

**CHECKLIST FOR SUPERVISORS IN PREPARATION  
OF SUBMISSIONS FOR “IMPACT-OF-PERSON-ON-THE-JOB”**

**Langley Research Center**

“Impact-of-Person-on-the-Job” concept holds that, by virtue of exceptional competence and unique capabilities, an employee may have such an impact on the way that work is performed (i.e., broadens the nature or scope and effect of work being performed) that it actually makes the position materially different than it otherwise would be. When you, as an employee’s supervisor, are preparing a package to submit, you should ensure that the case shows how:

- ❑ The re-description of the position at the higher-grade level clearly describes the additional position duties and responsibilities at the next higher grade;
- ❑ The justification for the “impact” is not based on the employee’s higher qualifications or on how he/she “stands out” from other employees in comparable positions;
- ❑ The work environment allows for continuing performance of duties at the proposed higher-grade level;
- ❑ The position’s duties are assigned to only one person and the position is not encumbered by other persons; and,
- ❑ The unique capabilities, experience, or knowledge of a particular employee being considered under “Impact of Person on the Job” are not already credited under one or more of the four evaluation factors in the Research Grade Evaluation Guide (RGEG).

In preparing cases for submission to the Office of Human Capital Management (OHCM), you should ensure that the following documents are completed and part of the package:

- \_\_\_ Copy of employee’s existing position description;
- \_\_\_ Draft of proposed position description or statement of duties proposed for the higher-graded position description;
- \_\_\_ Copy of the organization chart (list of employees with position title, series and grade by division/organization, see sample attached).
- \_\_\_ Justification to support the promotion of the employee based on “impact” with factors of the Research Grade Evaluation Guide (RGEG) also evaluated - justification should emphasize careful and accurate documentation of individual’s **research role**, his/her **accomplishment** or **contribution to the accomplishment**, and the **impact** of his/her accomplishment/contribution, along with the most **appropriate** contacts for verification;
- \_\_\_ Any supporting documentation including commendation letters, information on credentials, etc.;; and,
- \_\_\_ Name of supervisor and contact e-mail address and phone number.

## Advanced Sensing and Optical Measurement Branch

Branch Head	GS-0855-15
Assistant Head	GS-0855-15
Admn Asst	GS-0303-xx
Facility Coordinator	GS-0856-11
Branch Machinist	WYE
Systems Administrator	WYE (0.5)

### Molecular Flow Diagnostics

Sr. Optical Physicist	GS-1310-14
Sr. Optical Physicist	GS-1310-14
Sr. Optical Physicist	GS-1310-14
Optical Physicist	GS-1310-13
Electronics Engineer	GS-0855-12
Electronics Technician	GS-0856-13
Graduate Co-op	GS-1399-11
Graduate Co-op	GS-1399-9
Graduate Co-op	GS-1399-7
Research Scientist	NRC Post-Doc

### Particle-based Flow Diagnostics

Electronics Technician	GS-0856-12
Electronics Technician	GS-0856-12
Research Engineer	DRA
Research Engineer	WYE

### Structural Deformation

Electronics Engineer	GS-0855-13
Electronics Engineer	GS-0855-13
Electronics Engineer	GS-0855-12
Engineering Technician	GS-0802-12
Engineering Technician	GS-0802-11
Electronics Technician	GS-0856-11
Electronics Technician	GS-0856-11

### Sensors

Sr. Electronics Engineer	GS-0855-15
Sr. Electronics Engineer	GS-0855-14
Electronics Engineer	GS-0855-13
Electronics Engineer	GS-0855-12
Electronics Technician	GS-0856-12
Research Engineer	WYE

### Surface Properties

Electronics Engineer	GS-0855-13
Electronics Engineer	GS-0855-13
Electronics Technician	GS-0856-13
Research Scientist	WYE
Research Engineer	WYE

### Virtual Diagnostics

Research Engineer	WYE
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### Innovative Concepts

Sr. Physicist	GS-1310-15
Sr. Aerospace Engineer	GS-0861-15
Sr. Aerospace Engineer	GS-0861-14
Electronics Engineer	GS-0855-13
Electronics Technician	GS-0856-11
Engineering Technician	GS-0802-10

**Positions and organization as of \_\_\_\_\_**