	3
III.	STAFFING AND SELECTION PROCESS	3
	A. Selection Criteria	3
	B. Application or Nomination Process.....	3
	C. Eligibility Requirements	4
	D. Selection Process	4
	E. Appointment.....	5
IV.	UTILIZATION OF THE VISITING FELLOW	5
	A. Term of Appointment	5

For updates or revisions to policies contained in this MD that were issued after the MD was signed, please see the Yellow Announcement to Management Directive index ([YA-to-MD index](#)).

B. Compensation.....	5
C. Benefits and Tour of Duty.....	6
D. Duty Location.....	6
E. Travel.....	6
F. Performance Appraisal.....	6

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 available for a limited period.
2. Visiting fellows supplement NRC expertise, conduct research, or perform job-related work consistent with the NRC's needs and interests.
3. In addition, visiting fellows 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 the 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 meetings and seminars sponsored by the NRC for exchanging information and discussing issues of mutual interest; and
 - (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 the NRC.
2. Recruitment of visiting fellows includes, but is not limited to, the following methods:
 - (a) Invitation;
 - (b) Print and Web media advertising (to include professional journals);
 - (c) Vacancy announcement 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. A candidate may be nominated by a professional group or Government agency, or may nominate himself or herself.
2. A nominee must provide a résumé describing his or her educational and professional qualifications.
3. A brief statement of the individual's professional objectives must be included with the nomination.

4. The Office of the Chief Human Capital Officer (OCHCO) will process the applications for the Visiting Fellows Program.
5. Upon referral of any applications to the Office of the Inspector General (OIG) by OCHCO, the OIG Senior Program Analyst (Human Resources Officer) will coordinate the required OIG processing.

C. Eligibility Requirements

1. The candidate must satisfy applicable standards regarding NRC security and the drug-free workplace in accordance with MD 12.3, "NRC Personnel Security Program."
2. The candidate must satisfy applicable standards regarding conflicts of interest.
3. The Visiting Fellows Program is open to health physicists, medical doctors, lawyers, engineers, or scientists.
4. The NRC is an equal opportunity employer and the Visiting Fellows Program is open to all eligible candidates.

D. Selection Process

1. An NRC term appointment is not subject to the NRC merit system.
2. An individual making a selection 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. An appointment or detail under the requirements of the Intergovernmental Personnel Act (IPA) of 1970 is temporary in nature and does not come under the NRC merit system. If an individual with a level of expertise equivalent to that of a visiting fellow is available through an IPA assignment (i.e., the individual is employed by a college, university, national laboratory, a federally funded research and development center, or other eligible organization), the assignment may be arranged without regard to the maximum pay rate of EX-IV, but it is not covered by this MD. See MD 10.1, "Recruitment, Appointments, and Merit Staffing," for information on IPA assignments.
5. The Office of the General Counsel (OGC) must be consulted and will provide advice on all prospective candidates regarding conflict-of-interest issues.
6. OCHCO 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—
 - (a) Identifying prospective candidates and reviewing each applicant's experience and education on the basis of information provided;
 - (b) Interviewing candidates; 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 or the EDO, OCHCO will notify the candidates and complete the administrative processing.
10. Upon approval by the IG, the Senior Program Analyst (Human Resources Officer) will notify any selected IG candidates and complete the administrative processing.

E. Appointment

Depending on the selectee's situation, a visiting fellow will be assigned to the NRC by term appointment, or through an interagency detail or Intergovernmental Personnel Act assignment.

IV. UTILIZATION OF THE VISITING FELLOW

A. Term of Appointment

1. The term of appointment for the visiting fellow will be up to 2 years.
2. An appointment 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. A visiting fellow will receive compensation commensurate with his or her 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). This restriction does not apply to individuals serving under an IPA.
3. A visiting fellow will be reimbursed for official travel and mutually agreed upon relocation expenses.

C. Benefits and Tour of Duty

1. Depending on the nature of the assignment or appointment, a visiting fellow may be eligible for Federal employee benefits, in accordance with MD 10.1.
2. 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. A visiting fellow may work a tour of duty in accordance with MD 10.42, "Work Schedules and Premium Pay."

D. Duty Location

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

E. Travel

Some travel will be associated with visiting fellow assignments.

F. Performance Appraisal

The performance of a visiting fellow will be appraised in accordance with MD 10.67, "General Grade Performance Management System."