Performance Agreement and Appraisal
Department of the Interior
Senior Professionals (SL/ST)

Employee's Name: Houser, Paul		Bureau/Office: Bureau of Reclamation
Title: Science Advisor	Location: Washington, DC	Rating Period: 4/10/2011 - 9/31/2011

Senior professionals in the Department of the Interior are accountable for supporting Departmentwide and Bureau Strategic Plans, missions, and organizational objectives. This Agreement identifies critical job elements and establishes performance requirements for each element. As described below, senior professional s will be appraised on critical elements in two categories: 1) The *Departmentwide Element*, which includes responsibilities shared by all senior employees, and 2) *Position-specific elements*, which are specific to individual employees and are linked to organizational goals and objectives. Each employee's performance must be appraised against these performance requirements (set at the beginning of each appraisal period).

Part I: Consultation

The signatures below certify that the supervisor has developed the performance agreement in consultation with the employee, discussed the agreement with the employee, and provided examples of behaviors that would/would not meet the performance standards. The discussion occurs at the beginning of the performance rating period. The employee is given a copy of the agreement.

Employee's Signature: Paul R. Houser	Date: 6/17/11
Rating Official's Name: Kira Finkler Signature:	Date: 6/17/11
Reviewing Official's Signature (Optional):	Date:

Part II: Progress Review

Employee's Signature:	Date:
Rating Official's Signature:	Date:
Reviewing Official's Signature (Optional):	Date:

Part III: Annual Summary Rating

Rating Official: ☐ Exceptional ☐ Superior ☐ Fully Successful ☑ Minimally Successful ☐ Unsatisfactory

Rating Official's Signature:	Date: 10/27/11
Reviewing Official's Signature (Optional):	Date:

This evaluation has been discussed with me and I have been given a copy. I am aware that if I decide to submit a narrative response and/or request a higher level review, one or both must be submitted in writing within 10 workdays of receipt of my evaluation (see instructions).

Employee's Signature:	Date: 10/27/11

Check if applicable: ☐ *I request a higher level review.*

Performance Review Board Recommendation:
☐ Exceptional ☐ Superior ☐ Fully Successful ☐ Minimally Successful ☐ Unsatisfactory

If recommended rating differs from initial summary rating, the Board must identify specific elements where there is disagreement and rationale for recommendation.

PRB Chairperson's Signature:	Date:

Final Rating: ☐ Exceptional ☐ Superior ☐ Fully Successful ☐ Minimally Successful ☐ Unsatisfactory

Recognition: _____% Pay Increase $_____Special Act Award _____Hours Time Off

Appointing Authority (or Designee) Signature:	Date:

Element Rating Definitions
Exceptional - Consistently delivered on assignments and commitments; displayed outstanding leadership in promoting the organization's strategic goals and initiatives; demonstrated the highest level of integrity and accountability in achieving program and management goals. Contributions had an impact beyond his or her immediate purview. Employee exerted a major positive influence on management practices, operating procedures or program implementation, which contributed substantially to organizational change, growth and recognition. This employee's expertise, advice and opinions are sought and respected by peers.
Superior - Performance is between the levels described for Exceptional and Fully Successful. Performance outcomes and results of the employee's leadership surpassed expectations by exceeding the majority of performance requirements. Effectiveness and contributions may have had an impact beyond the employee's purview and performance is well beyond what is expected or required for the position. Consistently demonstrated the highest level of integrity and accountability in achieving program and management goals. Served as a source of leadership and motivation for peers and subordinates.
Fully Successful – Performance demonstrates the Fully Successful level of accomplishment through observable outcomes or achievement of or substantial progress toward agreed-upon critical action, objective, and/or desired result. Expectations were consistently met with solid, dependable performance. Performance reflects notable achievements and the employee regularly demonstrated the ability to meet the difficult and complex requirements inherent in senior professional positions, while consistently demonstrating the highest level of integrity and accountability in achieving all program objectives and management goals; *no areas of performance are deficient.*
Minimally Successful - Performance is between the levels described for Fully Successful and Unsatisfactory. Overall performance was marginally acceptable. Assignments often required extra assistance or revision from supervisor or peers. Organizational goals were met only as a result of close supervision.
Unsatisfactory - Performance fails to meet established performance standards. The quality and quantity of work were not adequate for the position. Work products did not meet the minimum requirements expected, or the employee's work otherwise failed to contribute adequately to organizational goals.

Part IV: Rating Calculation

Reason for Rating ☒ Annual Rating ☐ Departure Rating ☐ Other _____

Mandatory Departmentwide Element					
Element 1	☐ Exceptional	☐ Superior	☐ Fully Successful	☒ Minimally Successful	☐ Unsatisfactory
Position-specific Elements					
Element 2	☐ Exceptional	☐ Superior	☒ Fully Successful	☐ Minimally Successful	☐ Unsatisfactory
Element 3	☐ Exceptional	☐ Superior	☒ Fully Successful	☐ Minimally Successful	☐ Unsatisfactory
Element 4	☐ Exceptional	☐ Superior	☒ Fully Successful	☐ Minimally Successful	☐ Unsatisfactory
Element 5	☐ Exceptional	☐ Superior	☒ Fully Successful	☐ Minimally Successful	☐ Unsatisfactory
Element 6	☐ Exceptional	☐ Superior	☐ Fully Successful	☐ Minimally Successful	☐ Unsatisfactory
Element 7	☐ Exceptional	☐ Superior	☐ Fully Successful	☐ Minimally Successful	☐ Unsatisfactory

Conversion to Initial Summary Rating:

The employee's rating is determined by using the formula below, taking into consideration the ratings for the Departmentwide element and each Position-specific element. The definitions below describe the minimums for each rating level. If the individual ratings on the elements meet the definition for a higher summary rating level, the higher summary rating level applies.

☐	☐	☐	☒	☐
Exceptional	**Superior**	**Fully Successful**	**Minimally Successful**	**Unsatisfactory**
Rated Exceptional on 75% or more of the elements; no elements rated below Superior.	Rated Superior on 75% or more of the elements; no elements rated below Fully Successful.	Rated Fully Successful or higher on all elements.	Rated Minimally Successful on one or more elements, no elements are rated Unsatisfactory.	Rated Unsatisfactory on any element.

If plan has 7 elements total, 75% = 6 elements; If plan has 6 elements total, 75% = 5 elements
If plan has 5 elements total, 75% = 4 elements; If plan has 4 elements total, 75% = 3 elements
If plan has 3 elements total, 75% = 3 elements

Part V: Performance Elements

Element 1: Mandatory Departmentwide Element (Fully Successful Standard)

All Interior employees share certain critical responsibilities that are instrumental for achieving results. These responsibilities reflect those that are shared by all Department of the Interior employees. The employee and immediate supervisor jointly review these responsibilities to ensure mutual understanding.

Employee, Customer and/or Citizen Feedback:

Listens to stakeholders (employees, when applicable, colleagues and customers) to identify needs and expectations. Builds strong alliances, involves stakeholders in making decisions, and gains cooperation to achieve mutually satisfying solutions. Understands and uses organizational realities, networks, and accepted practices to achieve desired business results. Uses collaborative techniques and tools, such as adaptive management or structured decision making, to foster partnering and collaboration. Where appropriate, communicates to employees the importance of results and customer focus as a critical component of the organization's mission. Builds trust and cooperative working relationships with stakeholders both within and outside of the organization, as appropriate.

Ethics and Conduct:

For Supervisory officials: Creates and sustains a positive workplace that inspires others to support the organization's mission and goals. Uses sound judgment to make effective and timely decisions. Demonstrates integrity and high ethical standards of public service. Exhibits a leadership style that demonstrates integrity, sound judgment and high ethical standards of public service. Motivates others to achieve high performance through open and honest communication
For Non-supervisory officials: Contributes to a positive workplace that supports the organization's mission and goals. Uses sound judgment to make effective and timely decisions. Demonstrates integrity and high ethical standards of public service. Models the Department's core values statement: "Stewardship for America with Integrity and Excellence." Fosters open and honest communications, trust and teamwork among peers.

If the employee encumbers a position with subordinates, the following apply:

Internal Controls:

Pursues business excellence through effective process management and the application of balanced measures. Develops and executes plans to achieve organizational goals, leveraging resources (human, financial, etc.) to maximize efficiency and produce high quality results. Ensures effective internal and management controls and takes appropriate action to strengthen controls or correct identified weaknesses. Responds appropriately to GAO, IG or other internal or external audit reports. Ensures that corrective action plans that fix the identified weaknesses are implemented. Advocates organizational integrity by maintaining personal knowledge of acceptable business practices and procedures. Identifies and reports waste, fraud, and abuse. Learns about current and emerging issues/developments in own field of expertise and applies knowledge to make technically sound operational decisions. Identifies and utilizes policies and economic, political, and social trends in an effort to improve organizational performance. Initiates actions and manages risks to develop new products and services within or outside the organization. Acts to continuously improve products and services.

Strategic Management of Human Capital:

Sets effective performance standards aligned with organizational goals and engages in rigorous and realistic performance management of subordinates. Effectively uses feedback, coaching and timely evaluations of performance to promote cooperation, teamwork, knowledge sharing, and goal accomplishment. Ensures that performance ratings provide for meaningful distinctions in performance. Appropriately recognizes and rewards performance. Demonstrates an understanding of and commitment to equal employment opportunity and associated goals established by the bureau or office. Ensures subordinate supervisors have effective managerial communication and interpersonal skills to supervise and develop a diverse workforce.

Mandatory Departmentwide Element (Cont'd)

Optional Organizational Performance Standards (Fully Successful) - *use this space to clarify or tailor standards to specific bureau needs.*

Position-Specific Elements

In the space below, the employee and his or her immediate supervisor must describe *at least two, but no more than six* critical actions, objectives, and/or results that the incumbent will be expected to accomplish during the performance rating period. These elements must be derived from and directly contribute to the program priorities and objectives established by the organization's Strategic Plan, Government Performance and Results Act (GPRA), Program Assessment and Reporting Tool (PART), President's Management Agenda, or other strategic planning document. These elements may be modified during the evaluation period if circumstances warrant. Changes must be made at least 90 days before the end of the evaluation period to prevent having to extend the evaluation period.

Element 2: (Mandatory)	**Link to Strategic Plan/Organizational Goals:**
Peer Review and Scientific Integrity	DOI Strat Plan FY 2011-16 Mission Area 1-Provide Nat & Cultural Resource Protection & Experiences & Mission Area 2-Sustainably Manage Nat Res

Performance Commitments (written at the Fully Successful level)

By the end of FY 2011, I will develop a plan and form a Reclamation-wide team to implement Reclamation's Peer Review, Data Stewardship, and Scientific Integrity policies and procedures. I will determine whether Directives and Standards are necessary to facilitate implementation of Reclamation's Peer Review Policy, and if so, establish a timeline for developing such documents.

Element 3: (Mandatory)	**Link to Strategic Plan/Organizational Goals:**
Climate Change Science	DOI Strat Plan FY 2011-2016 Mission Area 1- Goal 1 Protect America's Landscapes - Priority Goal for Climate Change

Performance Commitments (written at the Fully Successful level)

I will attend intergovernmental and Departmental meetings for agency science advisors, synthesizing information and identifying appropriate action items for follow-up within Reclamation. I will review implementation plans and other Reclamation documents to identify gaps and look for opportunities to integrate climate change into Reclamation's current processes and procedures to meet the objectives of the Administration.

Element 4:	**Link to Strategic Plan/Organizational Goals:**
Climate Change and Renewable Energy Goals	DOI Strat Plan Mission Area 1- Goal 1 Protect America's Landscapes - Priority Goal for Climate Change; and Reclamation Goal #3 Address climate change

Performance Commitments (written at the Fully Successful level)

I will work to ensure that Reclamation's climate change activities are appropriately captured under the Climate Change Priority Goal. By the end of Q4, I will develop strategies for incorporating wind and solar technologies into the Deputy Commissioner of Operations' renewable energy implementation plan for Reclamation.

Element 5: Partnerships and Communications	**Link to Strategic Plan/Organizational Goals:** DOI Strat Plan FY 2011-2016 Mission Area 1- Goal 1 Protect America's Landscapes - Priority Goal for Climate Change, Collaboration Capacity
Performance Commitments (written at the Fully Successful level) I will seek new opportunities to establish partnerships and enhance existing partnerships with stakeholders and other federal agencies. Similarly, I will seek out venues to communicate the challenges Reclamation faces regarding issues such as climate change as well as the agency's plans and actions to address such challenges.	
Element 6:	**Link to Strategic Plan/Organizational Goals:**
Performance Commitments (written at the Fully Successful level)	
Element 7:	**Link to Strategic Plan/Organizational Goals:**
Performance Commitments (written at the Fully Successful level)	

Part VI: Accomplishments and Element Rating Justifications

For each element, the employee provides key accomplishments; the supervisor selects the element rating, and provides a justification for that rating.

Element 1: Mandatory Departmentwide Element

Employee's Summary of Accomplishments:

By initiating, participating, or leading in numerous community and stakeholder meetings, I was able to acquire information and contacts, identify unknown resources, and recommend improvements for the Bureau of Reclamation (Reclamation), including partnerships with National Aeronautical and Space Administration (NASA), interagency water-cycle research teams, and the Terrestrial Regional North American Hydroclimate Experiment research program to improve Reclamation's water management science, recommend approaches to better advise the Commissioner on California water issues and to help restore the public's trust in government science efforts, and develop plans for making Reclamation's water management mission more visible in the science community. I also helped to inform Reclamation employees, stakeholders, partners and the public about Reclamation science efforts by developing and delivering several formal oral presentations at stakeholder and agency workshops, and by writing articles and memos. I received positive feedback that these oral and written communications were exceptionally clear and effective, that I was able to present complicated or controversial scientific subjects effectively to a variety of audiences in a "word frugal" manner attaining the desired outcomes, and my materials have had many subsequent requests for wider dissemination. Further, by serving on the Reclamation Leadership Team, participating in two Congressional briefings, a Landscape Conservation Cooperative - Watershed Management Program integration meeting, the Climate Change and Water Working Group briefing to the Council on Environmental Quality, a review of applications for the information technology manager position, and by acting as Deputy Commissioner for several days I was able to provide leadership throughout Reclamation. Through numerous written edits and reviews I was able to directly influence Reclamation, Department of the Interior, and interagency planning efforts and improve planning for future water management and climate change investments. Finally I was able to bring to bear my extensive scientific experience on developing a thorough understanding of Reclamation's mission and providing in-field scientific advice that exerts a major positive influence on management practices, operating procedures and program implementation, and which contribute substantially to Reclamation growth and recognition.

Element 1 Rating: ☐ Exceptional ☐ Superior ☐ Fully Successful ☐ Minimally Successful ☐ Unsatisfactory

Supervisor's Justification for Rating:

Paul participates in both internal and external meetings, including giving presentations. He has reviewed several documents and provided comments. He has sought to learn about Reclamation. Areas below Fully Successful: Paul needs to pay closer attention to detail when submitting a written product. For example, he submitted a memo to the Commissioner that still was labeled "draft" and had no date on it. He also needs to work on his writing - he needs to take the time to review the substance of his written products more carefully, organize information in a logical way and make the final product easy to read. Paul also needs to make sure he responds in a timely way to requests from me and follows directions. Paul needs to work on contributing to a positive workplace that supports the organization's missions and goals. He also needs to better engage in strategic planning, for example, he needs to proactively suggest ways he can add value to various priorities rather than waiting for instructions. Paul needs to work on using sound judgment to make effective decisions, for example, he should not assume, and take action on such assumption, that his input has been ignored prior to knowing the final decision.

Element 2: (Mandatory)

Employee's Summary of Accomplishments:

During the performance period, I served as Reclamation's Scientific Integrity Officer, where I developed a Bureau science integrity team, developed a Reclamation scientific integrity policy, and kept the Reclamation Leadership Team informed on the status of the policy. I also responded to an allegation, and coordinated with the Department of the Interior (DOI) Scientific Integrity Officer to ensure integrity and consistency of the process across DOI. Through my leadership of the Reclamation scientific integrity mission, I have exerted a major positive influence on management practices, operating procedures and program implementation, which have already contributed substantially to organizational scientific integrity awareness and public recognition. I have been able to handle difficult scientific integrity issues intelligently and effectively, and have produced the policy ahead of established schedules and with little supervision. I also developed and coordinated a review of Reclamation's Scientific Integrity contracting language, which will have a fundamental positive impact on science contracting done at Reclamation. I performed scientific integrity education and outreach, including presentations at the Reclamation Leadership Team meeting, Managers Meeting, Environmental Impact Assessment-National Environmental Policy Act team meeting, and produced a scientific integrity video, all of which will have bureau-wide impact. Further, I helped to develop Reclamation Data Stewardship Policy and Peer Review Policy teams, and serve as their Reclamation Leadership Team sponsor. These teams have also put forward draft policies for Reclamation Leadership Team review, and final policies are expected within the next performance period. Further, through leadership at interagency data stewardship meetings I provided guidance on Reclamation's role in national water information endeavors. Finally, I advised Reclamation leadership on the development of a reclamation-wide managing-for-excellence-style science advisor team, public data provision and participation in a national water data system, participation in United States Geological Survey-National Oceanographic and Atmospheric Administration-United States Army Corps of Engineers water tools and data management Memorandum of Understanding, peer-review publication incentive program, and development of Reclamation science advisor web site.

Element 2 Rating: ☐ Exceptional ☐ Superior ☐ Fully Successful ☐ Minimally Successful ☐ Unsatisfactory

Supervisor's Justification for Rating:

Paul has diligently served as Reclamation's scientific integrity officer. He has given presentations to internal audiences and made progress on completing the Bureau's scientific integrity policy. In addition, Paul has supported the peer review policy team who have determined Reclamation needs to establish a permanent peer review policy prior to establishing Directives and Standards, and a timeline has been established for this task. He has participated on a team to develop a data stewardship policy for Reclamation and submitted a draft data stewardship policy for the leadership to review.

Element 3: (Mandatory)

Employee's Summary of Accomplishments:

During the performance period I led Reclamation's participation in the CEQ Climate Adaptation Workshops, coordinated Reclamation's response to DOI's Climate Change High Priority Performance Goal Case Studies, coordinated Reclamation-NASA drought proposal submissions, and coordinated comments on the draft United States Global Change Research Program 2012-2021 Strategic Plan. Through these interagency interactions I was able to make valuable strategy, information, and collaborative connections that will help develop Reclamation and DOI plans to adapt to a changing climate. In addition, I provided reviews and edits of the Secure Water Act Report basin fact sheets and press release, DOI's response to CEQ climate adaptation questions, the Colorado Basin Study Interim Report, the draft CEQ Climate Change Adaptation Task Force 2011 Progress Report, the Department of Energy Quadrennial Technology Review, the Pew Center on Global Climate Change report, and the Klamath dam removal press release, all of which have bureau-wide and public-trust implications. Finally, I helped to represent Reclamation's climate change needs, and identified interagency resources to address those needs, by participating as the official Reclamation representative to the following interagency and departmental climate change working groups: National Fish Wildlife and Plant Climate Adaptation Strategy, CEQ's Water Resources and Climate Adaptation Workgroup, National Climate Assessment Water Sector Team, Interagency Working Group on Climate Change Impacts, and Interagency Climate Change Forum.

Element 3 Rating: ☐ Exceptional ☐ Superior ☐ Fully Successful ☐ Minimally Successful ☐ Unsatisfactory

Supervisor's Justification for Rating:

Paul has established good working relationships with other science advisors within the Department. He has successfully coordinated Reclamation input on various climate change related draft documents. He has represented Reclamation on a few interagency groups related to climate change adaptation and impacts.

Element 4:

Employee's Summary of Accomplishments:

To advise the Deputy Commissioner on creating a formal Reclamation wind and solar renewable energy strategy, during the performance period I have initiated numerous Reclamation briefings and discussions, including discussions with National Renewable Energy Laboratory, Reclamation Phoenix area office Geographic Information Systems solar mapping project, Denver Power Office, and solar pre-heating options for Navajo Generating Station. I have led discussions and sought out resources to develop a science advisement strategy for the Navajo Generating Station, Environmental Protection Agency clean-air regulations by participating in a Navajo Generating Station tour, studying the Navajo Generating Station issues, engaging stakeholders, interacting with National Renewable Energy Laboratory, and studying renewable options for eventual Navajo Generating Station transition. Further, I have helped make interagency links with Department of Energy by identifying resources available from Department of Energy to help Reclamation address future small hydropower, wind, and solar renewable energy opportunities. By reviewing and editing Department of Energy's hydropower report and the Department of Energy Quadrennial Technology Review, I was able to help Department of Energy understand Reclamation's clean energy and smartgrid technology and research needs, and to help route Department of Energy's planning to address those needs in the future. Further, I briefed Deputy Commissioner Finkler and Murrillo on Department of Energy's Quadrennial Technology Review and began to develop a Reclamation strategy to engage the recommended Quadrennial Energy Review. I also advised Reclamation leadership that based on recent large market shifts in renewable technology, the Department's renewable energy goals may need to be revisited or refined.

Element 4 Rating: ☐ Exceptional ☐ Superior ☐ Fully Successful ☐ Minimally Successful ☐ Unsatisfactory

Supervisor's Justification for Rating:

Paul has spent time getting up to speed on energy-related issues facing Reclamation, such as integrating renewable energy into our facilities and the Navajo Generating Station. He has provided useful comments to Department of Energy draft reports and successfully completed briefings on one. Paul needs to work on presenting himself professionally when on work-time.

Element 5:

Employee's Summary of Accomplishments:

During the performance period I have established and led several interagency partnerships, including a workshop on the Terrestrial Regional North American Hydroclimate Experiment, and exploring Reclamation's participation in the United States Geological Survey - United States Army Corps of Engineers - National Oceanographic and Atmospheric Administration Memorandum of Understanding on "Collaborative Science, Services and Tools to Support Integrated and Adaptive Water Resources Management". These partnerships have significant implications for improving Reclamation's access to interagency water management science, data, and tools and will help to optimize the development of those interagency resources for Reclamation's use.

I provided leadership and Reclamation representation at a number of high-level interagency planning efforts and working groups, including: representative to the National Fish Wildlife and Plant Climate Adaptation Strategy Steering Committee, representative to CEQ's Water Resources and Climate Adaptation Workgroup, representative to the National Research Council Water Science and Technology Board, Reclamation lead for the United States Geological Survey - United States Army Corps of Engineers - National Oceanographic and Atmospheric Administration water management Memorandum of Understanding, representative to the Water Sector Team Planning for the National Climate Assessment, participant in WestFAST, participant in the Committee on Environment and Natural Resources Subcommittee on Water Availability and Quality, representative to the Interagency Working Group on Climate Change Impacts, and participant in the Interagency Climate Change Forum. By establishing, leading, or participating in these partnerships, I was able to communicate the challenges that Reclamation faces regarding issues such as climate change, invasive species, endangered species, habitat restoration, data stewardship, balancing environmental versus human water use, and in-turn influenced the interagency plans and actions to address such challenges.

Element 5 Rating: ☐ Exceptional ☐ Superior ☐ Fully Successful ☐ Minimally Successful ☐ Unsatisfactory

Supervisor's Justification for Rating:

Paul did a good job presenting to the Reclamation Leadership Team information about the USGA/ACOE/NOAA MOU and whether or not Reclamation should seek to become a signatory. He has communicated Reclamation's needs and positions while participating in various interagency groups. Paul needs to work on expanding his efforts to establish and strengthen partnerships beyond science-focused organizations.

Element 6:

Employee's Summary of Accomplishments:

Element 6 Rating: ☐ Exceptional ☐ Superior ☐ Fully Successful ☐ Minimally Successful ☐ Unsatisfactory

Supervisor's Justification for Rating:

Element 7:
Employee's Summary of Accomplishments:
Element 7 Rating: ☐ Exceptional ☐ Superior ☐ Fully Successful ☐ Minimally Successful ☐ Unsatisfactory
Supervisor's Justification for Rating:

Privacy Act Notice

This statement is provided pursuant to the Privacy Act of 1974, as amended, for individuals who have been requested to submit a statement of accomplishment/self-assessment. The authority to solicit this information is derived from 5 USC 4301, et seq., and 5 CFR Part 430, Performance Management. In order to allow you the opportunity to provide input into the evaluation process, management may request this information from you. Your supervisory officials will consider the information you furnish in preparing an evaluation of your performance or conducting periodic progress reviews.

The information contained in your performance evaluation may be disclosed to Department employees who have a need for the record in their official duties. Disclosures may also be made under routine uses published in the Federal Register for Privacy Act system of records, OPM/GOVT-2, Employee Performance File System of Records. Disclosures may be made to the Office of Personnel Management, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority and others, when relevant and necessary to the performance of their authorized duties. Failure to furnish any or all of this information may result in your supervisors preparing your evaluation, or conducting a progress review, without considering information you may feel is relevant or significant.