

UNITED STATES DEPARTMENT OF AGRICULTURE  
**PERFORMANCE PLAN AND APPRAISAL  
FOR NON-SUPERVISORS**

<b>1. EMPLOYEE INFORMATION</b>					
Name (Last, First, MI)	Pay Plan	Series	Grade	Agency	APPRAISAL PERIOD
Haag, C. Benjamin	GS	2210	13	USDA-ARS	From
Position Title IT SPECIALIST				Division	To
				NEA-BARC-NGRL	October 1, 2019
<b>2. USDA AND AGENCY OR STAFF OFFICE STRATEGIC GOALS AND MANAGEMENT INITIATIVES</b> (List all current USDA, Agency, and/or Staff Office Strategic Goals or Management Initiatives that the elements and standards in this plan support.)					
This position directly contributes to the accomplishment of USDA Strategic Goals: Ensure USDA programs are delivered efficiently, effectively, and with integrity and a focus on customer service. Maximize the ability of American agricultural producers to prosper by feeding and clothing the world. Promote American agricultural products and exports. Strengthen the stewardship of private lands through technology and research.					
<b>3. ELEMENT NO. 1: MISSION RESULTS-ORIENTED</b> (Describe below the element title and the duty or responsibility for which the employee is accountable and responsible. In addition, this element must be linked to USDA, Agency, and/or Staff Office Goals or Management Initiatives. See "Alignment" section below.)					<input checked="" type="checkbox"/> Critical
SOFTWARE DEVELOPMENT; CIVIL RIGHTS (MISSION CRITICAL)					
<b>4. ALIGNMENT, STANDARDS AND MEASURES</b>					
<b>ALIGNMENT</b> (In the "Goal/Initiative" section below, list the specific Goals and/or Initiatives that this Mission Results-Oriented Element supports).				<b>STANDARDS AND MEASURES</b> (Describe the expectations for the "Fully Successful" and "Exceeds Fully Successful" performance levels. Include appropriate measures of quality, quantity, cost effectiveness, timeliness and/or manner of performance.)	
<b>Goal/Initiative:</b> PROTECT, EXPAND, AND ENHANCE THE UNITED STATES' CROP GENETIC RESOURCE BASE, INCREASE SCIENTIFIC KNOWLEDGE OF CROP GENES, GENOMES, BIOLOGICAL PROCESSES AND SYSTEMS, AND DELIVER ECONOMICALLY AND ENVIRONMENTALLY SOUND TECHNOLOGIES THAT IMPROVE THE PRODUCTION EFFICIENCY, QUALITY, HEALTH AND VALUE OF THE NATION'S CROPS. Database improvements resulting from user surveys and database working group recommendations. Expanded domestic and international research community utilization of bioinformatic tools and data. Priority genetic resources and associated knowledge safeguarded in state-of-the art gene banks and databases. Genetic gaps in collections identified and priority genetic resources acquired. Genetic resources characterized systematically. Genetic resources evaluated for priority agricultural traits. More efficient and effective genetic resource management methods developed. High quality genetic resources and associated information delivered to requestors. International partnerships for genetic resources research and exchange expanded. Genetic resource management plans and Crop Germplasm Committees strengthened.					
<b>Standards and Measures for Fully Successful:</b> All of the following must be met to achieve the "Meets Fully Successful" rating for this element.					
In accordance with assigned tasks and general development efforts of GRIN-Global, design and develop software meeting the objectives of the system specifications as defined by the team and user community. The resultant software should be easy to use and understood by technical and nontechnical personnel. Software should be mostly free of errors when released for production. Utilize existing database software utilities, tools, and operating system components to achieve a comprehensive and efficient product. Keep abreast of changes in the IT software development sector and cutting edge technologies for software application production. Acquire training and proficiency in new development environments as needed. Develop software that satisfies the DBMU's mission of providing software and technical support to the user community while maintaining the integrity of data composition. Software developed should be fully compliant with system specifications and functional requirements while adhering to accepted software development practices and principles. Production software must exhibit flexibility and manifest a high degree of efficiency in terms of performance and implementation of features.					
<b>EQUAL OPPORTUNITY/CIVIL RIGHTS:</b> • Completes all mandatory EEO/CR trainings.					

- Maintains fair and impartial delivery of programs, activities, and services.
- Treats others with consideration, respect, and fairness, and openly, consistently challenges bias, intolerance, and incivility.
- Supports a workplace culture that welcomes and values new thoughts, different perspectives, and nonconventional approaches.
- Effectively work with customers, peers and stakeholders from all backgrounds.
- Develops and maintains professional relationships and positive interactions with team members, supervisors, cooperators, cooperating institutions, customers, technical and administrative personnel to accomplish research objectives and facilitate the Agency mission.

**SPECIFIC GOAL FOR THE RATING PERIOD:** Develop the initial version of the Taxonomy REST API, and engage at least one pilot user and/or site for beta testing.

**Standards and Measures for Exceeds Fully Successful:**

- ☐ All of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.  
☒ 2 of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.

The employee must accomplish a minimum of one Program standard and one Civil Rights standard to receive an Exceeds rating for the element.

To obtain Exceeds Fully Successful in this element, the employee must achieve all performance standards identified at the Fully Successful level and routinely achieve results above the Fully Successful level. The following Exceeds Fully Successful standards are factors that will be considered, but are not all inclusive and additional accomplishments may contribute to achieving the Exceeds rating:

- Completing at least 75% of GRIN-Global bug fixes within 45 working days after they are assigned to the incumbent unless extenuating circumstances preclude it. Such circumstances include complex or multifaceted problems that are beyond the control of one person alone to fix, as well as general circumstances such as extensive leave. The fix is considered complete for source code derived problems when the repaired code is submitted to the repository and for non-source code derived problems when the repair is available for the next production release.
- Completing a significant enhancement to the GRIN-Global software that improves the customer/user experience.

For exceeding the standards for Civil Rights, the following factors will be considered:

- Initiates and actively participates in a presentation on relevant civil rights, EEO, or diversity topics during staff or work unit meetings.
- Is recognized as a positive influence in the promotion of diversity and inclusion based on noticeable results/changes within assigned area of responsibility.
- Actively plans, conducts or participate in inter-office projects which promote diversity and inclusion. Recommends or plans activities which bring individuals of diverse backgrounds together for the opportunity to share concerns and interests.
- Demonstrates a commitment to the implementation of the civil rights, EEO, diversity, and inclusion programs through developing effective ideas or activities.

**5. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element at both levels.)

**Fully Successful Level:**

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**Exceeds Fully Successful Level:**

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**6. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with standards and assign an element rating.)

- ☐ Exceeds  
☐ Fully Successful  
☐ Does Not Meet

**7a. ELEMENT NO. 2**

(Describe below the duty or responsibility for which the employee is accountable and responsible.)

- ☐ Critical  
☒ Noncritical

**ANALYSIS AND DESIGN**

**7b. STANDARDS** (Describe the expectations for the "Fully Successful" and "Exceeds Fully Successful" performance levels. Include appropriate measures of quality, quantity, cost effectiveness, timeliness and/or manner of performance.)

**Fully Successful Level:** All of the following must be met to achieve the "Meets Fully Successful" rating for this element.

Design systems or portions of systems or design programs that meet the user specifications. Design strategy contains flexibility to permit alteration or addition to the original design without total reprogramming. Program design takes an approach that fully utilizes the operating system to attain maximum efficiency.

Perform systems analysis and design functions relative to software development tasks. Specifically, provide support to GRIN-Global and any other projects or tasks assigned by management. Interface with technical personnel and co-workers of GRIN-Global Development Team, DBMU and NGRL as a whole in order to design and implement all technical assignments and related activities.

Perform software analysis and design functions that satisfy the successful implementation of software development assignments and related technical activities. This may include participating in multiple aspects of the design life cycle including user requirements phase, data dictionary, logical and physical designs, data modeling selection, threat analysis and risk assessment, security controls, and technical user documentation.

Remain knowledgeable and current on database, communications, and operating system technologies to effectively support all facets of the software life cycle. Provide technical analyses and recommendations that ensure, at a minimum, continuity of end user features between GRIN and GRIN-Global. The emphasis should be on analysis and design accomplishments that expand or enhance the features of GRIN-Global to provide additional capabilities for plant genetic resource collections management.

**Exceeds Fully Successful Level:** ☐ All of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.

☒ 1 of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.

To obtain Exceeds Fully Successful in this element, the employee must achieve all performance standards identified at the Fully Successful level and routinely achieve results above the Fully Successful level. The following Exceeds Fully Successful standards are factors that will be considered, but are not all inclusive and additional accomplishments may contribute to achieving the Exceeds rating:

- Completing technical training designed to introduce and transfer new or improved technologies to GRIN-Global that will enhance the customer/user experience. Training may include in person or online tutorials/courses, extensive self-study that leads to proficiency, or participating in an on-the-job special project that advances technical skills.
- Actively contributing to the international adoption and harmonization of GRIN-Global by participating in international discussions and forums that influence software design and deployment. This may include international team calls, email forums, and meetings. The meetings may be virtual or in-person, although international travel is not a required factor to exceed the element.

**7c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element at both levels.)

**Fully Successful Level:**

**Exceeds Fully Successful Level:**

**7d. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with standards and assign an element rating.)

- ☐ Exceeds  
☐ Fully Successful  
☐ Does Not Meet

**8a. ELEMENT NO. 3**

(Describe below the duty or responsibility for which the employee is accountable and responsible.)

- ☒ Critical  
☐ Noncritical

**CUSTOMER SERVICE/COMMUNICATIONS/INTERPERSONAL RELATIONS/OUTREACH/WORKPLACE SAFETY AND SECURITY**

**8b. STANDARDS** (Describe the expectations for the "Fully Successful" and "Exceeds Fully Successful" performance levels. Include appropriate measures of quality, quantity, cost effectiveness, timeliness and/or manner of performance.)

**Fully Successful Level:** All of the following must be met to achieve the "Meets Fully Successful" rating for this element.

NGRL is comprised of service programs and projects. Therefore, communication and customer service is especially important. Responds promptly and professionally to inquiries from colleagues, collaborators, customers, and stakeholders. Communication may include emails, formal memos, telephone conversations, and participation in virtual and in-person group meetings and discussions. Communication is free of bias, inappropriate comments or jokes, and cultural insensitivities. Communication and interactions contribute toward a positive impression of ARS, BARC, and NGRL. Responds to requests from the Management Unit, Area, Center, or Agency to provide information and assistance to customers. Attend NGRL staff or individual team meetings as held and provide updates on relevant topics. Keeps first-line supervisor updated on project and progress toward meeting milestones, especially if barriers or limitations are impeding progress. Mentor summer students as required. Supports outreach efforts to promote awareness of and explain the importance and impact of scientific research, and specifically ARS and NGRL research, to stakeholders, the general public, and students of all educational/grade levels. Responsible for compliance with BARC, ARS, and USDA security policies and procedures and any other measures or directives that are implemented for the protection of people, animals, facilities, research materials, collections, electronic data, computer networks, and any other government asset. Compliance will also include employee participation in required workplace security and/or safety training.

**Exceeds Fully Successful Level:** ☐ All of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.  
☒ 2 of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.

To obtain Exceeds Fully Successful in this element, the employee must achieve all performance standards identified at the Fully Successful level and routinely achieve results above the Fully Successful level. The following Exceeds Fully Successful standards are factors that will be considered, but are not all inclusive and additional accomplishments may contribute to achieving the Exceeds rating:

- Mentoring non-federal personnel located in NGRL, especially students whose racial/ethnic backgrounds are under-represented in STEM disciplines.
- Organizing or making major contributions to outreach efforts that promote the scientific discipline and/or ARS, BARC, NPGS, and NGRL.
- Submitting news or accomplishments items that are of widespread scientific or general interest for possible inclusion in NGRL, BARC, or ARS communications products.
- Serving on committees that promote ARS, BARC, NPGS, and NGRL activities and accomplishments.
- Developing or contributing to innovative approaches to communicate and share data, products, and services more effectively and efficiently with customers, stakeholders, and colleagues.
- Receiving unsolicited praise or recognition from customers about the service they received.

**8c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element at both levels.)

**Fully Successful Level:**

**Exceeds Fully Successful Level:**

**8d. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with standards and assign an element rating.)

- ☐ Exceeds  
☐ Fully Successful  
☐ Does Not Meet

**9a. ELEMENT NO. 4**

(List the element name below, and describe the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)

- ☒ Critical  
☐ Noncritical

DATA MANAGEMENT

**9b. STANDARDS** (Describe the expectations for the "Fully Successful" and "Exceeds Fully Successful" performance levels. Include appropriate measures of quality, quantity, cost effectiveness, timeliness and/or manner of performance.)

**Fully Successful Level:** All of the following must be met to achieve the "Meets Fully Successful" rating for this element.

Install, normalize, optimize, and maintain databases consistent with rigorous policies and procedures designed to ensure reliable and secure delivery of a globally important information management system. Develop and administer data standards, vocabulary, and schema for GRIN-Global, comprised of more than 150 tables containing primary data (e.g. integers, characters, text, images, etc.) used to document thousands of different agriculturally important plant genera. Evaluate and recommend new database products or architectures as needs evolve and technologies change. Use Structured Query Language (SQL) to fulfill complex recurring and ad hoc reporting requirements. Reports may be requested with by the NGRL Research Leader, other NPGS sites, ARS Office of National Programs, and external stakeholders. Report generation may sometimes require immediate attention (a few days or less) to comply with Executive or Legislative branch requests.

**Exceeds Fully Successful Level:** ☒ All of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.  
☐ \_\_\_\_\_ of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.

To obtain Exceeds Fully Successful in this element, the employee must achieve all performance standards identified at the Fully Successful level and routinely achieve results above the Fully Successful level. The following Exceeds Fully Successful standards are factors that will be considered, but are not all inclusive and additional accomplishments may contribute to achieving the Exceeds rating:

- GRIN-Global database components are operational and available > 98% of the time, unless circumstances beyond local control preclude it (e.g. extended power or network outage).

**9c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element at both levels.)

**Fully Successful Level:**

**Exceeds Fully Successful Level:**

**9d. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with standards and assign an element rating.)

- ☐ Exceeds  
☐ Fully Successful  
☐ Does Not Meet

**10a. ELEMENT NO. 5**

(List the element name below, and describe the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)

- ☐ Critical  
☐ Noncritical

**10b. STANDARDS** (Describe the expectations for the "Fully Successful" and "Exceeds Fully Successful" performance levels. Include appropriate measures of quality, quantity, cost effectiveness, timeliness and/or manner of performance.)

**Fully Successful Level:** All of the following must be met to achieve the "Meets Fully Successful" rating for this element.

**Exceeds Fully Successful Level:** ☐ All of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.  
☐ \_\_\_\_\_ of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.

**10c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element at both levels.)

Fully Successful Level:

Exceeds Fully Successful Level:

10d. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standards and assign an element rating.)

☐ Exceeds  
☐ Fully Successful  
☐ Does Not Meet

11a. ELEMENT NO. 6  
(List the element name below, and describe the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)

☐ Critical  
☐ Noncritical

**11b. STANDARDS** (Describe the expectations for the "Fully Successful" and "Exceeds Fully Successful" performance levels. Include appropriate measures of quality, quantity, cost effectiveness, timeliness and/or manner of performance.)

Fully Successful Level: All of the following must be met to achieve the "Meets Fully Successful" rating for this element.

Exceeds Fully Successful Level:

☐ All of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.  
☐ \_\_\_\_\_ of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.

**11c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element at both levels.)

Fully Successful Level:

Exceeds Fully Successful Level:

<b>11d. ELEMENT RATING</b> (At the end of the rating period, compare the employee's performance with standards and assign an element rating.)	<input type="checkbox"/> Exceeds <input type="checkbox"/> Fully Successful <input type="checkbox"/> Does Not Meet
<b>12a. ELEMENT NO. 7</b> (List the element name below, and describe the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	<input type="checkbox"/> Critical <input type="checkbox"/> Noncritical
<b>12b. STANDARDS</b> (Describe the expectations for the "Fully Successful" and "Exceeds Fully Successful" performance levels. Include appropriate measures of quality, quantity, cost effectiveness, timeliness and/or manner of performance.)	
<b>Fully Successful Level:</b> All of the following must be met to achieve the "Meets Fully Successful" rating for this element.	
<b>Exceeds Fully Successful Level:</b> <input type="checkbox"/> All of the following must be met to achieve the "Exceeds Fully Successful" rating for this element. <input type="checkbox"/> _____ of the following must be met to achieve the "Exceeds Fully Successful" rating for this element.	
<b>12c. ACCOMPLISHMENTS</b> (At the end of the rating period, record the employee's accomplishments for this element at both levels.)	
<b>Fully Successful Level:</b>	
<b>Exceeds Fully Successful Level:</b>	
<b>12d. ELEMENT RATING</b> (At the end of the rating period, compare the employee's performance with standards and assign an element rating.)	<input type="checkbox"/> Exceeds <input type="checkbox"/> Fully Successful <input type="checkbox"/> Does Not Meet

**13. CERTIFICATION OF EMPLOYEE INVOLVEMENT AND RECEIPT OF PLAN**

(Signatures certify employee involvement in the development of, and receipt of plan which reflects current position description.)

**NOTE:** Employees are requested to sign and date below to certify receipt of this performance plan. A signature does not mean that you agree or disagree with the contents of the plan. However, failure to sign does not void the contents or the performance expectations documented within this plan. In addition, employees must select, below, the appropriate level of participation in the development of this plan.

Employee's Signature		Date	11/7/2019
<input checked="" type="checkbox"/> I participated in the development of this performance plan.		If employee did not sign, state reason below:	
<input type="checkbox"/> I was not invited to participate in the development of this performance plan.			
<input type="checkbox"/> I chose to not participate in the development of this performance plan.			
Supervisor's Signature		Date	11/7/2019
Reviewer's Signature (Optional)		Date	

**14. CERTIFICATION OF PERFORMANCE PROGRESS REVIEWS**

(All quarterly progress reviews are required)

	Employee's Signature	Date	Supervisor's Signature	Date
First Quarter				12/11/2109
Second Quarter				3/20/2020
Third Quarter				6/22/2020
Fourth Quarter				9/11/2020



United States Department of Agriculture  
**Performance Appraisal**

1. Position Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		2. Pay Plan <div style="border: 1px solid black; text-align: center; padding: 2px;">GS</div>	3. Occupational Series <div style="border: 1px solid black; text-align: center; padding: 2px;">2210</div>	4. Grade <div style="border: 1px solid black; text-align: center; padding: 2px;">13</div>				
5. Name (Last, First, Middle Initial - No Nicknames)  <div style="border: 1px solid black; padding: 5px;">Haag, C. Benjamin</div>		6. Appraisal Period <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">From:</td> <td style="width: 50%; border-bottom: 1px solid black;">To:</td> </tr> <tr> <td style="border: 1px solid black; text-align: center; padding: 5px;">October 1, 2019</td> <td style="border: 1px solid black; text-align: center; padding: 5px;">September 30, 2020</td> </tr> </table>			From:	To:	October 1, 2019	September 30, 2020
From:	To:							
October 1, 2019	September 30, 2020							
7. Official Position Title  <div style="border: 1px solid black; padding: 5px;">IT SPECIALIST</div>	8. Agency / Division / Office  <div style="border: 1px solid black; padding: 5px;">USDA-ARS/NEA-BARC-NGRL</div>	9. Duty Station (City, State)  <div style="border: 1px solid black; padding: 5px;">Beltsville, MD</div>						
<b>10. Performance Elements</b>		<b>11A Critical Element</b>	<b>11B Exceeds Fully Successful</b>	<b>11C Meets Fully Successful</b>				
1)	MISSION RESULTS-ORIENTED	<input checked="" type="checkbox"/>						
2)	ANALYSIS AND DESIGN	<input type="checkbox"/>						
3)	CUSTOMER SERVICE/COMMUNICATIONS/INTERPERSONAL RELATIONS/ OUTREACH/WORKPLACE SAFETY AND SECURITY	<input checked="" type="checkbox"/>						
4)	DATA MANAGEMENT	<input checked="" type="checkbox"/>						
5)		<input type="checkbox"/>						
6)		<input type="checkbox"/>						
7)		<input type="checkbox"/>						
Mission-Results Element = 4 appraisal units Other Critical Elements = 2 appraisal units each Non-Critical Elements = 1 appraisal unit each		<b>Totals</b>	11E Exceeds	11F Meets				
				11G Does Not Meet				
			<b>11H Enter Total (11E + 11F + 11G = 11H)</b>					
<b>12. Rating Type:</b> <input type="checkbox"/> Rating of Record		<input type="checkbox"/> Interim Rating						
<input type="checkbox"/> Out-of-Cycle Rating (WGI only)								
<b>13. Summary Rating</b>  Rating of <b>Outstanding</b> if 11E equals 11H. Rating of <b>Superior</b> if no element is rated in 11D, 11F is greater than zero, and 11E is greater than 11F. Rating of <b>Minimally Satisfactory</b> if any non-critical element, but no critical element, is rated in 11D. Rating of <b>Unacceptable</b> if any Critical Element is rated in 11D. Rating of <b>Fully Successful</b> if none of the above applies.								
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Superior	<input type="checkbox"/> Fully Successful	<input type="checkbox"/> Minimally Satisfactory	<input type="checkbox"/> Unacceptable				
<b>14. Employee's Signature</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<b>Date</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<b>If employee did not sign, state reason:</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
<b>15. Rating Official Signature</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<b>Date</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<b>16. Reviewing Official Signature</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>					