

All items uploaded to SharePoint as PDF files *with the exception of the Case Write-up draft* - use Microsoft Word.

(Caution: Formatting is specific and must be followed as stated.)

These forms must be included:

- ARS-514 Cover Sheet (form dated 7/2017) - upload to SharePoint with electronic signatures.
- AD-332 Position Description form – upload to SharePoint with electronic signatures.
- ARS-570 Indepth Reviewer Contact Sheet (form dated 4/2018) - upload to Sharepoint and include Mr. Jay Johnson as one of the first three contacts.

Factor 1 - Research Assignment (Factors 1-3 = official position description; must not exceed three (3) single-spaced pages; Gender Neutral).

- A. Assigned Responsibility - **Identify the specific NP(s) under which the research is conducted.** Example: "Research is a component of ARS National Program 202 Soil Resource Management," or more than one NP, "in support of ARS National Programs 106–Aquaculture, and 108–Food Safety."
- B. Research Objectives and Methodology
- C. Expected Results
- D. Knowledge Required (limited to "brief" list of specific-applicable disciplines/skills needed in **current** assignment).
- E. Supervisory Responsibilities (title & grade of **ARS** employees; nature of supervision given [technical/administrative]); Need **complete EEO statement** from page 9 of RPES manual. ORISE/RSA mentorships should be addressed under Factor 4.D.3. Other Significant Information.

Factor 2 – Supervisory Controls (Gender Neutral)

- A. Assigned Authority
- B. Technical Guidance Received
- C. Review of Results
- D. General Supervision

Factor 3 - Guidelines and Originality (Gender Neutral)

- A. Available Literature
- B. Originality Required

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Factor 3 - Guidelines and Originality (repeat this heading at the top of page 4)

- C. Demonstrated Originality (**NOT TO EXCEED ½ page**; describe the originality and creativity demonstrated related to **current** assignment. Do not restate details of accomplishments described under Factor 4.

Factor 4 – Contributions, Impact, and Stature (Optional opening career summary paragraph limited to 1/3 page and must not repeat information from demonstrated originality.)

- A. Demonstrated Accomplishments - *Accomplishments*: 3 for GS-11 and below; 5 for GS-12; 8 for GS-13 and above. Must not exceed ½ page. **Maximum of 2 exhibits per accomplishment (MUST HAVE EXHIBITS)**. May combine support letters (limit 3) as 1 exhibit **ONLY** with cover memo from Area Dir.; RIs can use leadership letters from cooperators, administrators, NPLs. **Subheadings in bold: Accomplishment / Role / Impact.** See Guide for more information.

****Additional Accomplishments: Limited to no more than 2 entries in paragraph format; (no tables). ½ page in length; no exhibits permitted.**

**** Label exhibits on SharePoint: JonesB Ex 1A 26 ****

- B. Stature and Recognition {**Chronological List Format** - can be bullets, numbers, letters}
 - 1. *Honors and Awards* (no more than 20 most significant) (NO performance awards/Certificates of Merit)
 - 2. *Special Invitations* (no more than 20 most significant)
 - 3. *Offices & Committee Assignments Held in Professional & Honorary Societies* (no more than 20)
 - 4. *Participation in Professional Meetings, Technical Conferences, Workshops, etc.* (List each society; state years of membership; total number of meetings attended at all echelons; total number of presentations - No presentation titles need be shown. See Guide).
- C. Advisory and Consultant Activities {**Chronological List Format** - can be bullets, numbers, letters}
 - 1. *Professional Advisory & Consulting Activities* (no more than 20 most significant)
 - 2. *Special Assignments* (no more than 20 most significant)
- D. Other
 - 1. *Educational Background* (only Degrees - no additional)
 - 2. *Research Experience*
 - 3. *Other Significant Information* (Max. of 10 significant items; do not exceed 1/3 page. List materials actually submitted for review but not yet accepted; **NO material in other stages of preparation**. State total number of funded grants, CRADAs, & coop agreements covering the career followed by bullet list of 20 most significant. (Don't list proposals.) {**List/Bullet Format**}

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E. Publications (See Manual pg. 31 - subdivide into 2 sections.)

- 1. *Peer-Reviewed Journal Articles and Patents* (Research published following standards for anonymous peer review prior to publication). Multi-authors: **bold** SY name and *italicize* graduate students, postdocs, visiting SYs. Need line denoting publications since hire/last promotion.
- 2. *Additional Publications* (All other work not meeting definition above). ****Abstract list not permitted. ****

SY Signature / Date _____

PSA/Secretary Signature / Date _____