

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

1. NAME (Last, First, M.I.)		2. POSITION TITLE Agricultural Commodity Grader - Cotton					
3. AGENCY/DIVISION USDA, AMS, Cotton and Tobacco Programs		4. PAY PLAN, SERIES, GRADE GS-1980-09	<table border="1"> <tr> <th colspan="2">APPRAISAL PERIOD</th> </tr> <tr> <td>5. START DATE 10/01/07</td> <td>6. END DATE 09/30/08</td> </tr> </table>	APPRAISAL PERIOD		5. START DATE 10/01/07	6. END DATE 09/30/08
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		CRITICAL	NONCRITICAL

Classing Examination Sets and Monitor Classer Training Programs
 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.)

Ensures that the Quality Assurance Branch has practical examination sets prepared to meet the demand of the Cotton Program and cotton industry training programs 95-98% of the time. Works closely with classing offices to obtain samples to be utilized for examination sets. Reviews trainee checklot reports and other pertinent information related to Cotton Program Training Programs and makes recommendations to the Branch Chief and/or Assistant Branch Chief regarding trainee performance and deficiencies. After examination sets are updated, ensures that examination keys are updated before being utilized. Ensures the examination keys are kept in the office safe when not in use. Follows a shipping schedule for examination sets to the classing offices and industry examination sites and ensures shipping arrangements are made in order to provide requested examination sets by established test dates 95-98% of the time. (Delays caused by commercial truck lines will not be included.)

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