

Memorandum

Date: October 7, 2024

From: Chief Research and Development Officer (14RD)

Subj: Including supervisory duties in Research Scientist position descriptions

To: Research Offices

1. As authorized in the Office of Research and Development (ORD) Program Guide 1200.03: Centralized positions of Research Scientists, GS 14 and above, professional research positions funded by ORD may include supervisory duties if the position supervises 3 or more VA employees, including IPAs and WOCs.
2. Non-supervisory GS 14 and 15 Title 5 Principal Investigator (PI) position descriptions (PDs) previously approved by ORD may be reclassified to include supervisory duties without returning to the VA Centralized Positions review panel. The deadline for submitting these requests is April 1, 2025.
3. To request this new classification, the local VAMC Research and Development Service must submit the request to the HROO Classification Shared Services Unit LEAF portal at: <https://leaf.va.gov/NATIONAL/742/HR/>. The LEAF request should include the following documents:
 - the current classified GS-14 or -15 PI PD they encumber (OF-8 and PD);
 - verification that employee is active in the position (MSS screenshot);
 - a new OF-8 signed by the ACOS or reporting supervisor of record;
 - an organizational chart that depicts the supervisor of record and the subordinate structure of staff that will be assigned to the PI;
 - a revised draft PD with the four research factors (as described in the Research Grade Evaluation Guide (RGEN)) and the six supervisory factors (as described in the General Schedule Supervisory Guide (GSSG)). Note: The proposed title based on the RGEN and GSSG will start with the prefix "Supervisory Research" and then the official title as prescribed by the OPM standards (i.e., Supervisory Research Biologist). The new major duty of "Supervision" must account for at least 25% of the position's workload. Templates and guidance may be found at: [Centralized Positions: GS-14 & Above \(va.gov\)](#).
4. For questions regarding this memorandum, please contact Tony Laracuate, Director of Field Operations, at Antonio.Laracuate03@va.gov. Questions concerning HR Classification should be directed to Brian Penz, Supervisory HR Specialist, at Brian.Penz@va.gov.

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