



RPES.....

- Research Position Evaluation System
- Purpose is to ensure positions are properly graded
 - Promotion is one of several possible outcomes
- Researcher should not expect to be promoted just because they are being reviewed
- Best Advice ... Document Everything

How Often?

Mandatory review based on current grade

- GS-12 and below, every 3 years
- GS-13, every 4 years
- GS-14 and above, every 5 years

Exceptions which Associate Area Director can approve

- Early Review
- Delayed Review
- Reevaluation
- Poor Performers

Just Some General Rules...

- Do not modify, omit, or add headings or subheadings to general format
- Type single-spaced using minimum font size of Times New Roman 12 or equivalent, and leave minimum 1" margin on all sides
- **DO NOT** exceed specified element/sub element lengths – ½ page for accomplishments

Follow the Format!!

Factor 1 - Research Assignment

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

Follow the Format!!

Factor 2 – Supervisory Controls

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

Factor 3 – Guidelines and Originality

- A. Available Literature
- B. Originality Required

Follow the Format!! – Start New Page

Factor 3 – Guidelines and Originality

C. Demonstrated Accomplishments

Can include a brief paragraph here but no more than 1/2 page.

Factor 4 – Contributions, Impact and Stature

Can include 1/3 paragraph here

A. Demonstrated Accomplishments

- 1. Accomplishment: No longer than 1/2 page each. Will be sent back if longer.

How Many Accomplishments?

GS – 11 3

GS – 12 5

GS – 13 and above 8

*Can include 2 additional accomplishments but can not have exhibits.

Additional Accomplishments

A. Demonstrated Accomplishments

- 1. Accomplishment: No longer than 1/2 page each. Will be sent back if longer.

Additional Accomplishments

- 5. Accomplishment: Pick up the numbering from the last accomplishment. (#34, #56, #78)

Formatting - Continued

B. Stature and Recognition

1. Honors and Awards

DbI. space between each entry

No Bullets

No more than 20 most significant

No performance awards/ Cert. Merit

Be sure to include dates on all entries

Formatting - Continued

3. Other Significant Information

Can include a summation paragraph

a. Maximum of 10 significant items – 1/3 pg for each item.

b. State total number of funded grants, CRADA's & Coop Agreements.

- Follow with a bulleted list of 20 most significant.

c. List papers submitted for peer review

Formatting - Continued

E. Publications – Start on New page

Peer Reviewed Journal Publications

1. Multi-authors, Bold the SY's name
2. Italicize graduate student, post doc's or visiting SY authors

-
3. Need line dividing publications from last review

Other Publications

4. All other work goes here including patents, book chapters, etc. Check manual

Exhibits

- Under accomplishments, 2 exhibits can be used. They should be cited as: (Exhibit 1a, #2; Exhibit 1b, #12; and #23, #45, #55)
- Cross reference the exhibit to the publications list
- Include the exhibit number on the document before scanning

Other Tips

- A single letter can be counted as one exhibit - Exhibit 1a, Support Letter
- Two to three letters can be bundled with a cover letter from Dr. King and also counted as one exhibit (pg. 14 of manual) – Exhibit 1b, Support Statements

Other Tips

- Do not list Civic Awards – only those of scientific nature
- Do not list training classes – only degree granting institutions
- Under all headings – list the year of the accomplishment
- ARS-570 - Check your email addresses

File Naming

- All cases will be uploaded to Sharepoint
- Do not include scientist name in any file
- Do not add .pdf in the file name
- All Exhibit files are named the same
 - Exhibit 1A 18.pdf
- Do not use 3A if there is not a 3B
 - Exhibit 3 18.pdf
 - A support letter would be: Exhibit 3A.pdf

What I Need – 1st Draft

- Upload to the RPES Sharepoint Site
 - Single spaced MS Word version of case write-up
 - MS Word and .PDF of ARS-570
 - .PDF files of all exhibits
- In the Mail
 - ARS-514, ARS-332
 - Performance Plan and Appraisal

Final Draft

- Upload final version of case write-up in .PDF format. File should be named: case writeup.pdf
- The ARS-570 and exhibits will remain in the folder, unless changes were made
- Area office will keep the ARS 514 & 332 on file
- All final documents will then be uploaded to the Headquarters Sharepoint Site

Sharepoint

- Everyone has access to the Sharepoint site
- Links for training
- Latest versions of forms and instructions
- Headquarters contact – Dana Lambert
- RPES website:

<http://www.afm.ars.usda.gov/rpes/index.htm>

Uploading Your Documents to Sharepoint






















