

**DIRECTIVES
(MRP, GIPSA, AND FGIS)
February 13, 2013**

NUMBER	DATE	TITLE	OPR	DISTRIBUTION
FGIS 1020.2 (FGIS 101.3)	5-7-92	Listing of Agricultural and Food Commodities Assigned to FGIS	FM-PPB	G10
FGIS 1040.1 Rev. 2 (AMS/FGIS 110-4)	3-10-80	Federal Executive Boards – Exhibits A and B	GIPSA-OA	A,M,O,S,P,F,T
FGIS 1041.1 (FGIS 109-1)	12-12-83	Committee Management	AS-AMS	Special
GIPSA 1110.1	11-15-12	Internal Control Program	MBS	GIPSA
FGIS 1410.2 (FGIS 115.3)	4-09-10	Technical Reports	TSD	A, C, E, F, G, U, V
GIPSA 1470.1	12-10-07	The Freedom of Information Act	GIPSA-MSS	GIPSA
GIPSA 1470.2	10-28-09	Privacy Act Program	GIPSA-MS	GIPSA
FGIS 1513.1 Rev. 2 (AMS/FGIS 111-1)	8-16-82	Legal Assistance Available From Office of the General Counsel – Exhibit A	FGIS-CP	A
FGIS 1520.1 (FGIS 116.2)	2-03-93	Appearance in Judicial and Administrative Proceedings	FGIS-CP	G10
FGIS 1521.1 (AMS 123-3)	12-14-77	Prohibitions on Ex Parte Communications, Exhibits A, B, and C	FGIS-CP	A,D,M
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
GIPSA 1650.1	6-17-03	Security and Admittance to Agency-Occupied Space	CP-SIMB	GIPSA
GIPSA 2100-1	09-29-06	Accounting Adjustments	OA, BPS	GIPSA
FGIS 2130.1 (AMS/FGIS 400-2)	10-15-82	Debt Management Internal Controls	APHIS-WFSB	A,M,O,S,P,F,T (WASH. ONLY)
GIPSA 2140-1	09-29-06	Unliquidated Obligations	OA, BPS	GIPSA
GIPSA 2170-1	09-29-06	Review of Financial Reports	OA, BPS	GIPSA
GIPSA 2210.1	9-27-99	Administrative Fund Control System For Appropriations and Fee-Supported Funds	GIPSA-ERS	GIPSA

FGIS 2220.1 (FGIS 421-1)	11-01-96	Billing Document Completion Procedures for Grain Inspected by FGIS in the United States	FM-OD	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.	APHIS-WFSB	A
MRP 2301.1	7-23-98	Marketing and Regulatory Program Supplements to the Agriculture Travel Regs.	APHIS-ABS	AMS, APHIS, GIPSA
FGIS 2460.1 Rev. 1 (AMS 201-1)	5-12-71	Cooperative Documents – Exhibits A,B,C,D and E	APHIS-WFSB	A
FGIS 2510.1 (AMS 493-1)	12-11-73	Federal Tort Claims	AMS	A
FGIS 2510.2 (AMS 491-1)	4-26-74	Settlement of Claims for Unpaid Compensation Due Deceased Employees	AMS	A
FGIS 2510.3 (AMS 495-1)	4-10-75	Claims Under the Military Personnel and Civilian Employee’s Claim Act of 1964	APHIS-WFSB	A
FGIS 2570.1 Rev. 1 (AMS 491-2)	11-20-73	Waiver of Claim for Erroneous Payment of Pay or Allowances	APHIS-WFSB	A, M, O, S
GIPSA 3010.1	9-18-02	Issuance Management System	CP-SIMB	GIPSA
MRP 3010.2	7-26-04	Marketing and Regulatory Programs (MRP) Issuance System	ITD-AIM-FIRM	AMS, APHIS, GIPSA
FGIS 3020.1 (FGIS 256.1)	11-8-89	FGIS Forms Management Program	ASD-IMB	G10
FGIS 3040.1 (FGIS 270-1)	6-80	Files Maintenance & Records Disposition Handbook, FGIS Offices (Amend.3- 11-1-82)	APHIS-MSD	A
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
FGIS 3080.1 Rev. 1 (AMS/FGIS 233-1)	11-04-82	Procurement of Reproduction Services Washington, DC, and Field – Exhibits A, B, C, C-1, C-2, D, D-1	APHIS-MSD	A
GIPSA 3140.1	1-30-01	GIPSA Information Systems Security (ISS) Program	GIPSA-IT	GIPSA
GIPSA 3140.2	1-30-01	GIPSA Microcomputer, Local Area Network (Lan), and Notebook Computer Policy	GIPSA-IT	GIPSA
GIPSA 3140.3	1-30-01	GIPSA Internet use and Security Policy	GIPSA-IT	GIPSA
GIPSA 3140.4	1-30-01	GIPSA Electronic Mail Security and Privacy Policy	GIPSA-IT	GIPSA

GIPSA 3140.5	11-30-06	Wireless Local Area Network (WLAN) Implementation	GIPSA-OA	GIPSA
FGIS 3150.1 (FGIS 510.1)	12-03-92	Information Resources Management Review Board	GIPSA-ERS	G10
GIPSA 3210.1	10-25-06	Development and Maintenance of GIPSA Web Sites	GIPSA-IT	A
FGIS 3320.1 Rev. 2 (FGIS 225-1)	3-1-82	Use of Telegraph Facilities	APHIS	A,M,O,S,P
FGIS 3320.2 Rev. 1 (AMS/FGIS 226-7)	7-13-79	Facsimile Transmission Service	APHIS	A,M,O,S,P,F,T
FGIS 3330.1	9-08-09	Cellular Equipment Communications Management, Operations, and Maintenance	FM-PPB	FGIS
GIPSA 3610.1	3-20-08	Local Registration Authority	GIPSA, MSS	GIPSA
MRP 4030.1	10-29-10	Category Rating and Selection Policy	APHIS, HRD	AMS, GIPSA, APHIS
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
FGIS 4293.2 Rev. 1 (AMS/FGIS 340-1)	7-24-81	Emergency Notification	CP-SIMB	A
FGIS 4295.1 Rev. 2 (FGIS 333-1)	11-21-79	Requests for Personnel Action- Form SF-52	APHIS-HRD	A,M,O,S,P,F,T
FGIS 4297.1 Rev. 2 (AMS/FGIS 308-1)	9-04-81	Maintenance and Security of Subsidiary Personnel and Pay Records	APHIS-HRD	A
FGIS 4300.1 (FGIS 323-1)	5-09-84	30-Day Emergency Appointments Exhibits A and B	APHIS-HRD	A
MRP 4300.2	3/31/2011	Reasonable Accommodations Program	MRP-HRD-WRWB	
FGIS 4310.1 Rev. 1 (AMS/FGIS 320-2)	7-08-82	Employment of Relatives	APHIS-HRD	B
P&SP 4302.1	5-5-10	Employment of Attorneys	PSP	PSP All
FGIS 4311.1 (FGIS 333.2)	7-12-93	Appointment Affidavits Oath of Office	APHIS-HRD	G10

FGIS 4312.1 (FGIS 311.1)	1-03-94	Position Management Plan (Human Resources Desk Guide, Subchapter 4312, Position Management)	APHIS-HRD	G10
GIPSA 4315.1	5-19-06	Training Policy for Supervisors, Managers, and Executives	GIPSA-Training	GIPSA
FGIS 4330.1 (FGIS 328-1)	12-12-83	Appointment of Experts and Consultants Exhibits A, B, and C	APHIS-HRD	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
FGIS 4335.2 (FGIS 302-2)	1-16-78	Grading Proficiency Required for Promotion to GS-9	FM-PPB	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-PPB	A
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	12-20-99 5-29-03 11-27-06	Reduction-In-Force Change No. 1 Change 4	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
FGIS 4411.1 Rev. 1 (FGIS 412-1)	9-12-80	Financial Aspects of the Government Employees Training Act	APHIS	AMS, GIPSA, APHIS
MRP 4413.1	10-15-98	Career Enhancement Program	MRPHR-ECP	AMS, GIPSA, APHIS
FGIS 4430.1 (FGIS 347.1)	4-14-95	Performance Appraisal Under the Performance Management System	FGIS-FM	G10
GIPSA 4451.1	3-14-08	Employee Recognition Program Issuance Change 2 – 3/24/11 Issuance Change 3 – 6/15/11	GIPSA-MSS	GIPSA
GIPSA 4451.2	1-2-00	Gainsharing Travel Savings Program Retain	FGIS-FM	G13, B
MRP 4500.1	10-03-12	Recruitment and Retention Incentives	MRPBS-HREB	AMS, GIPSA. APHIS
MRP 4531.2	2-15-01 6-1-01	Highest Previous Rate Issuance Change No. 1	MRPHR-ECP	AMS,APHIS GIPSA
FGIS 4534.1 Rev. 2 (AMS/FGIS 326-1)	7-13-81	Salary and Time Limitations Schedule A Appointments Exhibit A revised 8-10-81	APHIS-HRD	A
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
GIPSA 4610.3	3-8-02	Utilization of Current Employees with Documented Medical Conditions-Limited/Light Guidelines	CP-SIMB	GIPSA
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
GIPSA 4710.1	3-15-11	Early Dispute Resolution Program	GIPSA-CR	
FGIS 4711.2 Rev. 1 (AMS/FGIS 344-4)	6-16-80	Strike Prevention and Strike Contingency Plans Exhibit A	APHIS-HRD	A
GIPSA 4713.1	8-21-08	Civil Rights/Equal Employment Opportunity	GIPSA-CRS	GIPSA
FGIS 4715.1, Rev. 2 (FGIS 332-1)	9-30-80	Resignations	APHIS-HRD	A
FGIS 4735.2 (FGIS 9180-62)	1-17-13	Clothing and Identity Apparel Policy	FM-PPMAB	B
FGIS 4735.3	3-2-12	Dress Code Policy	FM-PPMAB	B
FGIS4752.1 (FGIS 365.1) 8-27-92 obsolete		Disciplinary or Alternative Actions – Information now in the Human Resources Desk Guide, Subchapter 4752, Disciplinary or Alternative Actions	APHIS-HRD	G10, All Employees
FGIS 4752.2 Rev. 1 (AMS 366-3)	3-27-75	Employee Rights in Agency Adverse Personnel Actions of Removal, Suspension Reduction in Rank or Pay, or Furlough Without Pay Exhibits A, B, and C	APHIS-HRD	A,M,O,S

MRP 4771.1	9/8/06	Alternative Dispute Resolution	MRP	AMS, APHIS, GIPSA
GIPSA 4790.1	8-21-08	Safety and Health Program	GIPSA-MSS	GIPSA
GIPSA 4790.2	8-21-08	Workplace Violence Prevention and Response	GIPSA-MSS	GIPSA
GIPSA 4790.3	8-21-08	Emergency Notification Policies and Procedures	GIPSA-MSS	GIPSA
FGIS 4790.3	10-1-00	Personal Protective Equipment and Safety Equipment	CP-SIMB	FGIS
FGIS 4790.4 (FGIS 370.5)	7-12-93	Blood Borne Pathogens Exposure	CP-SIMB	G10
FGIS 4790.5	10-18-00	Office Safety	CP-SIMB	FGIS
FGIS 4790.6 (FGIS 370.7)	9-23-94	Radioactive Material Program	CP-SIMB	G10
GIPSA 4790.7	3-25-10	Work-Life Program	GIPSA-MBS-SH	GIPSA
GIPSA 4790.9 (FGIS 370.3)	8-21-08	Policy and Procedures Upon Encountering Hazardous Conditions	GIPSA-MSS	GIPSA
FGIS 4790.10 (AMS 282-7)	8-15-72	Abatement of Air and Water Pollution at Federal Facilities	AMS	A,M,O,S
GIPSA 4790.11	6-08-05	GIPSA Safety and Occupational Health Training Program	CP-SIMB	GIPSA
GIPSA 4810.1	6-07-02	Workers Compensation	CP-SIMB	GIPSA
FGIS 4831.1 Rev. 1 (AMS/FGIS 345-1)	1-04-80	Retirement – Exhibit A	APHIS-HRD	B
MRP 5003-1	8-15-2012	Appropriations Restrictions for Financial Transactions with Felons and Tax Delinquent Corporations	MRPBS-ODA	AMS, APHIS, GIPSA
FGIS 5007.1 (FGIS 210.1)	10-31-89	Acquisition Management Program	APHIS-MSD	G10
FGIS 5010.2 (FGIS 247.1)	5-05-95 5-26-95	Obtaining Blanket Purchase Agreements (BPA's) for Inspection Services Under the AMA Change No. 1.	APHIS-MSD	G10
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
FGIS 5130.2 (FGIS 265.1)	6-05-85	Disposal of Excess Agricultural Commodities	APHIS-MSD	G10
FGIS 5160.1 (FGIS 200.3)	5-24-93	Official Agency Logo and USDA Seal	APHIS-MSD	G10
FGIS 5160.2 (FGIS 287.4)	11-29-90	Identification Signs	APHIS-MSD	G10

FGIS 5200.1 (FGIS 250.1)	11-08-89	Personal Property Management	APHIS-MSD	G10
FGIS 5400.1 (FGIS 211.1)	10-11-94 1-29-91	Motor Vehicle Management Vehicle Operator's Guide	APHIS-MSD	G10
GIPSA 5600.2	6-6-00	Environmental Justice	CP-SIMB	GIPSA
FGIS 9000.1 (FGIS 900.1)	7-23-09	Performance Appraisal System – Field Performance Appraisal and Standards	FM-OD	A
FGIS 9000.5	03-11-04	Remote Issuance of Official Certificates	FM-PPB	A,C,E,H,T,X,F
FGIS 9010.1	2-25-99	Resolving Customer Concerns	FM-PPB	A,C,E
FGIS 9020.1	10-02-06	Exemptions and Waivers of Official Inspection and Class X Weighing Requirements – Attachments 1 and 2	FM-PPB	A,C,E
FGIS 9060.2	5-01-97	Implementation of the FGIS-FDA Memorandum of Understanding – Attachments 1, 2, and 3	FM-PPB	A,C,E,F,H,T
FGIS 9060.3	6-11-04	Application and Agreement for Contract Service, Form FGIS-4	FM-OD	A,C,E
FGIS 9070.2 (FGIS 907.2)	10-23-12	Management Control Programs	QACD, ODA	A,C
FGIS 9070.3	10-5-00	Conflicts of Interest	CP-REG	A,C
FGIS 9070.5	9-18-96	Grain Handling Practices	CP-REG	B,C,U
FGIS 9070.6	05-11-07	Reporting Violations of the U.S. Grain Standards Act and the Agricultural Marketing Act of 1946	CP-REG	B, C, U
FGIS 9100.1 (FGIS 910.1)	10-8-98	Foreign Quality and Weight Complaints	FGIS-OIA	A,C,E
FGIS 9100.2	5-01-97	Preinspection Plant Visits	FM-PPB	A,U
FGIS 9100.3	5-01-97	Withholding and Withdrawal of AMA Inspection Services	FM-PPB	A,U
FGIS 9100.4	5-01-97	Certificate Accountability	FM-PPB	A,C,U
FGIS 9100.7	1-03-97	Fees for Official Agency Services	CP-REV	A,C,E,U
FGIS 9120.1	5-01-97	The Collection and Use of Wheat Variety Type Samples	FM-PPB	A,C,E,U
FGIS 9160.1 (FGIS 916.1)	12-15-99	Closed-Circuit Television Installations	FM-PPB	A,C,E,N,G
FGIS 9160.3 (FGIS 916.3)	9-04-06	Parameters for Automated Monitoring and Supervision of Official Weighing	FM-PPB	A,C,E,G
FGIS 9160.4	11-25-05	Grain Handling System Testing	FM-PPB	A,C,E,G,N
FGIS 9160.5	3-16-12	Official Inspection Laboratory Location, Design and Maintenance Requirements	FM-PPMAB	A, C, E

FGIS 9170.3	7-25-07	Forwarding Samples to the Technical Services Division	FM-PPB	A,C
FGIS 9170.12	5-01-97	Furnishing Official Samples	FM-PPB	A,C,E
FGIS 9170.13	2-25-08	Uniform File Sample Retention System	FM-PPB	A,C
FGIS 9180.14	8-04-03	Inspecting Export Grain for Weed and Crop Seeds	FM-PPB	A, C, E
FGIS 9180.15	4-02-99	Inspection of Export Lots for Cottonseed	FM-PPB	A, C, E
FGIS 9180.16	7-22-99	Inspection of Export Lots of Soybeans for Ragweed Seeds	FM-PPB	A,C,E
FGIS 9180.17	01-04-11	Inspection of Export Wheat Lots for Canada Thistle Seed	FM-PPB	A,C,E
FGIS 9180.18	4-21-03	Special Quality Factor Information for Wheat and Malting Barley Shipments to European Community	FM-PPB	A,C,E
FGIS 9180.35	6-11-12	Phytosanitary Inspection	FM-PPB	A, C, E
FGIS 9180.36	9-25-06	Warehouse Sample-Lot Inspections	FM-PPB	A,C,E
FGIS 9180.37	02-27-06	Visual Inspections	FM-PPB	A,C,E
FGIS 9180.38	5-26-09	Falling Number Determination for Wheat	FM-PPB	A,C,E
FGIS 9180.40	3-30-09	Pesticide Residue Testing for Grain	FM-PPB	A,C,E
FGIS 9180.41	4-22-97	Sacked Grain	FM-PPB	A,C,E
FGIS 9180.42	6-15-09	Inspection of Rapeseed	FM-PPB	A,U
FGIS 9180.47	7-24-12	Examination of Grain for the Presence of TCK Smut Spores	FM-PPB	A,C,E
FGIS 9180.48	4-08-09	Stowage Examination Services	FM-PPB	A, C, E
FGIS 9180.49	9-13-96	Grading and Certification of Grain Containing Diatomaceous Earth and Silica Gel	FM-PPB	A,C,E
FGIS 9180.50	5-01-97	Checkcounting, Observation of Loading, and Checkloading Services	FM-PPB	A,U
FGIS 9180.51	6-19-09	Inspection of Confectionary Sunflower Seeds	FM-PPB	A,U
FGIS 9180.52	6-22-09	Inspection of Mustard Seed	FM-PPB	A,U
FGIS 9180.53	6-15-09	Inspection of Safflower Seed	FM-PPB	A,U
FGIS 9180.54	5-01-97	Fees and Billing for Canola: Oil Content and Gas Chromatographic Determinations of Glucosinolates and Euristic Acid	FM-PPB	A,C,E

FGIS 9180.55	08-01-05	Official Commercial Inspection Services	FM-PPB	A,C,E
FGIS 9180.56	11-23-09	Testing Corn Gluten Feed for Starch, Fat, and Protein	FM-PPMAB	A,C,E,
FGIS 9180.58	09-30-98	Modified Observation of Loading Export Farm Service Agency Product	FM-PPB	A,U
FGIS 9180.59	11-20-06	Combined Sample Analysis for Combined Land Carrier Inspections	FM-PPB	A,C,E
FGIS 9180.60	6-22-09	Inspection of Khorasan	FM-PPB	A,C,U
FGIS 9180.61	9-10-12	Official Moisture Meter Calibrations	TSD-IIB	A,C,E,F,G,U,V
FGIS 9180.63	6-22-09	Inspection of Hulless Oats	FM-PPB	A,C,E
FGIS 9180.64	6-01-09	Inspection of Popcorn	FM-PPB	A,C,U
FGIS 9180.65	6-22-09	Inspection of Hulless Barley	FM-PPB	A,C,E
FGIS 9180.66	10-04-10	Zearalenone Testing	FM-PPB	A,C,E
FGIS 9180.67	01-25-07	Letterhead Transgenic and Biotechnology Statements for Grain and Graded Commodities	FM-PPB	A,C,E,F,G,U,V
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FGIS 9180.69	2-22-02	Inspection of Whole Buckwheat Groats Purchased by the Farm Services Agency	FM-PPB	A,U,X
FGIS 9180.70	10-17-05	Inspection of Cracked Corn	FM-PPB	A,C,E
FGIS 9180.71	7-08-09	Fumonisin Testing Services	FM-PPB	A,C,E
FGIS 9180.72	6-12-09	Inspection of Millet Seed	FM-PPB	A,U,X
FGIS 9180.73	4-05-02	Inspection of Crambe Seed	FM-PPB	A,U,X
FGIS 9180.74	10-01-12	Service Fees and Billing Codes	OA, MBS	A,C,E,F,H,T,X
FGIS 9180.75	10-15-03	Testing for Presence of Waxy Corn	FM-PPB	A, C, E
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FGIS 9180-81	03-25-09	Quality Management Program Requirements for Official Service Providers	CP, OD	A, C, U
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FGIS 9181.2	03-22-11	Performance Verification of Qualitative Mycotoxin and Biotech Rapid Test Kits	TSD	A
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FGIS 9230.1	09-04-00	Licensing Program	FM, PPB	A,C
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