



United States Department of Agriculture

FEB 02 2016

Notice ODA-2016-1

Grain Inspection,  
Packers and Stockyards  
Administration

Federal Grain Inspection  
Service

Office of the Deputy  
Administrator

1400 Independence  
Ave. SW, Stop 3614  
Washington, D.C.  
20250

Voice (202) 720-9170  
Fax (202) 690-2333

Hotline 1-800-998-3447

[www.gipsa.usda.gov](http://www.gipsa.usda.gov)

**TO:** FGIS Executive Management Team

**FROM:** Randall D. Jones  
Deputy Administrator

**SUBJECT:** Program Staffing Levels

### 1. PURPOSE

In order to meet the needs of its stakeholders, FGIS continuously evaluates Program operations seeking ways to improve FGIS services and processes. It is critical that resources (financial and staff) are allocated to support the Program goals and objectives. This notice establishes division staffing levels and the correlating percentages allowed for salaries and benefits.

### 2. BACKGROUND

Utilizing historical staffing levels and financial data while factoring in Program objectives, each division has been allocated a total number of full time equivalents (FTE) and a percentage of funding that may be utilized for salary and benefits. Exhibit 1 of this notice establishes the number of FTEs allowed for divisions and field offices, as well as a funding limitation to be used for salaries and benefits. Staff working overtime and intermittent schedules were converted to FTEs based on the number of paid hours.

### 3. DIVISION RESPONSIBILITIES

Division Directors are responsible for managing operations and staffing levels to ensure that the limitations established herein are not exceeded. As priorities and objectives change, the limitations set forth in Exhibit 1 may be adjusted accordingly with approval of this office.