

REVIEWER QUICK REFERENCE

JRS Rapid Review Card

Apply before any record enters an official system of record. Each item is pass/fail at the record level.

BEFORE FINALIZATION, ASK:

- 1 Can the conclusion be reconstructed from the record alone?**
Would a later reviewer with no prior knowledge understand the basis without calling the original author?
- 2 Is the basis for each conclusion identifiable in the file?**
Dates, logs, documented interactions, or referenced records. Verify attachments are on file.
- 3 Can the chronology be followed from the record?**
Dates and intervals for any stated pattern. Missing dates are the most common single gap.
- 4 Can the decision process be traced from evidence to conclusion?**
The path is visible in the document itself, not in the author's memory.
- 5 Is the evidence sufficient to support the conclusion?**
Characterizations verified against source material. Human reviewer confirms before finalization.

RAPID REVIEW / Minimum Standard

- 1 Confirm the conclusion can be reconstructed from the record alone
- 2 Confirm each conclusion has an identifiable basis in the file
- 3 Confirm timeline anchors are present for any stated pattern of conduct
- 4 Confirm the decision path from evidence to conclusion is visible
- 5 Confirm the evidence is sufficient to support the conclusion

SUBMISSION READINESS

- STOP** Return to Drafter. Evaluative language without anchors. Timeline or policy basis absent.
- REVIEW** Clarification Required. Conclusion may be accurate but basis not visible. Additional anchoring needed.
- READY** Self-Contained. Basis reconstructable, chronology clear, evidence sufficient without explanation from author.

SECONDARY REVIEW REQUIRED WHEN:

- Evaluative language without a specific behavioral anchor
- Pattern conduct claim without specific dated instances
- Escalation without a documented prior counseling trail
- Termination without referenced supporting documentation
- AI-assisted wording not reviewed against source notes
- Accommodation record missing interactive process documentation

REVIEWER NOTE

Review occurs before the record enters the official system. That is the only point where a gap can be resolved without consequence. If the supporting record cannot be identified quickly, stop before submission.

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