

## Classification and Identification of Activities

**Activities performed by FGIS have been separated into five functional areas (FA).**

### **1. Official Inspection and Weighing Services [USGSA, Canadian Inspection, and Registration] (FA GP0052000000000)**

USGSA official inspection and weighing services performed by FGIS in the United States and Canada and delegated states and contractors as cited at 7 U.S.C. 71 and 7 CFR 800. Program support costs applied to this program for the official inspection and/or official weighing of grain, include but not limited to, employee time, travel, rent, communications, and supplies.

### **2. Official Agency (FA GP0053000000000)**

USGSA authorizes FGIS to supervise grain inspection and weighing services provided by delegated States and designated official agencies to the U.S. grain industry as cited in 7 U.S.C. 71 and 7 CFR 800. Program support costs applied to this program for supervision of agencies, include but not limited to, employee time, travel, rent, communications, and supplies.

### **3. Rice Inspection (FA GP0057000000000)**

AMA official sampling, inspection, weighing, and certification of rice as cited in 7 U.S.C. 1622(h) and 7 CFR 868. Program support costs applied to this program for supervision of agencies, include but not limited to, employee time, travel, rent, communications, and supplies.

### **4. Commodity Inspection (FA GP0058000000000)**

AMA official sampling, inspection, weighing, and testing of graded and processed commodities as cited in 7 U.S.C. 1622(h) and 7 CFR 868. The graded commodity market is made up of producers and processors of edible beans, peas, and lentils. The processed commodity market consists of processors and shippers of products such as wheat flour, soybean meal, vegetable oil, and corn meal. Program support costs applied to this program for supervision of agencies, include but not limited to, employee time, travel, rent, communications, and supplies.

**5. FGIS Appropriated (FA GP0069000000000)** – Activities funded by annual appropriations for Compliance, Standardization, and Methods Development under the authority of the United States Grain Standards Act, as amended (USGSA), and the Agricultural Marketing Act of 1946 (AMA).

#### **Compliance Activities**

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 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, reviewing official agency fee schedules, monitoring and check testing of delegated and designated State and private agencies (Official Agencies) equipment, perform quality control and quality assurance activities that target non-federal inspection activities (performed by Official Agencies, delegated and designated States), and monitoring official agency technical performance (SIMS). (7 CFR 800)

### **Methods Development Activities**

Method Development funding supports FGIS activities that investigate, research, evaluate, or develop methods to address emerging grain quality assessment needs or that evaluate or develop methods to improve the accuracy (with respect to more fundamental reference methods), consistency, or cost-effectiveness of existing grain quality assessments. Methods Development activities may include experimental design, laboratory testing, engineering, literature review, or data analysis.

### **Standardization Activities**

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 for agricultural products under FGIS's grain program authority, developing or evaluating new methodology for official grading methods, and reviewing official results through the use of a quality control and weight monitoring program. (7 CFR 800)

## **FGIS costs shall be identified as Direct Service or Supervision & Administrative, which are defined as follows:**

### **Direct Service (DS).**

Direct service is defined as the performance of official activities under the USGSA and AMA. Official time and costs are related to providing service, includes but not limited to, original inspection, reinspection, appeal inspection, review of weighing, Class X and supervision Class Y weighing; scale testing and certification, duties performed by administrative staff for billing and certification, duties performed by a shift supervisor. These are costs which can be directly related to providing the services. All offices, whether performing official inspection, weighing, AMA services only, supervision of official agencies only, or any combination will charge time and costs according to the function performing or the service provided.

### **Supervision and Administrative (SA)**

Supervision/administrative time and costs are related to functions associated with management and support of the official services performed in accordance with the USGSA. Time and costs which would typically be included are related to technical functions such as supervising official agencies or performing monitoring of grading accuracy, office and clerical functions concerned with personnel matters, purchasing, budgeting, etc.

Supervision. Supervision is defined as the effective guidance of agencies, official personnel, and others who perform activities under the USGSA, so as to reasonably assure the integrity and accuracy of the program activities. Supervision includes overseeing, directing, coordinating the performance of activities under the USGSA.

FGIS supervisory personnel supervise FGIS personnel, agencies, and others who perform activities under the USGSA. Agency supervisors are responsible for the direct supervision of their own official personnel and employees. FGIS provides oversight, guidance, and assistance to agencies as they carry out their responsibilities.

Supervision functions include directing employees in the performance of official activities and assuming responsibility for their performance. FGIS provides oversight, guidance, and assistance to agencies as they carry out their responsibilities.

Administrative. Administrative is defined as the management of FGIS programs by GIPSA personnel, including other support costs. Support costs include rent, utilities, etc.

Administrative functions include managing finances, personnel actions, time and attendance, labor relations (union and civil rights staff), staff performance and efficiency, etc.

Attachment B provides general guidelines for assigning FGIS activities to the appropriate funding source. Use the table as a guide in determining the manner in which to charge time and costs to the appropriate functional area. After an activity has been placed into appropriate functional area, the time and costs associated with the activity shall be appropriately assigned to one or more shorthand codes.

Time and costs (such as paid leave, lump-sum payments, uniforms, workers compensation, etc.) should be charged to the shorthand code(s) normally charged by the employee. Travel and training should be charged to the proper shorthand code(s) based on the function being performed. If travel and training cannot be identified by function, costs should then be proportionally distributed based on the normal work activity of the individual.