

2010 Water Resources Discipline Peer Review and Classification Under the RGEG

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WATER RESOURCES DISCIPLINE INFORMATIONAL MEMORANDUM NO. 2010.01

To: All Water Resources Discipline Employees

Subject: PERSONNEL--Announcement of 2010 Discipline-wide Peer Review and Classification Under the Research Grade Evaluation Guide

This memorandum announces the schedule and procedure for the annual Water Resources Discipline (WRD) Research Grade Evaluation (RGE) by peer review. The memorandum applies to individuals already classified under the Research Grade Evaluation Guide (RGEG), and to individuals who are applying for classification under the RGEG. Applicants must be permanent employees working in grades GS-11 through GS-15.

Basic information on the RGEG process is available from the USGS Research and Development Evaluation Guidance internal web site at <http://internal.usgs.gov/ops/hro/class/rgeg/index.html>. Additional information on Research Scientist Record (RSR) preparation and other general information on the WRD RGE process can be obtained from the Office of the Chief Scientist for Hydrology or from the WRD intranet site at <http://water.usgs.gov/usgs/nrp/index.html>.

Prior to submittal of an RSR, **new applicants to RGEG** should discuss their application with the appropriate Chief, Branch of Regional Research (BRR): Pierre D. Glynn (Eastern Region), Donald H. Campbell (Central Region), and Keith R. Prince (Western Region).

THE RGE PROCESS

1. Research Grade Evaluation is required at least once every 4 years. A Research Scientist who was last reviewed under RGE in 2006 must submit an RSR for RGE review in 2010.
2. Scientists can request an early review, prior to the mandatory 4 year cycle, by submitting their RSR and a written justification for the early review through their supervisor to their Chief, BRR. Early review requires written concurrence by the Chief, BRR, who also will request concurrence by the Chief Scientist.
3. A supervisor may require that a scientist undergo RGE review as often as every year.
4. A panel of peers, known as the first level panel, organized by WRD discipline groups, reviews all grades (GS-11 through GS-15), makes decisions on promotions to grades GS-13 and below, and makes recommendations for promotions to GS-14 and above. This first level panel also makes decisions on admittance to research positions at grades GS-13 and below.

5. A second level panel conducts a second review for grades GS-14 and higher, makes decisions for GS-14 and GS-15 positions and makes recommendations for ST (Senior Scientist) status. A separate Bureau-level panel for ST evaluations meets every 2 years (the next one is planned for fall 2011).

DOCUMENTATION REQUIRED FOR EVALUATION

For All Research Grade Personnel:

All materials should be submitted through the **RGE/EDGE Document Library Portal** at <http://water.usgs.gov/usgs/nrp/index.html>. Review materials must include the individual's RSR, three significant publications, current four-factor position description and OF-8, all in PDF format, no later than **FEBRUARY 26, 2010**. **No paper copies will be accepted**. A scientist's request for early review (prior to the mandatory 4 year cycle of review) also should be approved prior to the submission deadline.

The RSR format (<http://water.usgs.gov/usgs/nrp/RGE/rge.rsr.html>) must be followed in preparation of the peer review package. Researchers are encouraged to submit a memorandum from their supervisor in which the supervisor provides an objective summary of the supervision received by the researcher, and of the researcher's research assignment, activities, and contributions, particularly since the last promotion. This memorandum should be submitted with the review materials.

For First-Time Submissions for Classification under the RGEG:

A preliminary review by the Chief, BRR, **is required** for all individuals submitting a RSR for the first time. The purpose of this preliminary review is to provide guidance and assistance on the format and completeness of the RSR. It also is appropriate to discuss with the Chief, BRR, the intent to submit an application prior to completion of the RSR.

To assure proper peer representation for each new applicant at the panel review, the Chief, BRR, in coordination with the Research Advisors (see <http://water.usgs.gov/usgs/nrp/advisers.html>), will determine the appropriate discipline group for the applicant. Additionally, a letter of support from his/her immediate supervisor **is required** for applicants; the letter should document that the applicant is conducting research and should describe the research situation.

To allow adequate time for this review and any suggested changes, the electronic copy of the package should be received by the Chief, BRR, by **FEBRUARY 12, 2010**. Electronic copies of the employee's official current position description, OF-8, and draft new position description, written in the four-factor format, should be included in the RSR. Suggestions will be emailed to the applicant to help finalize the RSR. The finalized RSR and all review materials should be submitted through the **RGE/EDGE Document Library Portal** as described above.

Subsequently, the schedule and requirements for new applicants are the same as for current RGE personnel.

2010 RGE CALENDAR AND DEADLINES

FEBRUARY 12, 2010: Deadline for first-time applicants for classification under the RGEG to electronically submit an RSR (PDF format) for review of format and completeness to the Chief, BRR. See detailed instructions at <http://water.usgs.gov/usgs/nrp/RGE/RSRprep.html> .

FEBRUARY 26, 2010: Deadline for all personnel to submit an RSR, three significant publications, current four-factor position description, most recent signed and approved OF-8, and optional letter of support (all in PDF format) through the **RGE/EDGE Document Library Portal** at <http://water.usgs.gov/usgs/nrp/index.html>.

APRIL 2010: Research Discipline panels meet to conduct first-level reviews.

MAY 7, 2010: Panel chairs submit results of first-level panel reviews to the Chief Scientist for Hydrology and to each Chief, BRR.

JUNE 2010: Chief Scientist for Hydrology chairs the second-level review.

Final results will be disseminated as soon as possible after the process is completed. Administrative details for promotions and new position descriptions are handled through the administrative office associated with an individual's duty station.

Please contact Earl Greene, Office of the Chief Scientist for Hydrology, or your appropriate Chief, BRR, for further information.

/signed/

Jerad Bales
Chief Scientist for Hydrology

Distribution: GS-W All

This memorandum supersedes WRD Memorandum No. 2009.01 dated January 15, 2009, same subject.