

ASSIGNMENT OF ACTIVITIES BY FUNCTIONAL AREA AND IDENTIFICATION						
		(1) USGSA I & W GP00520	(2) USGSA OA GP00530	(3) AMA RICE GP00570	(4) AMA- COMM. INSP GP00580	(5) COMPLIANCE, METHOD DEV, STANDARDIZATION GP00690
A.	OFFICIAL INSPECTION.					
	<i>The performance of functions related to original inspection, reinspection, and appeal inspections, as applicable under the USGSA or AMA, such as:</i>					
A1	Stowage examination	DS		DS	DS	
A2	Sampling	DS		DS	DS	
A3	Grading	DS		DS	DS	
A4	Analyzing samples (NIRT, TCK, Falling Number, Mycotoxins, etc)	DS		DS	DS	
A5	Overseeing elevator operations (rover)	DS		DS	DS	
A6	Transporting information between service points and field offices (runner/courier)	DS		DS	DS	
A7	Witnessing fumigation	DS		DS	DS	
A8	Condition inspection	DS		DS	DS	
A9	Hiring, training, contract procurement management, and paying contract labor (samplers, technicians, etc.)	DS		DS	DS	DS
A10	Preparation and issuance of certificates	DS		DS	DS	
A11	Preparation and issuance of bills	DS		DS	DS	
A12	Mailing samples to the Board of Appeals & Review for Board appeals	DS		DS	DS	
A13	Delivering and mailing samples and supplies	DS		DS	DS	
A14	Reviewing inspection forms (example: FGIS-30, FGIS-992, etc.)	DS		DS	DS	
A15	Checking Commodity Testing Lab results with commodity abstracts and announcements				DS	
A16	Conducting sanitation inspections			DS	DS	
B.	OFFICIAL WEIGHING.					
	<i>The performance of functions related to class X weighing, class Y weighing, and the review of weighing, as applicable under the USGSA or AMA, such as:</i>					
B1	Stowage examinations (weights only)	DS		DS	DS	
B2	Weighing (class X)	DS		DS	DS	
B3	Supervision of weighing (class Y)	DS		DS		
B4	Observe unloading	DS		DS	DS	
B5	Overseeing elevator operations (rover)	DS		DS	DS	
B6	Transporting information between FGIS service points and Field Office (runner/courier)	DS		DS	DS	
B7	Checkloading	DS		DS	DS	
B8	Checkweighing	DS		DS	DS	
B9	Preparation and issuance of certificates	DS		DS	DS	
B10	Preparation and issuance of bills	DS		DS	DS	
Direct Service (DS)						
Supervision and Administrative (SA)						

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C.	AGREEMENTS.					
C1	The performance of functions to fulfill requirements set forth in agreements between FGIS and outside organizations, such as FDA and APHIS	DS		DS	DS	
C2	APHIS Agreement (MRPBS administrative support for MRP, except Debt Management)	SA	SA	SA	SA	SA
C3	APHIS Debt Management Agreement	DS	DS	DS	DS	

D.	EQUIPMENT (USGSA and AMA).					
D1	Testing FGIS used mechanical sampling devices on-site, such as D/Ts, pneumatic probes	DS	DS	DS	DS	
D2	Field Office review of official agency paperwork for official agency tested D/Ts		DS	DS	DS	DS
D3	Testing sampling delivery systems	DS		DS	DS	
D4	Testing railroad track scales	DS				
D5	Re-verifying weights (bulk)	DS				
D6	Testing scales	DS				
D7	Testing official agency inspection equipment, including protein instruments					DS
D8	Testing field office equipment with TSD standards, including protein					DS
D9	Maintaining official equipment, including protein (day to day checks)	DS		DS	DS	
D10	Preparing and issuing paperwork associated with equipment testing					DS
D11	Assisting official agencies in testing equipment, i.e., sending samples to the official agencies or comparing results on-site		DS			DS

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E.	GENERAL.					
E1	Performing safety evaluations at service points	DS		DS	DS	
E2	Representing the workforce in Labor Mgmt. Relations	SA		SA	SA	
E3	Dispatching personnel to original inspection service points	DS		DS	DS	
E4	Maintaining file sample retention system	DS		DS	DS	DS
E5	Discussing program areas with applicants, i.e., plant managers, superintendents, etc.	DS		DS	DS	
E6	Training provided at the request of OAs to be provided at the OAs location or regionally, e.g. official time (preparing, traveling, and presenting), travel costs, and supplies.		DS			
E7	Training provided at the NGC for OAs, the presenters official time (preparing, traveling, and presenting), and supplies.		DS			
E8	Responding to intermarket problems	DS	DS	DS	DS	DS
E9	Providing technical training to FGIS personnel, e.g. safety and interpretative line on sprout, scab, etc.	DS		DS	DS	
F.	FINANCIAL.					
F1	Budget preparing, implementing, and follow-up	SA	SA	SA	SA	SA
F2	Analyzing cost and revenue reports	SA	SA	SA	SA	SA
F3	Following up on delinquent accounts	DS	DS	DS	DS	
F4	Responding to inquiries related to billing issues	DS	DS	DS	DS	

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G.	PERSONNEL.					
G1	Representing management in Labor Mgmt. Relations	SA		SA	SA	
G2	Preparing and processing personnel actions, such as EEO, grievances, hiring, furloughs, RIF's, awards, promotions, etc.	SA		SA	SA	SA
G3	Evaluating staffing requirements	SA	SA	SA	SA	SA
G4	Training FGIS personnel to develop skills, such as but not limited to: communication, leadership, software program use, etc.	DS	DS	DS	DS	DS
G5	Preparing staffing reports	SA		SA	SA	SA
G6	Developing and utilizing performance standards	SA		SA	SA	SA
G7	Evaluating and processing employee suggestions	SA		SA	SA	SA
G8	T&A's, benefits, etc.	SA	SA	SA	SA	SA
G9	Administering and auditing leave (annual and sick)	SA	SA	SA	SA	SA
G10	Maintaining personnel records	SA		SA	SA	SA
G11	Processing workers compensation records	SA		SA	SA	SA
G12	Preparing and reviewing accident reports	SA		SA	SA	SA
G13	Providing administrative training to FGIS personnel, such as purchasing and travel cards, human resource, financial reporting, etc.	SA		SA	SA	SA
G14	Processing proficiency examinations for FGIS personnel					SA
G15	Preparing and obtaining official passports for use in overseas visits	SA				SA
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H.	PROGRAM.					
H1	Preparing requisitions for purchasing equipment, supplies, and furniture	SA	SA	SA	SA	SA
H2	Developing and implementing objectives and work plans	SA	SA	SA	SA	SA
H3	Reviewing FGIS personnel performance	SA	SA	SA	SA	SA
H4	Providing direction and oversight to FGIS personnel, i.e., review quality control charts, SIMS, reports on employee's performance, and taking necessary action	SA		SA	SA	SA
H5	Reviewing and commenting on proposed and existing directives and regulations	SA		SA	SA	SA
H6	Implementing new directives and regulations	SA		SA	SA	SA
H7	Assisting in the performance of studies and surveys regarding the development of policies and procedures, excluding those concerning standardization and compliance functions	SA		SA	SA	
H8	Maintaining administrative and program files, such as certificates, T&A's, logs, directives, etc.	SA	SA	SA	SA	SA
H9	Consulting and advising official agency managers as they carry out their responsibilities, i.e., interpreting directives; resolving grading problems, and assisting with technical training		SA	SA	SA	DS
H10	Overseeing official agency activities to protect against illegal activities, measuring official agency manager performance		DS	DS	DS	DS
H11	Reviewing official agency fee schedules					DS
H12	QAS duties, reviewing the technical (grading) performance of official agency employees, SIMS (Compliance Quality Control)					DS
H13	QAS duties, reviewing the technical (grading) performance of official agency employees, FLAGS / TARGETS (Compliance Quality Control)		DS			
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H.	PROGRAM. (continued)					
H14	QAS duties, reviewing the technical (grading) performance of FGIS employees. (Standardization Quality Control)					DS
H15	Protein Monitoring Program for official agencies					DS
H16	Reviewing the scale testing activities of delegated States		DS			
H17	Interacting with industry and other Government agencies, i.e. resolving complaints and inquires	DS	DS	DS	DS	DS
H18	Assisting in the collection of information for response to inquiries, such as congressional, FOIA, etc.	SA	SA	SA	SA	SA
H19	Following safety requirements set forth by OSHA laws, FGIS regulations and instructions, and executive orders at the management level	SA	SA	SA	SA	SA
H20	Maintaining GSA and leased vehicle programs	SA	SA	SA	SA	SA
H21	Reviewing USAid and FSA contracts				DS	
H22	Monitoring the performance of contract labor (samplers, technicians, etc.)	SA		SA	SA	
H23	Conducting on-site reviews of agencies performing AMA activities			DS	DS	DS
H24	Maintaining instructions, regulations, etc.	SA	SA	SA	SA	SA
H25	Licensing official agency personnel					DS
H26	Preparing work volume reports, i.e., AMA Output FGIS-930			DS	DS	
H27	Monitoring the billing of official agencies for supervision fee (user fees)		DS			
H28	Review new or revised directives					SA
H29	Processing general mail					SA
H30	Processing data for the Early Alert Program					DS
H31	Assisting divisions on research and development studies, and surveys regarding grain (USGSA)					DS
H32	Assisting Board of Appeals and Review on AMA projects					DS
H33	Assisting Compliance Division in studies, surveys, and investigations regarding potential violations or non-compliance with USGSA requirements					DS
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H.	PROGRAM. (continued)					
H34	Assisting Compliance Division in studies, surveys, and investigations regarding potential violations or non-compliance with AMA Requirements			DS	DS	DS
H35	Explaining the FGIS program to foreign delegations	DS	DS	DS	DS	DS
H36	Training and demonstrations to outside groups, such as farmers, students, etc.	DS		DS	DS	DS
H37	Preparing and giving presentations on FGIS to civic and trade groups, i.e., public relations	DS		DS	DS	DS
H38	Participation in Outreach programs	DS	DS	DS	DS	DS
H39	Traveling (should be charged to the proper management code based on the function being performed)	DS	DS	DS	DS	DS
H40	Providing upper management with reports regarding the performance of official agencies for purposes of designation/ delegation					DS
H41	Participating in overseas travel	DS		DS	DS	DS
H42	Collecting information regarding foreign complaints					DS
H43	Assisting in Compliance Division's compliance reviews of field offices and official agencies					DS
H44	Maintenance of historical material regarding grain standards	SA				
H45	CODEX and other international standards representation	DS				
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I	QUALITY ASSURANCE & COMPLIANCE DIVISION					
I1	Delegate States (USGSA) to provide official grain inspection and weighing services at export port locations, and to provide scale testing services					DS
I2	Designate and/or renew State and private agencies (USGSA) to perform official grain inspection and/or weighing services at domestic locations					DS
I3	Approve, and maintain cooperative agreements and fees to provide miscellaneous processed commodity, graded commodity, or rice service			DS	DS	
I4	Approve fees charged to applicants for service by delegated or designated States and private agencies.					DS
I5	Monitor pilot programs for official agencies' boundaries					DS
I6	Conduct compliance reviews of field offices					DS
I7	Conduct compliance reviews of delegated/ designated States and private agencies					DS
I8	Supervisory compliance activities					SA
I9	Investigate alleged violations of the USGSA, AMA, and the regulations and instructions there under					DS
I10	Prepare and/or coordinate administrative remedies or enforcement actions (i.e. warning/cautionary letters, civil monetary penalties, suspension processing, etc.) to address sustained USGSA or AMA violations					DS
I11	Assist OIG in conducting criminal investigations involving FGIS's program					DS
I12	Coordinate and investigate alleged employee misconduct situations according to departmental guidelines					DS
I13	Administers the official agency's conflict of interest program involving licenses and coordinate with APHIS personnel conflict situations pertaining to FGIS employees					DS
I14	Administers FGIS's Export Registration Program	DS				

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I.	QUALITY ASSURANCE & COMPLIANCE DIVISION (continued)					
I15	Develop and revise regulatory policies according to the USGSA and AMA					DS
I16	Conduct market evaluations to ensure that the grain industry (handlers, processors, merchandisers, producers, etc.) understands and adheres to FGIS's statutory policies					DS
I17	Provide responses to questions and concerns from FGIS's employees (headquarters and field), official agency personnel, and grain industry representatives regarding statutory and regulatory policies set forth in the USGSA and AMA					DS
J.	FIELD MANAGEMENT DIVISION					
J1	Maintain, develop, revise, and publish the Weighing Handbook, instructions, regulations, and procedures relating to the national weighing program	DS				
J2	Maintain National Institute of Standards and Technology accreditation as an approved metrology laboratory (NIST)	DS				
J3	Maintain Test Weight Reverification (TWR) and Mass Standards Database	DS				
J4	Maintain, develop, revise, and publish the Inspection Equipment Handbook, instructions, regulations, and procedures relating to the approved equipment used in the grain inspection system	DS		DS	DS	DS
J5	Maintain, develop, revise, and publish the Mechanical Sampling Systems Handbook, instructions, and regulations, and procedures relating to the sampling of grain in the official inspection system	DS		DS	DS	DS
J6	Maintain Mechanical Sampling Systems Database	DS		DS	DS	
J7	Maintain Official Scale Testing Database	DS				
J8	Coordinate, prepare, and present weighing and scale testing training					DS
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J.	FIELD MANAGEMENT DIVISION (continued)					
J9	Perform field scale testing reviews	DS				
J10	Test and issue reports of test for all Master Scales	DS				
J11	Perform field calibration and issue reports of tests for the railroad scale test cars	DS				
J12	Coordinate FGIS's metric program	DS		DS	DS	
J13	Coordinate approval of mechanical samplers	DS		DS	DS	
J14	Issue mass standards approval and TWR reports	DS				
J15	Conduct and respond to export review of weighing requests and foreign weight complaints					DS
J16	Provide technical support to field offices, delegated & designated agencies, grain industry officials, and other government agencies on weighing approved equipment purchases, and scale testing program requirements	DS	DS	DS	DS	
J17	Evaluate Compliance Review and Investigation recommendations on the weighing program and ensure corrective action had been initiated to resolve problems					DS
J18	Maintain and perform Field Management Division (FMD) personnel property inventory and prepare property reports	SA		SA	SA	SA
J19	Provide commodity scale approval				DS	
J20	FGIS liaison with the National Institute of Standards and Technology, Office of Weights and Measures	DS				
J21	Represent FGIS at National Type Evaluation Program Laboratory (NTEP) meetings, National Conference on Weights and Measures, and the Mid-America Metrology Laboratory meetings	DS				
J22	Maintain NTEP accreditation as an approved type evaluation laboratory for railway track scales, automatic bulk weighing systems (AWS), and grain test scales	DS				
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J.	FIELD MANAGEMENT DIVISION (continued)					
J23	Issue evaluation letters to the NTEP Administrator for completed evaluations	DS				
J24	Maintain Headquarters copies of the facility handbooks for all weighing locations	DS		DS	DS	
J25	Maintain railroad track scale testing program	DS				
J26	Maintain Norfolk Southern Railroad rail scale testing program	DS				
J27	Maintain and operate FGIS test cars	DS				
J28	Maintain and prepare all billing for FGIS's scale testing programs	DS				
J29	Maintain and publish Railroad Track Scale testing itineraries	DS				
J30	FGIS liaison with the American Association of Railroads	DS				
J31	Maintain the standard weights for the FGIS test cars	DS				
J32	Maintain the Master Scale Depot	DS				
J33	Perform test weight calibrations for the other industries at the Master Scale Depot	DS				
J34	Perform test car calibrations at the Master Scale Depot	DS				
J35	Perform field calibrations on industry test cars	DS				
J36	Develop criteria for the automation of weighing systems	DS				
J37	Provide technical assistance to field offices for elevator automation	DS				
J38	Maintain automation files and instructions	SA				
J39	Review and comment on elevator automation proposals	DS				
J40	Maintain Closed Circuit Television directive	SA				
J41	Respond to request from field offices for forms, approval seals, labels, and tags	DS				
J42	Develop technical reports (white papers) and briefing reports for senior management on new or reoccurring issues	DS		DS	DS	
J43	Evaluate and respond to weighing policy and procedure waiver requests	DS		DS	DS	
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J.	FIELD MANAGEMENT DIVISION (continued)					
J44	Provide field offices, delegated/designated agencies and grain companies support when adding new weighing facilities	DS				
J45	Maintain Grain Handling System Testing directive, monitor the progress of testing and provide training and technical support as needed	DS				DS
J46	Maintain, develop, revise, and publish the Moisture Handbook, instructions, regulations and procedures relating to the national grain inspection program	DS				DS
J47	Maintenance of historical material regarding grain standards CODEX and other international standards representation					SA
J48	Training and demonstrations to outside groups, such as farmers, students, etc.	DS		DS	DS	DS
J49	Preparing and giving presentations on FGIS to civic and trade groups, i.e., public relations	SA		SA	SA	SA
J50	Participation in Outreach programs	DS	DS	DS	DS	
J51	Reviewing and commenting on proposed and existing directives and regulations	SA		SA	SA	SA
J52	Implementing new directives and regulations	SA		SA	SA	SA

K.	TECHNOLOGY & SCIENCE DIVISION					
K1	Testing of processed or graded commodity samples for contract specifications				DS	
K2	Performing board appeal inspections	DS		DS	DS	
K3	Organizing & providing technical training to FGIS personnel					DS
K4	Organizing & providing technical training to industry personnel	DS		DS	DS	
K5	Pesticide residue testing services	DS				
K6	Board Appeal & Review monitoring of FGIS service points					DS
K7	Board Appeal & Review monitoring of OA service points					DS

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K.	TECHNOLOGY & SCIENCE DIVISION (continued)					
K8	Board Appeal & Review, Field Office, & FMD development of line slides and related quality assurance activities					DS
K9	Board Appeal & Review administration of ACG proficiency examination program					DS
K10	Board Appeal & Review administration of AQAS proficiency program (STEPS)					DS
K11	Board Appeal & Review monitoring trips to FGIS service points					DS
K12	Board Appeal & Review monitoring trips to OA service points					DS
K13	Biotechnology and Analytical Services Branch protein determination as they relate to QAC					DS
K14	Biotechnology and Analytical Services Branch protein service for NIRT staff, or for calibration development					DS
K15	Biotechnology and Analytical Services Branch protein service to customers	DS		DS	DS	
K16	Oil extraction service for Biotechnology and Analytical Services Branch staff, and for calibration development					DS
K17	Air oven tests as they relate to QAC					DS
K18	Air oven tests as they relate to Biotechnology and Analytical Services Branch, and for calibration development					DS
K19	Mycotoxin check sample program for FGIS service points					DS
K20	Mycotoxin check sample program for OA service points					DS
K21	Protein monitoring and troubleshooting of FGIS service points					DS
K22	Protein monitoring and troubleshooting of OA service points					DS
K23	NIRT soybean oil protein QC as it relates to FGIS service points					DS
K24	NIRT soybean oil protein QC as it relates to OA service points					DS
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K.	TECHNOLOGY & SCIENCE DIVISION (continued)					
K25	Plan and perform calibration updates for NIRS instruments					DS
K26	Develop test protocol for NTEP and ISO certification					DS
K27	Maintain master inspection equipment and conduct semi-annual checktesting (as it relates to FGIS service points)					DS
K28	Development of new inspection equipment					DS
K29	Selection and implementation of new inspection equipment for FGIS service points (excluding actual procurement)	DS		DS	DS	
K30	Internal research and development					DS
K31	FGIS supported ARS research					DS
K32	External contracted research and development					DS
K33	Trade meetings to remain current on customer concerns and interests as they relate to grain standards development and new technology for quality measurement					DS
K34	Surveys, data evaluation and literature reviews as they relate to grain standards development and new technology for quality measurement					DS
K35	Market and economic evaluation of potential grain standards or technology changes					DS
K36	Maintenance of historical material regarding grain standards	SA				
K37	Maintain approved equipment list					DS
K38	Explaining the FGIS program to foreign delegations at NGC					DS
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L.	OTHER DIVISIONS					
L1	IT Maintains Radio Communication program directives; develop repair program and purchase new radio equipment	DS		DS	DS	
L2	FGIS liaison with the Canadian Grain Commission Weighing Services includes FMD, DIIA, and TSD	DS				
L3	DIIA coordinates meetings on FGIS programs to foreign delegations					DS
L4	ODA and QACD Acts as FGIS's legislative liaison and coordinates responses to audits conducted by GAO, OIG, and other governmental entities					DS
L5	Coordinate requests for witness appearances involving FGIS's employees					DS
L6	Coordinate Tort/Administrative Claims filed against FGIS					DS
L7	GIPSA FOIA Officer Administer freedom of Information and Privacy Act program	SA	SA	SA	SA	SA
L8	Departmental charges (working capital, greenbook)	SA	SA	SA	SA	SA
L9	Support services provided by GIPSA Administrator & Staff, Civil Rights Staff, Information Technology, and Management & Budget Services.	SA	SA	SA	SA	SA
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