

From: Marcia Jenkins
To: AD; LAO; RL
Date: 8/23/04 9:21AM
Subject: RPES Formatting for 2005 Case Writeups

SUBJECT: 2005 RPES Guidance and Formatting

TO: RLS, LAOs, Secretaries, Scientists, MWA
** Secretaries, please forward to your scientists**

FROM: M. L. Jenkins /s/
Exec. Asst., AAD Office

We have now received four 2005 Case writeups this week formatted with the new RPES Process. Thanks to all of you who have sent in case files in good shape. In order to keep everyone on the same page for formatting issues that will and have already come up, I'd like to give you an outline for the cases so that they will be consistent as they arrive at my desk for initial review. I hope this will help us all adapt to the new methods for draft and final case submissions.

Merle Cole has already sent out a brief change to the heading for publications:

Because of evident confusion, the RPES Advisory Committee has decided to make a minor revision in the instructions for Factor IV, Element E (Publications) of the new case writeup format. The first heading under Publications is to be labeled "**Peer Reviewed Journal Publications**." The second subheading remains unchanged ("Other Publications"). This revision appears on page 4 of the PDF file, posted on the RPES web site.

** Merle T. Cole, Head, Research Position Evaluation Staff**

Please submit your 1st draft email case writeup and 570 form using Word Doc format. This will allow our office to make very minor edits quickly if required. I too will be in a learning mode for Adobe pdf files so need all the training and assistance I can get. Your final case will be pdf files on a CD to be sent to our office. Please add Terry Nelsen, Asst. AD, to your 570 Contact Lists as he will be reviewing your case files and working with indepth reviewers. One last reminder: We still need the line denoting since last promotion or entry on duty in the publications list for both sections.

I have attached a sample outline for the writeup..if you would follow this, it would greatly help us in our review and return of the case. Please note the bold highlights and underscoring. One of our RLS in Ames, Iowa has graciously agreed to let me use his case as a sample. Thank you. If you Save and Print the outline it will be a much better copy.

The attachments sent out with each RPES review request, are still the best method to use as a check for proper formatting. It covers everything well. I am just adding minor formatting to ensure consistency throughout the Area. Thanks for your help and attention.

Attachment