

(12-86) **PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET**

1. NAME (Last, First, M.I.)		2. POSITION TITLE Agricultural Commodity Grader	
3. AGENCY/DIVISION USDA, AMS, Cotton and Tobacco Programs		4. PAY PLAN, SERIES, GRADE GS-1980-09	APPRAISAL PERIOD
		5. START DATE 10/01/07	6. END DATE 09/30/08
7. PERFORMANCE ELEMENT			
No.	1	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	<input checked="" type="checkbox"/> CRITICAL <input type="checkbox"/> NONCRITICAL

**In-house check-lots – Upland and Pima**

This element supports USDA Goal 2: Enhance the competitiveness and sustainability of rural and farm economies; AMS Strategic Objective 1: Provide value-added services to strengthen marketing support to U.S. agriculture in an environment of rising cost pressures, increasing exports, competing imports, and changing market requirements; and the Cotton Program goal to support the orderly and efficient marketing of U.S. cotton, domestically and internationally, by providing accurate and unbiased classification.

**8. STANDARD** (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Checklot reproducibility for all Upland and Pima In-house checklots (set-up and final) is as follows:

- Upland Leaf Grade: 74%-83%
- Upland Extraneous Matter: 90%-95%
  
- Pima Color Grade: 82%-90%
- Pima Leaf Grade: 82%-92%
- Pima Extraneous Matter: 90%-95%

\*The upland leaf grade and upland extraneous matter reproducibility will be a weighted average of the reproducibility of Form 1 checklots and Futures checklots.

Rating of Exceeds = All individual quality factors exceed the established range.

Range of Fully Successful = All individual factors meet the established range with no individual factor below the established range.

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds	Fully Successful	Does Not Meet
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)			

11. CERTIFICATION OF DEVELOPMENT AND RECEIPT OF PLAN (Signatures certify discussion with the employee and receipt of plan which reflects current position description.)							
Employee's Signature						Date	
Supervisor's Name (Print)			Supervisor's Signature			Date	
Reviewer's Name (Print)			Reviewer's Signature			Date	
12. PROGRESS REVIEWS (at least one must be completed)							
Employee's Initials and Date				Supervisor's Initials and Date			