



ACTION BY: Field Office Managers, Division and Staff Directors

Charging Management Codes at Field Locations

This Notice transmits instructions for charging time and costs at FGIS field locations.

Effective October 1, 1983, and until otherwise directed, management codes will be charged in accordance with this Notice.

This Notice supersedes FGIS Notice 82-20 dated October 1, 1982. Special attention should be given to the two following changes when charging management codes.

1. The definitions for compliance, standardization, and supervision have been changed; and
2. Time and costs spent monitoring official agency, technical performance (GIMS) will be charged to Compliance in FY 1984 rather than supervision and administration.

Field office managers should review thoroughly the provisions contained in this Notice and direct any questions to the area program chiefs.

Attachment

*John W. Marshall*  
Acting Director, Field Management Division

ORIGINATING OFFICE: Office of the Director Field Management Division	EXPIRATION DATE: October 1, 1984	6-22-83
DISTRIBUTION: A	RETAIN	

### Policy for Charging Management Codes

Management codes have been classified into four categories: (1) compliance; (2) standardization; (3) direct service; and (4) supervision/administration (S&A). Time and costs will be charged to the appropriate management codes based on the functions being performed. Time and costs will NOT be charged based on the grade level of the employee performing the function, except for shift supervisors on duty at service points. Shift supervisors on duty at service points shall charge their time and costs to a direct service management code regardless of the function(s) they perform.

The four categories mentioned above are based on the following general definitions of Federal Grain Inspection Service (FGIS) programs.

Compliance. Compliance is defined as conforming with all requirements and procedures established by statute, regulation, instruction, or directive so that managerial, administrative, and technical functions are accomplished effectively.

Compliance functions include evaluating alleged violations, initiating preliminary investigations, initiating implementation of all necessary corrective actions, conducting management and technical reviews, administering the delegation and designation of State and private agencies to perform official functions, resolving and monitoring conflicts of interests, licensing official agency personnel, responding to audits of FGIS programs, and reviewing official agency fee schedules.

Standardization. Standardization is defined as the act, process, or result of standardizing methodology and measurement of quality and quantity.

Standardization functions include compiling and evaluating data to develop and to update grading and weighing standards, developing or evaluating new methodology for determining grain quality and quantity, providing reference standards for official grading methods, and reviewing official results through the use of a quality control and weight monitoring program.

Direct Service. Direct service is defined as the performance of official activities under the USGSA and AMA.

Direct service includes original inspection and weighing, appeal inspection, checkweighing, checkloading, testing equipment, testing scale, etc.

Supervision and Administration (S&A)

Supervision. Supervision is defined as the effective guidance of personnel.

FGIS managers supervise FGIS personnel, and managers of official agencies, in turn, supervise official agency personnel. Supervision functions are focused on employees. Supervision functions include directing employees in the performance of official activities and assuming responsibility for their performance. FGIS provides oversight, guidance, and assistance to official agencies as they carry out their responsibilities.

83-35 Administration. Administration is defined as the management of an organization.

FGIS personnel administer the affairs of FGIS, and official agency personnel administer the affairs of official agencies. Administration functions include managing finances, labor relations, staff utilization, etc.

The attached table provides general guidelines for assigning FGIS field activities to the four management code categories. The table has three subdivisions; Service, Management, and Miscellaneous which are further divided into specific FGIS activities. Use the table as a guide in determining how to charge time and costs to management codes. After an activity has been placed in one of the four management code categories, the costs associated with the activity shall be appropriately assigned to one or more management codes. For example, if an activity is identified as "direct service" then it must be determined whether to charge the management code; ORIG GRAIN INSP-OFF, GRAIN APPEALS-OFF, OFFICIAL WEIGH-OFF, RICE INSPECTION-OFF, and/or COMMODITY INSP-OFF. Conversely, if an activity is identified as "S&A," then it must be determined whether to charge the management code; ORIG GRAIN INSP-S&A, GRAIN APPEALS-S&A, SUPV OF INSP AGY'S, and/or COMMODITY INSP-S&A.

Attachment



FIELD PROGRAM FUNCTIONS

- B. Official Weighing. The performance of functions related to class X weighing, class Y weighing, and review of weighing, as applicable under the USGSA, such as
- Stowage examinations (weights only)
  - Weighing (class X)
  - Supervision of weighing (class Y)
  - Observe unloading
  - Overseeing elevator operations (rover)
  - Transporting information between FGIS service points and field office (runner/courier)
  - Checkloading
  - Checkweighing
  - Preparation and issuance of certificates
  - Preparation and issuance of bills
- C. Agreements. The performance of functions to fulfill requirements set forth in agreements between FGIS and outside organizations, such as FDA and APHIS.
- D. Equipment (USGSA and AMA).
- Testing mechanical sampling devices onsite, such as D/T's, Woodsides, pneumatic probes
  - Testing sampling delivery systems
  - Testing railroad track scales
  - Reverifying weights (bulk)
  - Testing scales
  - Testing official inspection equipment, including protein instruments, located at FGIS service points
  - Testing official inspection equipment, including protein instruments, used for more than original inspection service. (Time and cost spent testing inspection equipment used for more than original service, i.e., appeal service, monitoring official agency performance, and supervising FGIS personnel, should be distributed between direct service, compliance, and S&A.)

Compliance	Standardization	Direct Service	S & A
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
X		X	X

FIELD PROGRAM FUNCTIONS

D. Equipment (USGSA and AMA) (cont'd).

- Testing official inspection equipment located at field offices providing original inspection service
- Maintaining official inspection equipment
- Preparing and issuing paperwork associated with equipment testing
- Assisting official agencies in testing equipment, i.e., sending samples to the official agencies or comparing results onsite

E. General.

- Performing safety evaluations at service points
- Representing the workforce in Labor Management Relations
- Dispatching personnel to service points
- Receiving requests for service and dispatching personnel to provide the service
- Maintaining file sample retention system
- Discussing program areas with applicants, i.e., plant managers, superintendents, etc.
- Collecting, preparing, and forwarding samples at the request of the applicant or for analyses that cannot be performed at the field office, such as weedseed, aflatoxin, protein (AMA), and commodities
- Responding to intermarket problems
- Providing technical training to FGIS personnel, i.e., safety and interpretative line on sprout damage, scab, etc.
- Issuing applicant numbers

II. MANAGEMENT.

- A. -- Budget preparing, implementing, and followup
- Analyzing cost and revenue reports
  - Preparing RCM reports
  - Following up on delinquent accounts
  - Responding to inquiries related to billing issues

	Compliance	Standardization	Direct Service	S & A
D. <u>Equipment</u> (USGSA and AMA) (cont'd).				
-- Testing official inspection equipment located at field offices providing original inspection service			X	
-- Maintaining official inspection equipment			X	
-- Preparing and issuing paperwork associated with equipment testing			X	
-- Assisting official agencies in testing equipment, i.e., sending samples to the official agencies or comparing results onsite				X
E. <u>General.</u>				
-- Performing safety evaluations at service points			X	
-- Representing the workforce in Labor Management Relations			X	
-- Dispatching personnel to service points			X	
-- Receiving requests for service and dispatching personnel to provide the service			X	
-- Maintaining file sample retention system			X	
-- Discussing program areas with applicants, i.e., plant managers, superintendents, etc.			X	
-- Collecting, preparing, and forwarding samples at the request of the applicant or for analyses that cannot be performed at the field office, such as weedseed, aflatoxin, protein (AMA), and commodities			X	
-- Responding to intermarket problems			X	
-- Providing technical training to FGIS personnel, i.e., safety and interpretative line on sprout damage, scab, etc.			X	
-- Issuing applicant numbers			X	
II. <u>MANAGEMENT.</u>				
A. -- Budget preparing, implementing, and followup				X
-- Analyzing cost and revenue reports				X
-- Preparing RCM reports				X
-- Following up on delinquent accounts				X
-- Responding to inquiries related to billing issues				X

FIELD PROGRAM FUNCTIONS

B. Personnel.

- Representing management in Labor Management Relations
- Preparing and processing personnel actions, such as EEO, grievances, hiring, furloughs, RIF's, awards, promotions, driver's licenses, etc.
- Evaluating staffing requirements
- Preparing staffing reports
- Developing and utilizing performance standards (Civil Service Reform Act)
- Evaluating and processing employee suggestions
- T&A's, bonds, insurance, travel advances, etc.
- Administering and auditing leave (annual and sick)
- Maintaining personnel records
- Processing workers compensation records
- Preparing and reviewing accident reports
- Providing administrative training to FGIS personnel
- Processing proficiency examinations
- Preparing and obtaining official passports for use in overseas visits. \*
- Maintaining the FGIS photo identification card program

Compliance	Standardization	Direct Service	S & A
			X
			X
			X
			X
			X
			X
			X
			X
			X
			X
			X
		X	
			X

\* International monitoring activities shall be charged to the management code assigned to the International Monitoring Staff.

FIELD PROGRAM FUNCTIONS

C. Program.

- Preparing requisitions for purchasing equipment, supplies, and furniture
- Developing and implementing objectives and workplans
- Reviewing FGIS personnel performance
- Providing direction and oversight to FGIS personnel, i.e., review quality control charts, GIMS reports on employee's performance, and taking necessary action
- Reviewing and commenting on proposed and existing directives and regulations
- Implementing new directives and regulations
- Assisting in the performance of studies and surveys regarding the development of policies and procedures, excluding those concerning standardization and compliance functions
- Interacting with industry and other Government agencies, i.e., resolving complaints and inquiries
- Assisting in the collection of information for response to inquiries, such as congressional, freedom of information, etc.
- Maintaining administrative and program files, such as certificates, T&A's, logs, directives, etc.
- Consulting and advising official agency managers as they carry out their responsibilities, i.e., interpreting directives, resolving grading problems, and assisting with technical training
- Conducting onsite management reviews of official agencies for USGSA activities
- Reviewing official agency fee schedules

Compliance	Standardization	Direct Service	S & A
			X
			X
			X
			X
			X
			X
			X
			X
			X
			X
			X
			X
X			
X			

FIELD PROGRAM FUNCTIONS

C. Program (Cont'd).

- Reviewing official agency technical performance through a quality assurance program, i.e., GIMS and Protein Monitoring Program
- Reviewing the technical performance of FGIS employees from the field office to FGIS service points, i.e., GIMS
- Reviewing the scale testing activities of delegated States
- Following safety requirements set forth by OSHA laws, FGIS regulations and instructions, and executive orders at the management level
- Maintaining GSA and leased vehicle programs
- Reviewing DPSC and ASCS contracts
- Monitoring the performance of contract samplers
- Conducting onsite reviews of State agencies performing AMA activities
- Maintaining instructions, regulations, etc.
- Licensing official agency personnel
- Preparing work volume reports, i.e., AMA Output, 132's, and 126's
- Monitoring the billing of official agencies for supervision and administration (user fees)

III. MISCELLANEOUS

- Review new or revised directives
- Processing general mail
- Early Alert Program
- Assisting in Standardization Division's studies and surveys regarding grain (USGSA), such as moisture survey, electronic lab scales evaluation program, etc.
- Assisting the Standardization Division or Board of Appeals and Review on AMA projects, i.e., collecting rice milling degree samples \*

	Compliance	Standardization	Direct Service	S & A
-- Reviewing official agency technical performance through a quality assurance program, i.e., GIMS and Protein Monitoring Program	X			
-- Reviewing the technical performance of FGIS employees from the field office to FGIS service points, i.e., GIMS				X
-- Reviewing the scale testing activities of delegated States	X			
-- Following safety requirements set forth by OSHA laws, FGIS regulations and instructions, and executive orders at the management level				X
-- Maintaining GSA and leased vehicle programs			X	X
-- Reviewing DPSC and ASCS contracts				X
-- Monitoring the performance of contract samplers				X
-- Conducting onsite reviews of State agencies performing AMA activities				X
-- Maintaining instructions, regulations, etc.				X
-- Licensing official agency personnel	X			
-- Preparing work volume reports, i.e., AMA Output, 132's, and 126's				X
-- Monitoring the billing of official agencies for supervision and administration (user fees)	X			
-- Review new or revised directives				X
-- Processing general mail				X
-- Early Alert Program		X		
-- Assisting in Standardization Division's studies and surveys regarding grain (USGSA), such as moisture survey, electronic lab scales evaluation program, etc.		X		
-- Assisting the Standardization Division or Board of Appeals and Review on AMA projects, i.e., collecting rice milling degree samples *		X		

\* AMA standardization activities shall be charged to the management code assigned to the staff, e.g., Standardization or Board of Appeals and Review, requesting your assistance.

FIELD PROGRAM FUNCTIONS

III. MISCELLANEOUS (Cont'd).

- Assisting in studies, surveys, and investigations regarding potential violations or noncompliance with USGSA requirements
- Assisting in studies, surveys, and investigations regarding potential violations or noncompliance with AMA requirements
- Explaining the FGIS program to foreign delegations \*
- Training and demonstrations to outside groups, such as farmers, students, etc.
- Preparing and giving presentations on FGIS to civic and trade groups, i.e., public relations.
- Traveling (should be charged to the proper management code based on the function being performed)
- Providing upper management with reports regarding the performance of official agencies for purposes of designation/ delegation
- Participating in overseas travel \*
- Collecting information regarding foreign complaints \*

	Compliance	Standardization	Direct Service	S & A
	X			
				X
		X		
		X		
		X		
	X	X	X	X
	X			
		X		
		X		

\* International monitoring activities shall be charged to the management code assigned to the International Monitoring Staff.