

Interim (May 2021) - Research Position Evaluation Case Writeup Instructions

The case writeup PDF document should be formatted as follows:

- 8.5x11 letter portrait
- Single Spaced
- 12-point Times New Roman or equivalent
- 1” margin all around
- Left justified

For further guidance regarding RPES case writeups, please refer to the:

RPES Case Writeup Preparation and Guidance for Panelists (Manual 431.3-ARS)
(<https://axon.ars.usda.gov/Employee%20Tools/REEAdminIssuances/Documents/431.3M-ARS.pdf>);

Research Grade Evaluation Guide
(<https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/functional-guides/gresch.pdf>);

or contact the RPES office at (RPES@usda.gov).

Notes:

- No information is to be included in RPES case writeups mentioning prior, ongoing, or possible future Equal Employment Opportunity complaints, Merit System Protection Board appeals; position classification appeals; administrative grievances; or other similar complaint, grievance, or appeal process.
- In order to have a strong case writeup; be clear, to the point, and include any relevant information in your case.

RPES CASE WRITEUP Instructions

Cases are to be prepared in the format shown below:

Factor 1 – Research Assignment *(Factors 1-3B are position description and limited to 3 pages)*

- A. Assigned Responsibility
- B. Research Objectives and Methodology
- C. Expected Results
- D. Knowledge Required
- E. Supervisory Responsibilities

Factor 2 – Supervisory Controls

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

Factor 3 – Guidelines and Originality

- A. Available Literature
- B. Originality Required
- C. Demonstrated Originality *(Note: Starts page 4; limited to ½ page)*

Factor 4 – Contributions, Impact, and Stature *(Optional paragraph limited to 1/3 page)*

- A. Demonstrated Accomplishments
- B. Stature and Recognition
 - 1. Honors and Awards *(20 entries maximum)*
 - 2. Special Invitations *(20 entries maximum)*
 - 3. Offices and Committee Assignments in Professional and Honorary Societies *(20 max)*
 - 4. Participation in Professional Meetings, Technical Conferences, Workshops, etc.
- C. Advisory and Consultant Activities
 - 1. Professional Advisory and Consultant Activities *(20 entries max)*
 - 2. Special Assignments *(20 entries max)*
- D. Other
 - 1. Educational Background *(only degree-granting institutions)*
 - 2. Research Experience
 - 3. Other Significant Information *(10 entries max – to include submitted publications and funded grants)*
- E. Publications
 - 1. Peer-Reviewed Journal Articles and Patents
 - 2. Additional Publications *(continue sequential numbering from publications list 1)*
Note for Publication section: delineate by a dashed line across the page, materials published or accepted for publication since last promotion. For multi-author documents, bold incumbent's name and italicize the names of graduate students, postdoctoral associates, or visiting scientists supervised. Identify co-first, co-corresponding, or corresponding authorship at the end of citation in parentheses. Use any standard reference format.