

SUBJECT: Review of Case Package - _____

TO: Subject Matter Contact

FROM: Human Resources Specialist

Thank you for agreeing to help assess the impact of the incumbent's contributions to science, technology or programs. The completed case package is enclosed.

To gain a better understanding of the assessment process, please review Bulletin 01-401-ARS, "Trial Policy for Assessment of Impact-of-Person-on-the Job in ARS Category 4 Positions," available online at <<http://www.afm.ars.usda.gov/ppweb/>>. Click on *Bulletins* and scroll down to 01-401-ARS.

After you have studied the Bulletin and the case package, I will contact you for input. I propose to call you at _____ a.m. on _____, _____, for this purpose. I will be particularly interested in your assessment of the incumbent's:

- ability to attract especially difficult work assignments,
- unusual freedom from supervision;
- special authority to speak for and commit ARS and/or USDA; and,
- recognition as an "expert" sought by peers.

Please remember that Agency policy requires the content of our interview to be kept confidential and not revealed to any third party.

Following our interview, please dispose of the case materials and any notes you may have made. Exception: National Program Leaders please return case materials to me.

If you have any questions about this procedure, please call me on 301-504-_____ or by e-mail at <_____@ars.usda.gov>.

Enclosure