

**DIRECTIVES
(FGIS, GIPSA, AND MRP)
November 25, 2016**

NUMBER	DATE	TITLE	OPR	DISTRIBUTION
FGIS 4735.2	11-25-16	Uniform and Identify Apparel and dress code policy	FMD-PPMAB	
FGIS 1020.2 (FGIS 101.3)	5-7-92	Listing of Agricultural and Food Commodities Assigned to FGIS	FMD-PPMAB	G10
FGIS 1410.2 (FGIS 115.3)	01-14-14	Technical Reports	TSD	A, C, E, F, G, U, V
FGIS 1513.1 Rev. 2 (AMS/FGIS 111-1)	8-16-82	Legal Assistance Available From Office of the General Counsel – Exhibit A	QACD	A
FGIS 1520.1 (FGIS 116.2)	2-03-93	Appearance in Judicial and Administrative Proceedings	QACD	A
FGIS 1521.1 (AMS 123-3)	12-14-77	Prohibitions on Ex Parte Communications, Exhibits A, B, and C	QACD	A
FGIS 2130.1 (AMS/FGIS 400-2)	10-15-82	Debt Management Internal Controls	FGIS-ODA	A
FGIS 2220.1 (FGIS 421-1)	11-01-96	Billing Document Completion Procedures for Grain Inspected by FGIS in the United States	FGIS-ODA	A,C,E
FGIS 2220.3 REV. 2 (AMS/FGIS 494-1)	6-08-82	Collecting Debts Due the Federal Government and Computing Late Payment Charges on Overdue Accounts. Exhibit B 6/8/82 Exhibit A revised 12-21-82.	FGIS-ODA	A
FGIS 2510.1 (AMS 493-1)	12-11-73	Federal Tort Claims	QACD	A
FGIS 3010.2	2-18-16	Policies, Procedures, and Guidance Issuance	FMD	
FGIS 3020.1 (FGIS 256.1)	11-8-89	FGIS Forms Management Program	FMD	A
FGIS 4335.2 (FGIS 302-2)	1-16-78	Grading Proficiency Required for Promotion to GS-9	FMD-PPMAB	A
FGIS 4335.3 (FGIS 302-4)	10-17-78	Proficiency Evaluation for Grain Under the USGSA and Rice Under the AMA-Exhibits A and B	FM-PPMAB	A

FGIS 4430.1 (FGIS 347.1)	4-14-95	Performance Appraisal Under the Performance Management System 11/10/14 – suspended until updated – use HRDG	FGIS-FMD	A
FGIS 4735.2	10-30-15	Uniform and Identify Apparel Policy	FM-PPMAB	FGIS
FGIS 4790.3	4-11-13	Personal Protective Equipment and Safety Equipment	MBS, S&H	A
FGIS 4790.5	5-29-14	Office Safety	MBS-S&H	GIPSA
FGIS 4790.6 (FGIS 370.7)	9-23-94	Radioactive Material Program	MBS-S&H	A
FGIS 5130.2 (FGIS 265.1)	6-05-85	Disposal of Excess Agricultural Commodities	FMD	A
FGIS 9000.1 (FGIS 900.1)	9-26-14	Performance Appraisal System – Field Performance Appraisal and Standards	FMD-OD	A
FGIS 9000.5	03-11-04	Remote Issuance of Official Certificates	FMD-PPMAB	A,C,E,H,T,X,F
FGIS 9010.1	2-25-99	Resolving Customer Concerns	FMD-PPMAB	A,C,E
FGIS 9020.1	2-22-13	Exemptions and Waivers of Official Inspection and Class X Weighing Requirements – Attachments 1 and 2	QACD	A,C,E
FGIS 9060.2	5-01-97	Implementation of the FGIS-FDA Memorandum of Understanding – Attachments 1, 2, and 3	FMD-PPMAB	A,C,E,F,H,T
FGIS 9060.3	6-11-04	Application and Agreement for Contract Service, Form FGIS-4	FMD-OD	A,C,E
FGIS 9070.3	6-21-13	Conflicts of Interest	QACD	A,C
FGIS 9070.5	2-22-13	Grain Handling Practices	QACD	B,C,U
FGIS 9070.6	05-13-13	Reporting Violations of the U.S. Grain Standards Act and the Agricultural Marketing Act of 1946	QACD	B, C, U
FGIS 9100.1	10-8-98	Foreign Quality and Weight Complaints	DIIA	A,C,E
FGIS 9100.2	5-01-97	Preinspection Plant Visits	FMD-PPMAB	A,U
FGIS 9100.3	5-01-97	Withholding and Withdrawal of AMA Inspection Services	FMD-PPMAB	A,U

FGIS 9100.4	5-01-97	Certificate Accountability	FMD-PPMAB	A,C,U
FGIS 9100.7	1-03-97	Fees for Official Agency Services	QACD	A,C,E,U
FGIS 9120.1	5-01-97	The Collection and Use of Wheat Variety Type Samples	FMD-PPMAB	A,C,E,U
FGIS 9160.1 (FGIS 916.1)	12-15-99	Closed-Circuit Television Installations	FMD-PPMAB	A,C,E,N,G
FGIS 9160.3 (FGIS 916.3)	9-04-06	Parameters for Automated Monitoring and Supervision of Official Weighing	FMD-PPMAB	A,C,E,G
FGIS 9160.4	11-25-05	Grain Handling System Testing	FMD-PPMAB	A,C,E,G,N
FGIS 9160.5	3-16-12	Official Inspection Laboratory Location, Design and Maintenance Requirements	FMD-PPMAB	A, C, E
FGIS 9170.3	7-25-07	Forwarding Samples to the Technical Services Division	FMD-PPMAB	A,C
FGIS 9170.12	5-01-97	Furnishing Official Samples	FMD-PPMAB	A,C,E
FGIS 9170.13	2-25-08	Uniform File Sample Retention System	FMD-PPMAB	A,C
FGIS 9170.14	8-4-14	FGIS Rolling Stock Fall Protection	FMD-PPMAB	A, C, E
FGIS 9170.15	8-11-15	Review Inspections of Grains and Commodities	FMD-PPMAB	A, C, E
FGIS 9180.14	8-04-03	Inspecting Export Grain for Weed and Crop Seeds	FMD-PPMAB	A, C, E
FGIS 9180.15	4-02-99	Inspection of Export Lots for Cottonseed	FMD-PPMAB	A, C, E
FGIS 9180.16	7-22-99	Inspection of Export Lots of Soybeans for Ragweed Seeds	FMD-PPMAB	A, C, E
FGIS 9180.17	01-04-11	Inspection of Export Wheat Lots for Canada Thistle Seed	FMD-PPMAB	A, C, E
FGIS 9180.18	4-21-03	Special Quality Factor Information for Wheat and Malting Barley Shipments to European Community	FMD-PPMAB	A, C, E
FGIS 9180.35	3-13-15	Phytosanitary Inspection	FMD-PPMAB	A, C, E
FGIS 9180.36	9-25-06	Warehouse Sample-Lot Inspections	FMD-PPMAB	A, C, E
FGIS 9180.37	02-27-06	Visual Inspections	FMD-PPMAB	A, C, E

FGIS 9180.38	5-20-13	Falling Number Determination for Wheat	FMD-PPMAB	A, C, E
FGIS 9180.40	3-30-09	Pesticide Residue Testing for Grain	FMD-PPMAB	A, C, E
FGIS 9180.41	4-22-97	Sacked Grain	FMD-PPMAB	A, C, E
FGIS 9180.42	5-01-13	Inspection of Rapeseed	FMD-PPMAB	A, U
FGIS 9180.47	7-24-12	Examination of Grain for the Presence of TCK Smut Spores	FMD-PPMAB	A, C, E
FGIS 9180.48	4-08-09	Stowage Examination Services	FMD-PPMAB	A, C, E
FGIS 9180.49	6-19-15	Grading and Certification of Grain Containing Diatomaceous Earth and Silica Gel	FMD-PPMAB	A, C, E
FGIS 9180.50	5-01-97	Checkcounting, Observation of Loading, and Checkloading Services	FMD-PPMAB	A, U
FGIS 9180.51	5-01-13	Inspection of Confectionary Sunflower Seeds	FMD-PPMAB	A, U
FGIS 9180.52	5-01-13	Inspection of Mustard Seed	FMD-PPMAB	A, U
FGIS 9180.53	5-01-13	Inspection of Safflower Seed	FMD-PPMAB	A, U
FGIS 9180.54	5-01-97	Fees and Billing for Canola: Oil Content and Gas Chromatographic Determinations of Glucosinolates and Euristic Acid	FMD-PPMAB	A, C, E
FGIS 9180.55	08-01-05	Official Commercial Inspection Services	FMD-PPMAB	A, C, E
FGIS 9180.56	11-23-09	Testing Corn Gluten Feed for Starch, Fat, and Protein	FMD-PPMAB	A, C, E,
FGIS 9180.58	09-30-98	Modified Observation of Loading Export Farm Service Agency Product	FMD-PPMAB	A, U
FGIS 9180.59	04-08-14	Combined Sample Analysis for Combined Land Carrier Inspections	FMD-PPMAB	A, C, E
FGIS 9180.60	5-01-13	Inspection of Khorasan	FMD-PPMAB	A, C, U
FGIS 9180.61	8-01-16	Official Moisture Calibrations for UGMA Compatible Meters	TSD	FGIS, Industry, OA

FGIS 9180.63	6-15-15	Inspection of Hulless Oats	FMD-PPMAB	A, C, E
FGIS 9180.64	5-01-13	Inspection of Popcorn	FMD-PPMAB	A, C, U
FGIS 9180.65	5-01-13	Inspection of Hulless Barley	FMD-PPMAB	A, C, E
FGIS 9180.67	01-25-07	Letterhead Transgenic and Biotechnology Statements for Grain and Graded Commodities	FMD-PPMAB	A,C,E,F,G,U,V
FGIS 9180.68	11-27-06	Cross Utilization of Equipment	FMD-PPMAB	A, C, E
FGIS 9180.69	5-01-13	Inspection of Whole Buckwheat Groats Purchased by the Farm Services Agency	FMD-PPMAB	A, U, X
FGIS 9180.70	5-01-13	Inspection of Cracked Corn	FMD-PPMAB	A, C, E
FGIS 9180.72	6-12-09	Inspection of Millet Seed	FMD-PPMAB	A, U, X
FGIS 9180.73	4-05-02	Inspection of Crambe Seed	FMD-PPMAB	A, U, X
FGIS 9180.74	10-01-15	Service Fees and Billing Codes	FGIS, ODA	FGIS, OA, Industry
FGIS 9180.75	10-15-03	Testing for Presence of Waxy Corn	FMD-PPMAB	A, C, E
FGIS 9180.76	5-01-13	Inspection of Buckwheat	FM-PPMAB	A, U, X
FGIS 9180.78	09-30-13	Procedures For Bulk Grain Exported In Containers	FMD-PPMAB	A, C, E
FGIS 9180-81	03-25-09	Quality Management Program Requirements for Official Service Providers	QACD	A, C, U
FGIS 9180.82	5-01-13	Inspection of Specialty Type Corn	FMD-PPMAB	A, C, E
FGIS 9180.83	6-13-13	Inspection for Ragweed Seeds in Lots of Wheat	FMD-PPMAB	A, C, E
FGIS 9180-84	4-23-14	National Falling Number Quality Assurance Program	FMD-PPMAB	A, C, E
FGIS 9181.2	03-22-11	Performance Verification of Qualitative Mycotoxin and Biotech Rapid Test Kits	TSD	A
FGIS 9230.1	09-04-00	Licensing Program	FMD-PPMAB	A, C
FGIS 9230.2	09-15-08	Agricultural Commodity Technician Proficiency Required for Promotion to GS-6	FMD-PPMAB	A
FGIS 9290.16	7-30-07	Inspection Data Warehouse (IDW) for Grain Program Services Attachments 1-7	FMD-PPMAB	A, C, E

FGIS 9290.17	5-01-13	Fee-Supported Programs-User Fee Charges and Funding for Shutdown Expenses	MBS-BS	A
FGIS 9290.18	12-02-10	Exception Programs	QACD	A, C, E
FGIS 9290.19	4-18-16	Monitoring of Sims and Step Samples	QACD	FGIS, Industry, OA
PSP 4301-1	5-5-10	Employment of Attorneys	PSP	PSP
GIPSA 1110.1	11-15-12	Internal Control Program	MBS-REG	GIPSA
GIPSA 1470.1	12-10-07	The Freedom of Information Act	MBS-REG	GIPSA
GIPSA 1470.2	10-28-09	Privacy Act Program	MBS-REG	GIPSA
GIPSA 1650.1	12-17-15	Security and Admittance to Agency-Occupied Space	MBS-S&H	GIPSA
GIPSA 2100-1	12-18-15	Accounting Adjustments	MBS-BS	GIPSA
GIPSA 2140-1	12-18-15	Unliquidated Obligations	MBS-BS	GIPSA
GIPSA 2170-1	12-18-15	Review of Financial Reports	MBS-BS	GIPSA
GIPSA 2210.1	12-18-15	Administrative Fund Control System For Appropriations and Fee-Supported Funds	MBS-BS	GIPSA
GIPSA 3010.1	9-18-02	Issuance Management System <i>Will be updated to reflect GIPSA Issuances only</i>	MBS-MS	GIPSA
GIPSA 3610.1	3-20-08	Local Registration Authority	MBS-MS	GIPSA
GIPSA 4710.1	3-15-11	Early Dispute Resolution Program	CRS	GIPSA
GIPSA 4713.1	8-21-08	Civil Rights/Equal Employment Opportunity	CRS	GIPSA
GIPSA 4790.1	12-17-15	Safety and Health Program	MBS-S&H	GIPSA
GIPSA 4790.2	8-21-08	Workplace Violence Prevention and Response	MBS-S&H	GIPSA
GIPSA 4790.3	8-21-08	Emergency Notification Policies and Procedures	MBS-S&H	GIPSA
GIPSA 4790.7	12-11-15	Work-Life Program	MBS-S&H	GIPSA
GIPSA 4790.9 (FGIS 370.3)	8-21-08	Policy and Procedures Upon Encountering Hazardous Conditions	MBS-S&H	GIPSA

GIPSA 4790.11	6-08-05	GIPSA Safety and Occupational Health Training Program	MBS-S&H	GIPSA
MRP 1620.1 (FGIS 240.6)	6-18-03	Changes to Space and Lease of Field Offices and Facilities	MRPBS-ASD-PSB	AMS, APHIS, GIPSA
MRP 2301.1	7-23-98	Marketing and Regulatory Program Supplements to the Agriculture Travel Regs	APHIS-ABS	AMS, APHIS, GIPSA
MRP 3010.2	7-26-04	Marketing and Regulatory Programs (MRP) Issuance System	ITD-AIM-FIRM	AMS, APHIS, GIPSA
MRP 3040.2	8-12-98	MRP Records Management Program	ABS-FIRM	APHIS, GIPSA
MRP 3040.3	8-12-98	MRP Electronic Records Management Program	ABS-FIRM	APHIS, GIPSA
MRP 3050.1	8-16-01	MRP Mail Management Program	MRP-BS-ASD	AMS, GIPSA APHIS,
MRP 3051.1	8-16-01	MRP Mailing List Management Program Headquarters and Field Offices	MRP-BS-ASD	AMS, GIPSA APHIS
MRP 4030.1	10-29-10	Category Rating and Selection Policy	APHIS, HRD	AMS, GIPSA, APHIS
MRP 4771.1	9/8/06	Alternative Dispute Resolution	MRP	AMS, APHIS, GIPSA
MRP 4080.1	9-12-01 11-02-12	MRP Transit Incentive Program Issuance Change 1: payment up to \$125	MRPHRD-EP	AMS, GIPSA, APHIS
MRP 4300.2	3/31/2011 8/13/2013	Reasonable Accommodations Program Issuance Change 1	MRP-HRD-WRWB	A
MRP 4330.1	12-18-98	Career Transition Assistance Plan	MRPHR-ECP	AMS, GIPSA, APHIS
MRP 4335.1	6-12-00	Merit Promotion Plan	MRPHR-ECP	AMS, GIPSA APHIS
MRP 4339.1 Change #1	9-08-03 2-10-04	Medical Qualification Determinations For Appointment To Covered Positions Within Marketing And Regulatory Programs	MRPHRD-HRSE	AMS, APHIS, GIPSA
MRP 4351.1	03-26-13	Reduction-In-Force	MRPHR HRSE	AMS, GIPSA, APHIS
MRP 4368.1	6-7-11 11-02-12	Telework Program Issuance change 1: MRP form canceled	MRPHRD-EP	AMS, APHIS, GIPSA
MRP 4413.1	10-15-98	Career Enhancement Program	MRPHR-ECP	AMS, GIPSA, APHIS

MRP 4451.1	9-8-16	Awards and Recognition Attachment 1 – Award Delegation of Authority Attachment 2 – Instructions for Completion of AD-287-2 Attachment 3 – Sample Performance Bonus Award Attachment 4 – Sample Quality Step Increase Attachment 5 – Sample Extra Effort Award Attachment 6 – Sample Spot Award Attachment 7 – Sample Time Off Award Attachment 8 – Sample Award Justification	MRP	
MRP 4500.1	10-03-12	Recruitment and Retention Incentives	MRPBS-HREB	AMS, GIPSA, APHIS
MRP 4531.1	3-25-13	Salary Rate Determinations	MRPHR-ECP	AMS, APHIS GIPSA
MRP 4537.1	3-7-03	Repayment of Student Loans	MRPHRD-HREB	AMS, APHIS GIPSA
MRP 4550.1	6-28-99	Electronic Funds Transfer (EFT)	MRPHR-ECP	AMS, GIPSA APHIS
MRP 4550.2	3-18-02 6-12-02 11-19-12	Premium Pay Issuance Change 1 Issuance Change 2: compensatory time must be used within 26 pay periods	APHIS-EP	AMS, GIPSA, APHIS
MRP 4591.1	9-19-07	Uniform Allowance and Wearing guidelines	MRPHR-ECP	AMS, GIPSA APHIS
MRP 4610.1	9-28-01	Tour of Duty	APHIS	AMS, GIPSA, APHIS
MRP 4630.1	9-12-97 6-2-00	Absence and Leave (Human Resources Desk Guide, Subchapter 4630, Absence and Leave) Issuance Change No. 2	APHIS-HRD	G03,F30, G10,G13
MRP 4771.1	9/8/06	Alternative Dispute Resolution	MRP	AMS, APHIS, GIPSA
MRP 5003-1	8-15-2012	Appropriations Restrictions for Financial Transactions with Felons and Tax Delinquent Corporations	MRPBS-ODA	AMS, APHIS, GIPSA
MRP 5036.1	9-04-03	MRP Construction Management Policy	MRPBS-ASD-ESB	AMS, APHIS, GIPSA
MRP 5101.1	2-05-01	Real Property Management	MRP-BS-ASEU	MRP