



United States Department of Agriculture

Grain Inspection,
Packers and Stockyards
Administration

Notice ODA-2016-3

September 12, 2016

Federal Grain Inspection
Service

TO: FGIS Executive Management Team

Office of the Deputy
Administrator

FROM: Randall D. Jones
Deputy Administrator

1400 Independence Ave. SW,
Stop 3630
Washington, D.C. 20250

SUBJECT: Utilization of Funds, Classification of Activity, and Determination
of Direct Service or Supervision & Administrative

Voice (202) 720-9170
Fax (202) 690-3951

1. **PURPOSE**

This notice provides guidance regarding the Federal Grain Inspection Service (FGIS) funding codes that should be used when utilizing funds to purchase goods and services, employee salaries, travel, etc.

Hotline 1-800-998-3447

2. **BACKGROUND**

FGIS receives funding from multiple sources, including user fees, appropriations, and reimbursable agreements. This notice assists managers in differentiating between support and delivery functions of FGIS programs, and determining the proper fund codes to utilize.

In accordance with USGSA §79d, limitation on administrative and supervisory costs, FGIS shall not exceed 30% of the USGSA total costs for administrative and supervisory costs. Determination of limitation 30% is calculated by the sum of SB activities (attachment B columns (1) 520 and (2) 530) divided by sum of total obligations of 520 and 530 program.

www.gipsa.usda.gov

3. **ACTION**

Activities shall be classified and identified pursuant to guidance in Attachment A. Program activities and statute are defined for each of the five functional areas, as well as the identifying description for direct service (DS) and supervision and administrative (SA) costs.

Assignment of activities by functional area and identification is provided in Attachment B. Activities shall be classified into one of five functional areas (520, 530, 570, 580, or 690) and identified as direct service (DS) or supervision and administrative (SA) in accordance with the definitions in Attachment A.

4. **INQUIRES**

Direct any questions concerning this Notice to Denise Ruggles, Office of the Deputy Administrator, at Denise.M.Ruggles@usda.gov (816) 659-8406.