



Meat Grading & Certification Branch

**HIRING MEAT ACCEPTANCE SPECIALISTS AND
CHICAGO MERCANTILE EXCHANGE (CME) LIVESTOCK CLERKS**

Purpose

This Instruction defines procedures for hiring acceptance specialists and CME livestock clerks.

Policy

It is Meat Grading and Certification (MGC) Branch policy to provide accurate, uniform, efficient, and effective certification services to all applicants. Employment of qualified and properly trained meat acceptance specialists and CME livestock clerks is one method of staffing for some certification programs during peak workload periods. The Grading and Certification Director and Assistant Directors are responsible for accurately assessing the seasonal MGC Branch workload, and maintaining trained meat acceptance specialist and CME livestock clerk candidates for use as-needed.

To ensure that the MGC Branch provides a high quality service to the industry, it is essential to comply with this Instruction as well as MGC Instruction 208, Qualification Standards for Meat Acceptance Specialists and Chicago Mercantile Exchange (CME) Livestock Clerks, MGC Instruction 209, Service Limitations and Training Required to Perform Work as a Meat Acceptance Specialist or Chicago Mercantile Exchange (CME) Livestock Clerk, and MGC Instruction 210, Tours of Duty, Pay, and Benefits for Meat Acceptance specialists and Chicago Mercantile Exchange Livestock Clerks.

Procedures for Announcing Meat Acceptance Specialist and CME Livestock Clerk Positions

Before announcing positions, Assistant Directors must provide the Personnel Director with the following information:

1. The number of meat acceptance specialist and CME livestock clerk positions needed.
2. City and State where the position(s) exists.
3. The addresses and telephone numbers of the local newspapers where positions will be advertised.

Note: Request that the announcement include the following statement: "Call Personnel Director on (301) 438-3758 for an application form and a list of the Knowledge, Skills, and Abilities (KSAs)." To expedite this process, the above information should be confirmed by a follow-up memorandum, either by fax, mail, or e-mail in 3 days.

Application, Selection, and Training Processes

Applicants must complete an Optional Application for Federal Employment form (OF-612) or a resume which answers all the questions outlined in the OF-612 and return it to the MGC Branch Office.

MGC Branch Office
13952 Denver West Parkway
Suite 350
Golden, CO 80401

Applicants must respond to the KSAs listed in the applicable rating plan so their qualifications may be properly evaluated.

1. The Personnel Director Will:
 - a. Supply applicants with an OF-612 and a list of KSAs. (The KSAs for each applicable grade are attached.)
 - b. Review each application to determine if the applicant meets minimal qualifications.
 - c. Use only the questions in the Meat Acceptance Specialist and CME Livestock Clerk Interview Checklist to interview applicants.
 - d. Rate applications that meet minimum qualifications in accord with the applicable Meat Acceptance Specialist or CME Livestock Clerk Rating Plan. To qualify for selection, the applicant must score at least 75 points based on the applicable rating plan. If the applicant does not qualify, send a non-qualification letter to the applicant.
 - e. If four or more applicants are qualified, rank applicants based on their rating plan scores and select one of the top three candidates. **If one of the top candidates is a veteran, the veteran must be selected before a non-veteran can be selected.** If more than one opening is being filled, select one candidate from the top three candidates, and include the two unselected candidates in the next grouping. Add the next most qualified candidate to the two unselected candidates, and select one of those. Continue this process until all positions are filled.
 - f. Maintain the applications of unselected applicants for at least one year. If more openings occur within one year after the application was signed, they may be considered in filling the next opening.

- g. Submit applications of selected candidates to the Livestock and Seed Program Administrative Office (AO).
2. The applicable Assistant Director Will:
 - a. Ensure the employee gets the materials and equipment needed to perform their duties.
 - b. Ensure that the employee completes training listed in MGC Instruction 209, Service Limitations and Training Required to Perform Work as a Meat Acceptance Specialist or Chicago Mercantile Exchange (CME) Livestock Clerk, and the applicable training spreadsheet.
 - c. Ensure that the applicant has a thorough knowledge of rules, regulations, instructions, and the preparation of documents used by the Federal meat certification service before the applicant performs work.
 - d. Provide ongoing training to ensure that the employee's skills are current.
 - e. Forward the original training records to the Training Officer and ensure that training is entered in the training database.
 - f. Evaluate the employee's performance, and take corrective action as needed.
3. The Training Officer Will:
 - a. Coordinate the applicable training for selected applicants.
 - b. Prepare applicable training spreadsheets and ensure that the training is completed.
 - c. Audit training records to ensure that employees get applicable training.

Note: Applicants who retired from a Government position (not only as a meat grader) must be hired as reemployed annuitants. Reemployed annuitants are entitled to their highest previous pay rate. If they retired at or above the GS-7 step 10 pay-level, they must be paid at the GS-7 step 10 rate, and their salary is adjusted according to their monthly annuity.

Terminating Employees

With the MGC Branch Chief's approval, Assistant Directors may terminate meat acceptance specialists or CME livestock clerks for unsatisfactory performance, conflict of interest, etc. If a meat acceptance specialist or a CME livestock clerk is terminated for reasons other than expiration of appointment, contact the Personnel Director and take the following steps:

1. Prepare a draft letter to the employee citing specific examples of unsatisfactory performance. The statement should include times, places, and the observing supervisor's name.
2. The Personnel Director will forward the draft letter to an Animal Plant Health Inspection Service (APHIS) staffing specialist before action is taken.

Record Maintenance

The Training Officer will assure individual employee's training records are complete and accessible via electronic transmission. Access to the records are restricted to those who have a "need-to-know."



Exhibit A

KNOWLEDGE, SKILLS AND ABILITIES

GS-3 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use senses to evaluate products for specifications and contractual requirement conformance.
2. Ability to read, interpret, and apply written instructions, regulations, and specifications.
3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with specifications and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents.

GS-4 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use senses to evaluate quality and condition of agricultural products for conformance to specifications and contractual requirements.
2. Ability to read, interpret, and apply written instructions, regulations, and specifications.
3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with specifications and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents such as forms and short reports.

GS-5 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use senses to evaluate quality and condition of agricultural products for conformance to specifications and contractual requirements.
2. Ability to read, interpret, and apply written instructions, regulations, and specifications.
3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with specifications and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents such as forms and short reports.

GS-6 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use statistical methods to evaluate products.
2. Ability to independently interpret and apply specifications, instructions, and contractual requirements to a variety of meat and meat products.
3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with standards, specifications, and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents and help compile technical reports.

GS-7 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use statistical methods to evaluate products.
2. Ability to independently interpret and apply specifications, instructions, and contractual requirements to a variety of meat and meat products.
3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with specifications and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents and help compile technical reports.

GS-3 CHICAGO MERCANTILE EXCHANGE LIVESTOCK CLERK KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to determine conformance of cattle to specifications and contractual requirements.
2. Ability to read, interpret, and apply written instructions, regulations, and specifications.
3. Ability to communicate verbally with customers and coworkers to explain sex, breed type, and health determinations made in accord with specifications and instructions.
4. Ability to resolve problems while working under demanding conditions.
5. Ability to prepare documents.

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OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT – OF 612

Form Approved
OMB No. 3208-0219

Section A – Applicant Information

* Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print "OV" in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.

1. Job title in announcement		2. Grade(s) applying for		3. Announcement number	
4a. Last name		4b. First and middle names		5. Social Security Number	
6a. Mailing address *				7. Phone numbers (include area code if within the United States of America)	
				7a. Daytime	
6b. City		6c. State	6d. Zip Code		7b. Evening
6e. Country (if not within the United States of America)					
8. Email address (if available)					

Section B – Work Experience

Describe your paid and nonpaid work experience related to this job for which you are applying. Do not attach job description.

1. Job title (if Federal, include series and grade)					
2. From (mm/yyyy)		3. To (mm/yyyy)		4. Salary per	5. Hours per week
				\$	
6. Employer's name and address				7. Supervisor's name and phone number	
				7a. Name	
				7b. Phone	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.					
9. Describe your duties and accomplishments					

Section C – Additional Work Experience

1. Job title (if Federal, include series and grade)					
2. From (mm/yyyy)		3. To (mm/yyyy)		4. Salary per	5. Hours per week
				\$	
6. Employer's name and address				7. Supervisor's name and phone number	
				7a. Name	
				7b. Phone	
8. Describe your duties and accomplishments					

Section D – Education

1. Last High School (HS)/GED school. Give the school's name, city, state, ZIP Code (if known), and year diploma or GED received:

2. Mark highest level completed: Some HS HS/GED Associate Bachelor Master Doctoral

3. Colleges and universities attended. Do not attach a copy of your transcript unless requested.

			Total Credits Earned	Major(s)	Degree (if any), Year Received
			Semester	Quarter	
3a. Name					
City	State	Zip Code			
3b. Name					
City	State	Zip Code			
3c. Name					
City	State	Zip Code			

Section E – Other Qualifications

Job-related training courses (give title and year). Job related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not send documents unless requested.

Section F – General

1a. Are you a U.S. citizen? Yes No → 1b. If no, give the Country of your citizenship

2a. Do you claim veterans' preference? No Yes → If yes, mark your claim of 5 or 10 points below.

2b. 5 points → Attach your *Report of Separation from Active Duty* (DD 214) or other proof.

2c. 10 points → Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

3. Were you ever a Federal civilian employee? No Yes → If yes, list highest civilian grade for the following:

3a. Series	3b. Grade	3c. From (mm/yyyy)	3d. To (mm/yyyy)

4. Are you eligible for reinstatement based on career or career-conditional Federal status? No Yes

If requested in the vacancy announcement, attach *Notification of Personnel Action* (SF 50), as proof.

Section G – Applicant Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

1a. Signature	1b. Date (mm/dd/yyyy)
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