
Ad Hoc Panel – Case Writeup Format Options

General

Professional research positions in the Federal government are evaluated using a standard called the Research Grade Evaluation Guide (RGEN). The RGEN is based on the person-in-the-job concept--the qualifications, contributions, stature, and recognition of the incumbent have a direct bearing on grade level. Before we can make a final offer of employment, we need to determine how you will impact the position by applying the RGEN. To do so, the detailed personal information requested herein will be reviewed by a scientific peer panel.

There are two permitted formats for submission of ad hoc panel evaluation materials--standard or streamlined. For a discussion of which format may be most appropriate, see "Format Options" under "New Hire Perspectives and Strategies" on this site.

Standard Format

This is also referred to as the "full-blown" format. The selecting official will prepare Factor 1 and Factor 2, and Elements A and B of Factor 3 of the case writeup.

You are to prepare **Factor 3, Element C (Demonstrated Originality)** and all of **Factor 4 (Contributions, Impact, and Stature)**. Instructions are provided in Chapters 5 and 6 of Manual 431.3-ARS, available on line at <https://www.afm.ars.usda.gov/ppweb/pdf/431-3m-ars.pdf>

You must also prepare a list of contacts using ARS Form 570, downloadable from the RPES forms site at <https://www.afm.ars.usda.gov/hrd/rpes/how-to-prepare-a-better-case-writeup/>

Streamlined Format

In lieu of the standard format, the streamlined package consists of:

- a list of contacts (ARS-570 cited above may be used);
- the position description (Factors 1 through 3-B) written by the selecting official;
- the documents you filed when applying for the job;
- a current vita (including publications, invited and other presentations, scientific society office and committee assignments, honors and awards);
- a 1-page abstract of MS thesis;
- a 1-page abstract of Ph.D. thesis; and,

- written narratives which describe--in chronological order and some detail--the nature and **impact** of the your **three (3)** most significant research, special assignment/project, technology transfer, and/or leadership accomplishments
- each accomplishment narrative must be accompanied by a **single exhibit**-- usually a publication reprint, other report, letter from knowledgeable persons verifying impact, etc.

A Word About Exhibits...

May exhibits in a foreign language be submitted? Submission of non-English exhibits is not prohibited. However, selecting officials should be aware that such exhibits are probably of very limited value to panelists. Submission of translated abstracts and tables is strongly recommended.

Submission Requirements

Whether prepared in “full-blown” or “streamlined” formats, ad hoc panel case material is to be submitted to the servicing Human Resources Specialist electronically via email with attachments.

(10/2016)