

**SAMPLE WORKSHEET**

**SAMPLE Task Order Number: ST019-47**  
**Job Title: Word Processor II**

<b>Deliverable</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Method Used/Frequency</b>
1. Use various software packages to produce documents in final form	Format IAW Army Regs, deadlines met, error free on final Correspondence prepared IAW Army Reg 25-50 & St. Louis District correspondence manual	95%	Review of documents monthly
2. Collect and distribute information and documents to government staff or customers	IAW SOPs and deadlines Filing IAW Army Reg 25-400-2 Incoming mail sorted and distributed at least 2x/day	95%	Review of documents and staff and/or customer complaints/monthly
3. Deliver required reports -Meetings scheduled and notices sent -“Read ahead” material organized -Download various reports from MVD or HQUSACE database & print copies for distribution	IAW SOPs and deadlines To be provided	95%	Review of reports monthly
4. Manage office information -CEFMS transactions -Create travel orders -Travel vouchers -PR&Cs -DD 1556 -Input timekeeping information	IAW SOPs Travel and personnel regulations and guidance	98%	Review of documents and information monthly
5. Preparation of Programming reports and documents for Corps and Congressional staffers	IAW with guidance and deadlines provided in annual Program Development Guidance EC and supplemental guidance	95%	Review of reports / quarterly, biannually, annually
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Agency Project Officer Signature/Date: \_\_\_\_\_

FedSource COTR Signature/Date: \_\_\_\_\_