



## **EMPLOYEE ROTATION POLICY**

Supervisors must ensure that Agricultural Commodity Graders (ACGs) assigned to in-plant inspections, terminal market inspections and area office labs as well as State inspectors assigned to shipping points are rotated on a regular basis. Under certain conditions, as explained below, the official duty station of an ACG can be changed to facilitate compliance with this policy.

### **In-Plant Assignments**

Many ACGs assigned to work in-plant will rotate on a relatively frequent basis. If that does not happen, those ACGs assigned to a processing facility continuously for five years or longer must have their actual duty point (i.e., their in-plant assignment) evaluated annually by the Officer-in-Charge (OIC) and submitted to the appropriate Regional Branch Chief and then the Associate Director for Inspection Operations for approval. Any request for an extension beyond five years at one facility must be submitted by the OIC no later than January 31<sup>st</sup> of each year.

The following questions are designed to solicit the information needed to determine whether to grant an in-plant assignment extension longer than five years. The OIC will gather the information necessary and provide the responses on the [SC-388](#) and forward to the Regional Branch Chief.

- A. What is the grade level of the ACG and the location of the assignment?
- B. How long has the ACG been assigned to the facility?
- C. During this period of time, has the ACG worked on other assignments, such as Temporary Duty Assignments?
- D. Has there been a change in ownership of the company? If yes, when?
- E. Has plant management changed in the areas where the ACG has contact? If yes, identify the positions in which there has been a change in management and when the change occurred.
- F. Has the ACG had the same supervisor for the past five years?
- G. Could increased supervision or verification of the ACG's work be an option in lieu of reassignment? Provide specifics of how this could or could not be accomplished.

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- H. Would it be advantageous for the ACG to be assigned to a different plant to gain more knowledge/experience in the commodity grading and enhance their career development?
- I. What would be the impact on the SCI Division if the ACG were assigned to a different plant?

Responses to these questions and other applicable information will be used by the Regional Branch Chief to evaluate in-plant assignments of five years or longer. If the Regional Branch Chief determines that an extension should be granted, the request submitted by the OIC will be forwarded for approval to the Associate Director for Inspection Operations. If the extension is not granted, the ACG will be assigned to a different duty point.

### **Area Office Lab Assignments and Terminal Market Inspection Assignments**

Supervisors must rotate all qualified ACGs between all applicants as equally as possible. The practice of continually assigning an ACG to the same applicant because the applicant is near the ACG's residence or for some other convenient reason is not acceptable. The proper rotation of ACGs can be verified by checking the "Daily Log of Inspections" or comparable assignment sheets. The rotation of work assignments includes lot inspections, sampling assignments, tank ship duty, in-plant shift work, contract houses, weekend work, temporary duty assignments, out-of-town inspections, and typical "on the market" inspections. In addition, overtime, weekend, holiday, and "call back" assignments must be rotated as equally as possible. It is acceptable to provide the first opportunity to volunteer for such assignments to lower-grade personnel provided they have the skills necessary to perform the work.

### **Shipping Point Assignments**

Since shipping point inspectors are working for individual States, please refer to Federal-State Supervisors Manual for instruction regarding rotation of inspection assignments.


No shipping point inspector shall remain at any inspection point for more than three consecutive years. Requests for exceptions to the above policy must be made in writing through the Federal Program Manager with approval granted by the Associate Director for Inspection Operations.

### **Change in Duty Station**

If the distance from an ACG's old duty station to their new duty station is less than 50 miles, the employee is not eligible for relocation expenses. If that is the case, then an ACG's official duty station can be changed by issuing a change in official duty station letter to the employee (see the attached sample) and the processing of an SF-50, Notification of Personnel Action; a justification for the change in duty station must be attached to the SF-50 (an e-mail suffices).

**APPENDIX I – SC-388**

[Electronic version of the SC-388](#)

	
<b>SPECIALTY CROPS INSPECTION DIVISION FIELD OFFICE IN-PLANT ASSIGNMENTS OVER 5 YEAR ANNUAL REVIEW</b>	
YEAR:	OFFICE:
NAME OF ACG:	GRADE LEVEL:
PLANT:	HOW LONG HAS THE ACG BEEN ASSIGNED TO THE PLANT?
HAS THE ACG WORKED ON OTHER ASSIGNMENTS (E.G. TEMPORARY DUTY) DURING THIS PERIOD OF TIME? IF YES, HOW MANY AND FOR HOW LONG?	
HAS THERE BEEN A CHANGE IN OWNERSHIP? IF YES, WHEN?	
HAS PLANT MANAGEMENT CHANGED IN AREAS WHERE THE ACG HAS CONTACT? IF YES, IDENTIFY THE POSITIONS WITH A CHANGE AND WHEN THE CHANGE OCCURRED.	
HAS THE ACG HAD THE SAME SUPERVISOR FOR THE PAST FIVE YEARS?	
COULD INCREASED SUPERVISION OR VERIFICATION OF THE ACG'S WORK BE AN OPTION TO ROTATION? IF NO, WHY NOT? IF YES, PROVIDE SPECIFICS ON HOW THIS COULD BE ACCOMPLISHED.	
WOULD IT BE ADVANTAGEOUS TO BE REASSIGNED TO A DIFFERENT PLANT TO GAIN MORE KNOWLEDGE AND EXPERIENCE IN COMMODITY GRADING AND ENHANCE CAREER DEVELOPMENT?	
WHAT WOULD BE THE IMPACT IF THE ACG WAS ASSIGNED TO A DIFFERENT PLANT?	
OFFICER IN CHARGE'S SIGNATURE	DATE
REGIONAL BRANCH CHIEF'S SIGNATURE	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
ASSOCIATE DIRECTOR'S SIGNATURE	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
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**APPENDIX II – CHANGE IN DUTY STATION****[Your letter MUST be on [SCI letterhead](#) and follow this format]**

Date

Mr./Mrs. Firstname Lastname  
Agricultural Commodity Grader  
Specialty Crops Inspection Division  
City, State

Dear Firstname:

This is to notify you that your official duty station will be changed from City, State, to Different City, State, effective Date.

The relevant Parts of Sections of Chapter 302-Relocation Allowances of the Federal Travel Regulation are enclosed for your information. Section 302-1.1 (b) states that since the distance from your old duty station to your new duty station is less than 50 miles, you are not eligible for relocation expense allowances. Section 302.2.6 mentions that an exception to the above rule may be granted on a case-by-case basis. If you think you should be authorized an exception, you may submit your request for an exception to me. I will then forward it to my supervisors.

Please acknowledge receipt of this letter by signing and dating the copy identified as “Receipt Acknowledgement.”

If you have any questions, please contact me at ...

Sincerely,

Officer-in-Charge  
Specific Area Office  
Specialty Crops Inspection (SCI) Division

Enclosures

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Receipt Acknowledgement

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Date