

**GRAIN INSPECTION,
PACKERS AND STOCKYARDS ADMINISTRATION**

Packers and Stockyards Program



RESIDENT EMPLOYEE ADMINISTRATIVE GUIDE

For Official Use Only

RESIDENT EMPLOYEE ADMINISTRATIVE GUIDE

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INTRODUCTION

This guide provides resident employees (resident agents, resident auditors and market inspectors) with general information regarding administrative matters and work activities. The guide's purpose is to provide a quick reference tool. It is not intended to replace guidance found in the Employee Library. When more specific information is required, resident employees should refer to the Employee Library for specific guidance and/or contact their supervisor and/or their administrative officer. The Employee Library provides detailed information on Sub-Process Module instructions, Standard Operating Procedures and Work Instructions.

WORK SCHEDULES

Resident employee work schedules are governed by GIPSA-PSP Directive 4620.1, Maxiflex Tour of Duty for PSP Resident Employees, located in the inGIPSA web site at: <https://ingipsa.gipsa.usda.gov/PSPLibrary/Admin.aspx>. The directive outlines the basic work requirements of an 80 hour per pay period and allows resident employees to adjust scheduled work days and daily work hours, allowing them to perform their duties effectively and efficiently, while providing flexibility for personal needs.

The directive requires an approved tour of duty at the beginning of each pay period, followed by a time report showing deviations from the planned tour of duty. The time report is submitted to show times and total hours worked when WebTA entries are complete and time is validated.

Resident employee schedule requirements include:

1. Workdays longer than 12 hours require advance approval from the unit supervisor. The 12-hour limit is established for safety and cost reasons. Safety issues arise from fatigue when working or driving at the end of a long day. Cost concerns are due to per diem travel entitlement when an employee is away from their duty station for more than 12 hours, but less than 24 hours.
2. Scheduled workdays in home offices should be limited to 9 hours or less. Supervisory approval can be granted to work more than 9 office hours in a workday for high priority investigations or assignments.
3. Federal holidays and training are 8-hour days. Supervisory approval is required to work on a federal holiday.

MAXI-FLEX Visual for Resident Employees									
	Sun.	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.		
4:00 AM	Comp. or Comp. Travel on Sunday							Time Band 6:00 AM To 9:00 PM	
5:00 AM									
6:00 AM									
7:00 AM									
8:00 AM									
9:00 AM									
10:00 AM					Core Time 10:00 AM to 2:00 PM				
11:00 AM									
12:00 PM									
1:00 PM									
2:00 PM									
3:00 PM									
4:00 PM									
5:00 PM									
6:00 PM									
7:00 PM					Work after 6 PM requires advance approval (benefit P&SP). Night differential – unless it is travel comp.				
8:00 PM									
9:00 PM									

1. A written tour of duty must be approved by the supervisor and filed with the timekeeper.
2. Regular scheduled hours must be inside the Maxi-Flex time band of 6 AM to 9 PM.
3. A 30 minute lunch period is required during any workday with 5 consecutive work hours .
4. Core time is on Wednesday from 10 AM to 2 PM.
5. Absence during core time requires advance approval. (AWS day, leave or core time deviation)
6. Glide time that changes work schedule by 2 or more hours requires advance discussion with supervisor.
7. Credit hours are the last hours earned in a pay period. Earned credit hours maximum is 24 hours. When at the maximum, comp time can be approved.
8. Overtime hours (comp. or credit) require advance approval from supervisor.
9. Travel time before 6 AM or after 9 PM is Travel Comp. time.
10. Time is earned or used in 15-minute increments.
11. Time distribution reports (actual hours worked) are required when WebTA is certified.

TWO WEEK ITINERARY PLANS

Resident employee position descriptions require 50% to 75% travel in order to complete the job responsibilities. A large part of the required travel is completed as day trips in an assigned government vehicle without advance approval of a travel authorization.

Resident employees should make appointments, as appropriate, in order to efficiently schedule their time. Two week itinerary plans must be completed before the beginning of each pay period to identify day trip travel plans for the next pay period. The two week itinerary plan should identify the firm(s) to be visited each day, location, nature of the activity or investigation, home office activities, as well as showing scheduled off days, leave and glide. The plan can also be used to fulfill the maxi-flex tour of duty requirement by showing the number of hours the

resident employee expects to work each day. The two week plans for the next pay period are due when time sheets are filed and web TA is validated for the current pay period.

With supervisory approval, the two-week plan can be completed using Outlook calendar as long as the calendar entries meet the content and due date requirements above. The Outlook calendar option provides opportunities to share calendars with neighboring agents, provides flexibility to show approved schedule changes without filing a new two week itinerary plan and avoids creating a duplicate report. Outlook provides a command which allows users to print a calendar report for a specified range which can be used when a written report is requested.

TIME & ATTENDANCE AND LEAVE

Employees must enter their time into the WebTA system and timely validate at the end of each pay period. Unless otherwise notified, data entry should be completed no later than beginning of business on the second Friday of the pay period. The employee must complete the WebTA entries showing daily distribution of time in one-quarter hour increments to the appropriate Transaction Code. Once the employee has “validated” and “affirmed” their WebTA, then their supervisor is able to certify/approve it. In the event time or hours change after submission of the original WebTA, the employee must contact their supervisor to correct their WebTA.

Resident employees must request advanced supervisory approval for all leave. All requests for leave should be done electronically in the WebTA system. Non-emergency leave of a full day or more must be requested in advance. The supervisor should be contacted as soon as practical for approval of appropriate emergency leave. To reduce time, multiple leave requests during the same pay period and same leave type may be consolidated into one request. The leave request must show the amount, time, type, and date the leave was or will be taken.

Credit hours can only be earned after the employee has worked 80 regular time hours in a pay period. Credit hours are not earned any other time, i.e. at the end of a workday in the middle of the pay period.

Employees should work closely with their supervisor or their assigned Program Assistant/Timekeeper if questions arise or for further assistance related to Time & Attendance and Leave. Employees may also refer to the following online resources for further information:

1. For WebTA: <http://inside.aphis.usda.gov/mrpbs/systems/webta/index.shtml>
2. For Pay and Leave: http://www.aphis.usda.gov/mrpbs/hr/pay_leave_tod/index.shtml
3. For the Human Resources Desk Guide related to Leave:
http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4630/index.shtml

HOME OFFICE

Resident employees are required and responsible for setting up and maintaining a home office for their P&SP work activity. The agent's home office is where reports, modules, training, planning and administrative duties can be completed. P&SP will provide resident employees with a cell phone and broadband or high-speed internet service.

Resident employees are provided a desk, chair, and equipment needed to perform their duties, such as a laptop with docking station, power strip with surge protection, mouse, monitor, scanner, and printer. This equipment should be in a designated secure area of the home or preferably in a separate room. Employees are responsible for conducting a safety review of their office area to insure there are no tripping hazards, such as cords in a walkway area.

PROFESSIONALISM & CONDUCT

Resident employee positions are professional positions, and the employee should keep in mind that they represent the Department of Agriculture and the Grain Inspection, Packers and Stockyards Administration. Resident employees, like all other P&SP employees, should dress in a manner that reflects a professional image when meeting the public. Attire should be appropriate and consistent with the type of work and location where the work is being performed.

Actions and communications should be kept professional when dealing with the public and our customers and partners. Maintain a positive attitude and be respectful to customers, partners and other employees at all times. Employees must follow ethics and conduct regulations to ensure no conflict of interest arises from their professional vs. personal relationships.

The P&SP issues a badge and credentials to all agents. The Agent badge and credentials serve to identify P&SP employees and convey the authority under which agents carry out their official duties. The badge and credentials must not be copied by anyone. The badge and credentials are for Official Use Only and should not be used to obtain personal advantage or special favor. If a badge is lost or stolen, the employee is required to immediately report the event to their supervisor. The link to other information regarding the badge and credentials can be found in the Employee Library at <https://ingipsa.gipsa.usda.gov/PSPLibrary/ai4.aspx>.

TRAVEL

All travel expenditures must be authorized by a supervisor in advance of the trip. The travel authorization request and approval is completed through GovTrip.

The Government travel card must be used for all official travel expenses related to transportation, lodging, and other authorized travel costs.

Receipts must be obtained for airline, lodging, car rental and other related miscellaneous expenses exceeding \$25 and submitted with the travel voucher at the time the reimbursement voucher is submitted.

Federal Travel Regulation 2300-001 requires that travel vouchers should be submitted to your supervisor (through GovTrip) within five days of your return from authorized travel.

Travel Card Bills

Each agent is personally responsible for timely payment of their travel card bill when it arrives. The full balance must be paid on your travel card by the due date stated. On the rare occasion that the travel card bill arrives prior to having received reimbursement, the balance must still be satisfied by the stated due date, normally within 30 days.

Restrictions on Use of Travel Card

The Government travel card is not to be used at any time to pay for personal expenses. The travel card should not be used within your local commuting area. This includes restrictions on the use of the travel card while at the departing airport in your local commuting area. For further reference, see <http://www.ocio.usda.gov/directives/doc/DR2300-001.pdf>.

GOVERNMENT VEHICLES

Official Use

Resident employees should use the assigned government vehicle for official use only:

1. To travel to a location(s) in the performance of official duties
2. By employees in official travel status
3. The use of GOVs is restricted to official purposes, except to stop and eat lunch when traveling from one duty point to another. Resident employees must always be aware of the public's perception of how the vehicles are being used and should eat in appropriate dining facilities.
4. Resident employees may not use GOVs as transportation to breakfast, lunch, or dinner when working in their home office.
5. Resident employees may use GOVs as transportation to meals when used in conjunction with official travel to perform temporary duty (TDY) assignments away from their home office. If on extended TDY (e.g. two weeks, including weekend), refer to the Marketing and Regulatory Programs (MRP) "Motor Vehicle Manual" – MRP 5400 for further guidance.
6. Only persons who are traveling for the benefit of the Government may ride in Government vehicles (GOV). Their business must be specifically related to the agency mission
7. The use of GOVs for doctor's appointments, personal shopping, and picking up children or spouses from school or work is **NOT ALLOWED**.

8. Resident employees must obey all State and local laws pertaining to the use or prohibition from use of any wireless telephone equipment. Resident employees are prohibited from using hand-held wireless phones or other “hands-free” equipment while driving on official government business. Drivers must pull over to the side of the road or parking area to initiate a call. *See Departmental Regulation DR 5400-007 Text Messaging While Driving for more information*
<http://www.ocio.usda.gov/directives/doc/DR5400-007%20Text%20while%20driving.pdf>
9. Resident employees are to always use caution and expertise while operating an agency vehicle owned. When it is necessary to drive for extended periods of time, take breaks as needed.

Resident employees who use the vehicle for non-authorized purposes may be subject to suspension from duty without pay for up to 30 days, or removal from Federal Service, if warranted.

Smoking in Government Vehicles

Smoking is **NOT ALLOWED** in GOVs; this includes GSA-leased vehicles.

Weapons

Weapons are **NOT ALLOWED** in GOVs unless authorized by the Government for the purpose of carrying out official duties.

Storage of Vehicles

Resident employee vehicles should be parked in off-street or street parking near the duty station and where parking is customary in the vicinity. The vehicle should not contain visible equipment or items susceptible to theft and should always be locked. Resident employees should obey all parking ordinances.

Requirements To Operate

Driver's License – Resident employees must have a valid State Driver's License to operate a Government vehicle. Resident employees must sign an annual certification and submit it to their supervisor acknowledging they possess a valid State Driver's License.

Seat Belts – Resident employees must wear a seat belt and require all passengers to wear seat belts at all times.

Tickets- Resident employees are responsible for any violation such as speeding tickets, parking fines, cost of a locksmith, etc. Resident employees must report moving violations, accidents, suspended licenses, etc. to his/her supervisor within 24 hours of the event.

Alcohol/Drugs – Resident employees must NOT drive a vehicle while under the influence of alcohol/drugs or when a medical condition or medication(s) interferes with driving abilities.

Insurance – Each vehicle will contain the U.S. Government motor vehicle self-insured information card and should be kept in the glove compartment and produced when necessary to show the Government is self-insured and exempt from registration.

Refueling Vehicles – If the vehicle is a FFV (Flex Fuel Vehicle), use E85 when available. E85 fuel is considered available if it is within 5 miles or 15 minutes of drive time.
<http://www.e85fuel.com/find-an-e85-station/>.

Leaving Items in Vehicles – Employees should use sound judgement regarding keeping items, such as copiers, copy paper, toner cartridges or equipment in the cars. Employees must take into consideration the security of the items left in the car. This has been discussed with IT and the extreme temperatures and humidity can cause the machines to operate improperly.

Mileage Log – Submit a mileage log to designated administrative staff on a monthly basis. The mileage log form will be provided to resident employees from the administrative staff. Resident employees should complete the form each month showing the following information: Date, odometer reading before and after use, whether the vehicle was refueled (indicate if E85 fuel was used), and if maintenance or repairs were performed. Fuel, maintenance and repair receipts for the month should be submitted with the mileage log.

Towing/Roadside Assistance

VISA Tow: (800) VISA-911. Cost: \$59.99 for first 5 miles

Please call the Ford or Chevy assistance number first to see if you qualify for a free tow.

FORD Roadside Assistance: (800) 241-3673. Free up to 35 miles

CHEVY Roadside Assistance: (800) 243-8872

Accident/Damage to GOV

See MRP Motor Vehicle Manual: Chapter 4, Operator's Safety and Accident Reporting Procedures, for more details.

Accident - There should be a Motor Vehicle Accident Reporting Kit in the glove box of each GOV. This provides detailed steps to follow and forms to fill out in case of an accident. Additionally, please make sure to inform your supervisor and then the administrative staff as soon as reasonably possible.

3rd Party – If there is a 3rd party involved in damage to a vehicle, follow the instructions on the Motor Vehicle Accident Reporting Kit to get the necessary information from the 3rd party. The 3rd party could be responsible for repair costs.

Damage – Please inform your supervisor and then the administrative staff of any visual damage to your GOV, as soon as possible. All repair costs, including replacement glass, is now being charged to the agency.

Windshield Repair:

Rock Chips

- Let your supervisor and the administrative staff know as soon as possible.
- Obtain an estimate
- You will be advised when the work has been approved.

Cracked or Broken

- Let your supervisor and the administrative staff know as soon as possible.
- Obtain two estimates to be submitted with Form AD-112 to the administrative staff.
- You will be advised when the work has been approved and where to take the vehicle for repair.

Maintenance/Service

See MRP Motor Vehicle Manual: Chapter 5, Alternative Fuels, Maintenance, and the Use of Fleet Charge Card (formerly called Voyager Fleet Card), for more details.

Annual Inspection – Each vehicle must be inspected by a qualified mechanic at least once a year even if the State does not require it. The operator should schedule the inspection, if possible, when regular maintenance and repairs are scheduled.

Emissions – Vehicles must have yearly emissions testing if required by the State.

Oil Change – Service vehicles according to manufacturer's recommendations.

Tire Rotation – A tire rotation should be done, if needed, every time the vehicle is taken in for an oil change/service or according to manufacturer's recommendations.

Fluids - All fluids should be checked when the vehicle is taken in for an oil change/service.

Payment – Your vehicle fleet charge card should be used to pay for oil changes, tire rotation, and fluids. All invoices are to be submitted to the administrative staff.

Other Maintenance - If new tires, a front-end alignment, brake adjustments, or etc. is needed, please submit a cost estimate to your supervisor for management approval.

Car Washes – The fleet charge card should be used to pay for car washes, which should be at a reasonable rate. Keep the receipt with the gas receipts to be turned in to the admin staff. If you have the opportunity to wash the car for free, please take advantage of that service when possible.

Fleet Charge Card

See Departmental Regulation 5400-006 Use of the Fleet Charge Card and Alternative Payment Methods for more details.

1. Authorized Use. The following are some examples of authorized purchases:
 - a. Fuel (all types)
 - b. Transmission Fluids
 - c. Oil/Oil Changes
 - d. Windshield Wiper Blades
 - e. Windshield Wiper Fluid
 - f. Anti-Freeze
 - g. Car Washes
 - h. Maintenance
 - i. Tires/Tire Repair
 - j. Roadside assistance (e.g., towing, battery charging, tire changing, winching, fuel delivery,)
2. Unauthorized Use. Use of the fleet charge card or alternative payment method is **strictly prohibited** for the following:
 - a. To purchase food, beverages, or other miscellaneous personal items.
 - b. To pay any State or local traffic or parking violations that are obtained while driving a motor vehicle owned or leased by the Government.

Use of the cards for those types of purchases could result in disciplinary action.

Lost or Stolen Cards – If a fleet charge card is lost, stolen, or damaged, immediately report it to the LFPC (office admin staff) or the bank. The agency is responsible for all charges made until the card is reported lost/stolen. Call Customer Service at **1-888-994-6722** to report lost or stolen cards. This will stop any further use of the card.

Receipts – Resident employees are required to submit all receipts to the designated administrative staff each month along with the mileage log.

Security – Fleet charge cards must be secured at all times. Do not leave cards unattended in vehicles.

Training

Defensive Driver Training – Defensive driver training is mandatory, every 3 years, for persons who operate motor vehicles on Government business.

Fleet Card – US Bank’s web-based training <https://WBT.ACCESS.USBANK.COM>
Password will be provided from the admin staff.

Link to Marketing and Regulatory Programs (MRP) “Motor Vehicle Manual” – MRP 5400
http://inside.aphis.usda.gov/mrpbs/publications/motor_vehicle_manual/motor_vehicle_manual.shtml

Link to Departmental Regulation 5400-006 “Use of the Fleet Charge Card and Alternative Payment Methods”
<http://www.ocio.usda.gov/directives/doc/DR5400-006.pdf>