

EMPLOYEE NAME: _____

CURRENT GRADE: _____

Revised Case Writeup Format CHECKLIST

(Caution: No entry at variance with prescribed format will be accepted. Factors 1-4: (convert to PDF Format/CD)

- ___ ARS-514 Cover Sheet (Paper copy -Original with signatures of employee/supervisor, form dated 9/06)
- ___ AD-332 Position Description form (Paper copy - Original with supervisor signatures, form dated 4/86)
- ___ ARS-570 In-depth Reviewer Contact Sheet [form dated 2/98](Convert to PDF format/CD) MUST list Asst. AD, MWA

Factor 1 - Research Assignment (Factors 1-3 = official pos. 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 **EEO statement from P&P**

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

BEGIN NEW PAGE - 3C (Brief paragraph)

- ___ C. Demonstrated Originality (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).

Demonstrated Accomplishments - Accomplishments: 3> for GS-11 and below; 5> for GS-12; 8> for GS-13 and above.

Must not exceed ½ page. **Max. number of 2 exhibits per accomplishment (MUST HAVE EXHIBITS).** May combine support letters (limit 3) as 1 exhibit **ONLY** with cover memo from Area Dir.; RLS can use leadership letters from cooperators, administrators, NPLs.

Subheadings in bold: Accomplishment / Role / Impact. See attached Guide for further 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 CD: Ex 1A 26 **

B. Stature and Recognition { **Bullet Format** }

- ___ 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 attached).

C. Advisory and Consultant Activities { **Bullet Format for all lists** }

- ___ 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 per item. 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). { **Bullet Format** }

E. Publications (**Start NEW Page**) (See P&P attached - subdivide into 2 sections)

- ___ 1. **Peer-Reviewed Journal Articles and Patents** (research published following standards for anonymous peer review prior to publication and **PATENTS**). Multi-authors: **bold** SY name and *italicize* graduate students, postdocs, visiting SYs. Need line denoting since hire/last promotion.
- ___ 2. **Additional Publications** (All other work not meeting definition above). ****Abstract list no longer permitted.**