

Research Position Evaluation Case Writeup (Cover Sheet)	Name of Employee	Date
	Title	Series and Grade
	Organization	Peer Group Alpha Code
Supervisor	Title	

Privacy Act Notification

General

This information is provided pursuant to the Privacy Act for individuals supplying information for inclusion in a system of records. Section 5107, Title 5, United States Code, authorizes agencies to place positions in the appropriate grade and series in conformance with standards published by the Office of Personnel Management (OPM). The Research Grade-Evaluation Guide (RGEG) published by OPM in accordance with Section 5105, Title 5, provides guidance/criteria for evaluation of research positions. Providing information for Factor 4 is voluntary, but essential to the classification process.

Purposes and Uses

Factor 4 collects information needed to provide a Research Position Evaluation Panel with essential incumbent facts to evaluate the position against RGEG criteria. This information may be disclosed to appropriate officials/employees of the Agricultural Research Service (ARS), USDA Office of Human Capital Management, and OPM, involved in the research position classification process. These data may also be used to aid decisions on placement of research scientists within ARS.

Effects of Nondisclosure

Because Factor 4 of the case writeup contains information which the panel uses to classify your position, providing complete and specific information for each element of the factor is in your best interest. Omission of an item may result in a lower score than otherwise appropriate.

Employee's Signature
Date

Clearance

I have reviewed this case writeup and find it to be accurate, complete, and in the prescribed format.

Supervisor's Signature
Date

Area Director's Signature
Date