RPES Case Write-up Format CHECKLIST   **SY NAME/CURRENT GRADE**: _____

All items uploaded to SharePoint as PDF files with the exception of the Case Write-up **draft** - use Microsoft Word.
(<u>Caution</u>: No entry at variance with prescribed format will be accepted.)

_____ ARS-514 Cover Sheet (form dated 9/06) - 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 2/98) - upload to Sharepoint. Include Dr. Alberto Pantoja.

Factor 1 - Research Assignment *(Factors 1-3 = official position description; must not exceed three (3) single-spaced pages; Gender Neutral).*
_____ A. <u>Assigned Responsibility</u> - **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. <u>Research Objectives and Methodology</u>
_____ C. <u>Expected Results</u>
_____ D. <u>Knowledge Required</u> (limited to "brief" list of specific-applicable disciplines/skills needed in **current** assignment).
_____ E. <u>Supervisory Responsibilities </u>(title & grade of **ARS** employees; nature of supervision given [technical/administrative]); Need **complete EEO statement** from page 9 of RPES manual.

Factor 2 – Supervisory Controls (Gender Neutral)
_____ A. <u>Assigned Authority</u>
_____ B. <u>Technical Guidance Received</u>
_____ C. <u>Review of Results</u>
_____ D. <u>General Supervision</u>

Factor 3 - Guidelines and Originality (Gender Neutral)
_____ A. <u>Available Literature</u>
_____ B. <u>Originality Required</u>

BEGIN NEW PAGE - 3C (Brief paragraph)
_____ C. <u>Demonstrated Originality</u> (Brief paragraph **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. <u>Demonstrated Accomplishments</u> **-** *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.; RL's 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: JonesK Ex 1A 26 **

B. <u>Stature and Recognition </u>{**Bullet Format**}
_____ 1. <u>Honors and Awards</u> (no more than 20 most significant) (NO performance awards/Certificates of Merit)
_____ 2. <u>Special Invitations</u> (no more than 20 most significant)
_____ 3. <u>Offices & Committee Assignments Held in Professional & Honorary Societies</u> (no more than 20)
_____ 4. <u>Participation in Professional Meetings, Technical Conferences, Workshops, etc.</u> (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. <u>Advisory and Consultant Activities</u> {**Bullet Format**}
_____ 1. <u>Professional Advisory & Consulting Activities </u>(no more than 20 most significant)
_____ 2. <u>Special Assignments </u>(no more than 20 most significant)

D. <u>Other</u>
_____ 1. <u>Educational Background </u>(only Degrees - no additional)
_____ 2. <u>Research Experience</u>
_____ 3. <u>Other Significant Information</u> (Max. of 10 significant items; do not exceed 1/3 page. List <u>materials actually submitted for review </u>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. (<u>Don't list proposals.)</u> {**Bullet Format**}

E. <u>Publications </u>(**Start NEW Page**) (See P&P attached - subdivide into 2 sections.)
_____ 1. <u>Peer-Reviewed Journal Articles and Patents </u>(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 since hire/last promotion.
_____ 2. <u>Additional Publications</u> (All other work not meeting definition above). **Abstract list no longer permitted.** **

_____   _____
SY Signature / Date   PSA/Secretary Signature / Date

(rev 02-2017)