



# GIPSA News

A newsletter for the employees of the Grain Inspection, Packers and Stockyards Administration

April 2002

## 2001 Administrator's Awards

*Dave Shipman, Washington, DC*

Each year, all of us at GIPSA have the opportunity to participate in the Administrator's Awards Program. This unique program allows "anyone to nominate anyone" for agencywide recognition. This year, six individuals and one group were singled out by their peers for special recognition. I can think of no greater distinction than earning the respect of our colleagues. It was an honor for me, as acting administrator, to be able to present the 2001 Administrator's Awards to the following folks.

**BIOTECHNOLOGY TEAM**, Technical Center, was nominated for the **Distinguished Group Award** for their tremendous effort in addressing the need for establishing the standardization, validation, and application of testing technology for bioengineered grain. The team's leadership in the biotechnology arena provides confidence in the U.S. grain market's ability to identify grains acceptable to specific markets. Group members are **Don Kendall, Louis Bussjaeger, Ron Jenkins, Terri Liberty, Sandra Lockridge, Chuan Kao, and Suzie Asfaw**.

**PAM LAKE**, Atlanta Regional Office, was nominated for the **Distinguished Award** for her outstanding administrative support to the regional office. She was recognized for her excellent performance; positive work attitude; and her willingness to assist everyone in the office on payroll, personnel, travel, and training issues.

### 2001 ADMINISTRATOR'S AWARD RECIPIENTS

#### DISTINGUISHED AWARDS

**Biotechnology Team  
Pam Lake**

#### SUPERIOR AWARDS

**James Whalen  
James Vanderwielen  
Kris Luurs**

#### EEO/CIVIL RIGHTS AWARD

**Deborah Shipman**

#### SAFETY AWARD

**Robert Soderstrom**

**JAMES WHALEN**, Kansas City Field Office, was nominated for the **Superior Award** for his extra efforts and exemplary contributions towards the international marketing of corn to Japan. StarLink™ corn in the U.S. corn supply threatened the marketing of corn to Japan. Representatives from Japan's Ministry of Health, Labor and Welfare and Ministry of Agriculture, Fisheries and Forestry visited the United States three times in 2001 to watch how the U.S. grain market was testing and segregating StarLink™ corn. **Jim** was GIPSA's liaison for these team visits and was instrumental in reinforcing the Agency's successful efforts to restore Japan's confidence in U.S. corn imports. Japan is the top importer of U.S. corn and purchases about 95 percent of its corn from the United States.

*Continued, see Administrator's  
Awards on page 3.*

# Names in the News

## PERSONNEL

Welcome to **Joan Danielson**, economist, Denver Regional Office.

**Shelli Lopez**, Technical Center, accepted a new job with the General Services Administration as a Program Analyst.

## AWARDS

**Greg Andrews**, legal specialist, Des Moines, received a spot award for his commitment in directing the regional office on legal issues during the Valley Pride Pack, Inc. packer trust and bond investigation.

**William Arce**, marketing specialist; **Matthew Bass**, auditor; and **Lynn Lancaster**, former employee, Des Moines, received extra effort

awards for sustained dedication, commitment, and leadership during the Valley Pride Pack, Inc. packer trust and bond investigation.

**Martin Begley**, Washington, D.C., received an extra effort award for demonstrating courage, strength, and patience to improve the forms management program for GIPSA.

**Art Boline**, Duluth, received a spot award for his research which resulted in the discovery that the equipment being used for grain analysis was not the same as the prototype that was approved.

**Margaret Cummings**, computer specialist, Des Moines, received a time off award for volunteering as the regional office's Combined Federal Campaign office coordinator for 2 consecutive years and providing exceptional service.

**Owen Ecker**, Washington, D.C., received an extra effort award for his continued support of GIPSA's Quality Assurance/Quality Control computer program and development and revision of inspection tolerances for factors in all commodities inspected.

**Walter Harness**, New Orleans, ACG-9 received a time-off award for providing extra effort in Peavey's automation project in an extremely professional manner.

**Oree King, Jr.**, New Orleans, ACG-7 received a time-off award for providing services in all four areas at the "spur of the moment."

**Bob Krouse**, Kansas City, received a spot award for working up directions to each of the official agencies and getting them posted to the

website. The information **Bob** developed complemented the directions to each FGIS field office that were already posted on the web.

**Robert Lijewski**, Washington, D.C., received a performance award for sustained superior performance contributing to the increased effectiveness and efficiency of the Field Management Division and GIPSA.

**Stephen Michel**, New Orleans, ACG-9, received a time-off award for taking the time to enter field office generated forms on the supervisor's computer at ADM-Destrehan.

**LaDondra Moon**, office clerk, Des Moines, received a spot award for her outstanding effort and attention in copying, indexing, and organizing over 10 investigative files for the regional office in a 1-year period as a part-time employee.

**Diane Palecek**, **Mary Vick**, and **Beverly Cook**, Kansas City, MO, received extra effort awards for their exemplary service in developing the StarLink™ monitoring program to ensure confidence in GIPSA's testing ability domestically and internationally, and thereby facilitating the marketing of corn for producers, merchandisers, processors, and exporters.

**Kristi Pirtle**, legal instruments examiner, Des Moines, received a time off award for volunteering and performing extra duties as coordinator for the Transit Benefit program and Safety and Health officer for the regional office.

*Continued, see Names on page 3.*

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## Names, from page 2.

**Jeani Plautz**, legal instruments examiner, Des Moines, received a spot award for her sustained dedication and commitment during the Valley Pride Pack, Inc. packer trust and bond investigation.

**George Pulwicz**, auditor, Des Moines, received an extra effort award for his sustained dedication, commitment and leadership while performing the duties as Acting Financial Unit Supervisor for the regional office.

**Terry Ryno**, resident agent, Springfield, MO, received a spot award for sustained dedication and commitment during the investigation of the Joplin Stockyards Co-Mingling System.

**Duane Short**, marketing specialist, and **Lori Warner**, legal instruments examiner, Des Moines, received spot awards for their effective use of resources and for volunteering to assist the regional office during the Valley Pride, Inc. packer trust and bond investigation.

**Ken Soderberg**, resident agent, Huron, SD, received a spot award for his effective use of resources and volunteering to assist the regional office in conducting and obtaining records for ongoing investigations.

**Cheryl Taylor**, New Orleans, ACT-5 received a time-off award for contributing extra effort in Peavey's automation project in an extremely professional manner on 11/2/01.

**Bryce Wilke**, economist, Des Moines, received an extra effort award for sustained dedication, commitment, and leadership while performing the duties as acting trade practice unit supervisor for the regional office.

## Administrator's Awards, from page 1.

**JAMES VANDERWIELEN**, Des Moines Regional Office, was nominated for a **Superior Award** for his extensive knowledge of the scales and weighing procedures in the P&SP, his interest in developing new testing procedures, and his assistance in developing independent testing of devices that are used to measure value. Jim shares his technical knowledge by volunteering to work on special projects and providing support to others through scales and weighing training programs.

**KRIS LUURS**, FSO-APHIS, was nominated for a **Superior Award** for her outstanding support to the GIPSA offices on personnel issues. **Kris** has expedited the classification and recruitment of many positions in the grain and packer programs. This required numerous trips to local offices to review job responsibilities and learn about the nature of the work. Her efforts to complete these projects in a timely manner provided a good basis for the continued success of GIPSA's programs. **Kris** is an invaluable asset to GIPSA and is recognized for taking on complex assignments and demonstrating her professional attitude towards customer satisfaction.

**Debbie Shipman**, Washington, DC, was nominated for the **EEO/Civil Rights Award** for her continuous involvement in the EEO/CR program. **Debbie** has distributed many EEO/CR-related articles and literature to managers, supervisors, and special emphasis program managers within GIPSA. **Debbie** has also excelled in presenting valuable EEO/CR information to GIPSA employees through her coordination of numerous monthly special emphasis program presentations. **Debbie** has demonstrated her commitment to GIPSA's EEO/CR program through her personal dedication to the EEO/CR activities and programs.

**Robert Soderstrom**, Washington, DC, was nominated for the **Safety Award** for his leadership in the area of emergency preparedness and emergency response. USDA developed a Continuity of Operations (COOP) Plan to assure Headquarters USDA buildings/facilities and employees are safe and

essential operations continue during emergency situations. **Bob** was GIPSA's liaison to the Department as the USDA plan was developed. His leadership and guidance provide the basis for the Agency to comply with this USDA initiative, and helped ensure GIPSA's preparedness during uncertain times.

### For confidential help, call your Employee Assistance Program

Washington, DC personnel, call...  
301-570-3900  
or 1-800-222-0364

Field personnel, call...  
1-800-222-0364

# Listening

Rosemary Mayne, Training Officer

Listening is the least used communication skill. It requires significant effort to understand both ideas and feelings. The following points can help you do a quick appraisal of your listening patterns.

**Why We Don't Hear Others.** If you want to listen so you really hear what others say, make sure you're not a:

-  **Mind reader.** You'll hear little or nothing as you think "what is this person really thinking or feeling?"
-  **Rehearser.** Your mental tryouts for "Here's what I'll say next" tune out the speaker.
-  **Filterer.** Some call this selective listening—hearing only what you want to hear.
-  **Dreamer.** Drifting off during a face-to-face conversation can lead to an embarrassing "What did you say?" or "Could you repeat that?"
-  **Identifier.** If you refer everything you hear to your experience, you probably didn't hear what was said.
-  **Comparer.** When you get side-tracked assessing the messenger, you're sure to miss the message.
-  **Derailer.** Changing the subject too quickly tells others you're not interested in anything they have to say.
-  **Sparrer.** You hear what's said but you quickly belittle it or discount it. That puts you in the same class as the derailer.
-  **Placater.** Agreeing with everything you hear just to be nice or to avoid conflict does not mean you're a good listener.

Source: *The Writing Lab*, Department of English, Purdue University Press, 1356 Heavilon Hall, West Lafayette, IN 47907, as printed in *Communication Briefings* (ISSN 0730-7799), Briefings Publishing Group, 1101 King Street, Ste. 110, Alexandria, VA 22314.

**Are EEO/CR issues or concerns affecting your employment with GIPSA? Do you have questions? Need help? Then let your voice be heard.**

Call the EEO Advisory Committee at...

**1-800-639-5167**

Civil Rights Hotline

# Native American Sacred Lands Forum

Deborah Shipman,  
Washington, DC

On March 20, the National Congress of American Indians hosted a Native American Sacred Lands Forum at the Department of the Interior. Tribal leaders, representatives of environmental groups, and Federal and state government, and legal experts attended to discuss "Overcoming the Challenges."

Ten panelists representing the United South and Eastern Tribes, Native Hawaiian, Narragansett Indian Tribe, Arikara Nation, and the Morning Star Institute shared their concerns and sought solutions regarding the future of sacred Indian lands. The panelists noted that many sacred places are being threatened and destroyed by industries, government agencies, recreationalists, and New Age spiritual seekers. They also stated that existing laws ineffectively protect sacred lands and few directly address the issue at all.

Native Americans view certain places, such as mountains, rivers, forests, springs, canyons, lava tubes, and craters, as sacred sites where spiritual events occurred or medicines grew. For hundreds of years, many tribes held ceremonies and had spiritual responsibility to care for and renew these sites. Ceremonial rituals were and still are taught on how to respect all creation, protect and honor the sacred places, and view the land as a living, breathing entity.

*Continued, see Tribal Lands on page 10.*



## GIPSA Idea Hotline Update

*Norma Phelps, Washington, DC*

Here are the ideas received on the GIPSA Idea Hotline during March. If you have questions about any ideas or the Hotline, please call me at 202-720-1017.

*Suggestor*

*Suggestion*

Duane Putnam, Washington, DC

25<sup>th</sup> Anniversary—Recognize Employees Killed in the December 1977 Elevator Explosion

Jim Whalen, Kansas City, MO

Develop a National OCIS Agreement with Risk Management Agency

Jill M. Ainsworth, Atlanta, GA

Show a Revised Date on the Employee Manual When the Manual is Revised

### **GIPSA Hotline Ideas Accepted and Approved for Implementation During March 2002**

This list does not necessarily indicate that the idea was implemented as suggested or that it is currently in place (it could be in the development/implementation stage). To avoid the chance of misinterpretation, please call the Hotline if you have any concerns or questions regarding the following list of ideas.

-  Modify Complaint and Investigation Log
-  Change Form P&S-316 to Include the Trustee's Name, Address, and Phone Number
-  Packers and Stockyards Forms Should Be Revamped

Keep those ideas coming in! Send your ideas to the GIPSA Idea Hotline via e-mail: [gipsa-ideas@gipsadc.usda.gov](mailto:gipsa-ideas@gipsadc.usda.gov); FAX to 202-720-1015; or telephone 800-455-3447 or 202-720-1013. **We encourage you to send ideas via fax or e-mail to reduce the possibility of transcription errors; however, ideas will be accepted regardless of the method you choose to use.**

## Travel Bits & Pieces

*Peggy Smith, Washington, DC*

**Car Rental Insurance.** You will not be reimbursed for cost collision damage waiver, theft, or personal accident insurance because the Government is a self-insurer. Rental vehicles available under agreement with the Government include full coverage insurance for damages resulting from an accident while performing official travel. You should book your rental car through your Travel Management Center in order to ensure that you are renting a vehicle that is under agreement with the Government.

**Online Booking through Carlson Wagonlit.** Those employees using Carlson Wagonlit as their Travel Management Center should try booking their reservations through Carlson's online booking. The website is [www.cwgovernment.com/usda](http://www.cwgovernment.com/usda). Carlson has recently removed the profile building password box that was currently blocking GIPSA clients from building online profiles. Using the online booking results in a savings to the Agency since the online booking fee is less than the agent booking fee.

Take Our Daughters to Work Day



April 25, 2002

"Change the Way the World Works"

# FGIS Directives Info

*Jan Hart, Washington, DC*

This past month, with the help of the GIPSA webmasters, we updated the look and function of the FGIS directives system part of the GIPSA website. The web location now includes an overview of the FGIS directives system. Under this, we revamped our mailing list databases, and the updated distribution codes and address lists. As in the past, the web location contains the FGIS Table of Contents (a maintenance aid, which lists directives, notices, and handbooks), and the current directives that can be downloaded from the website. As a reminder, new directives are posted to the current directives section as they are issued, and you can download copies as needed.

## ISSUANCES

- ❑ **FGIS Directive 9180.69**, “Inspection of Whole Buckwheat Groats Purchased by the Farm Services Agency”, dated February 22, 2002. (Distribution: A,U,X)
- ❑ **FGIS Program Notice 02-02**, “Form FGIS-930, AMA Output Report”, dated 02/04/02. (Distribution: A,F,H,T,U)
- ❑ **FGIS Aflatoxin Handbook**, dated February 19, 2002. (Distribution: A,C,E)
- ❑ **FGIS Equipment Handbook, Issuance Change 1**, dated February 20, 2002. (Distribution: A,C,E)

## PEN AND INK CHANGES

- ❑ **FGIS Directive 4411.2**, “Training Policy for Supervisors, Managers, and Executives”, dated 11/6/01. The use of the 360-degree needs assessment is changed from annual to biannual.
- ❑ **FGIS Equipment Handbook, Issuance Change 1**, dated Feb-

ruary 20, 2002. This issuance change is actually Change 2.

## CANCELLATIONS

- ❑ **FGIS Aflatoxin Handbook**, dated 2-21-92, and all subsequent revisions to that version of the Handbook.
- ❑ **FGIS Instruction 9290.6** (old 929-6, Rev.4), “Form FGIS-930, AMA Output Report”, dated 9/13/83.
- ❑ **FGIS Program Notice 96-6**, “HPLC Testing for Aflatoxin”. The disposal date was 11/06/97, but it was marked as retain until superseded. Updated information is included in the Aflatoxin Handbook.
- ❑ **FGIS Program Notice 97-21**, “Aflatoxin Testing – Neogen Veratox AST”. The disposal date was 7/07/98, but it was marked as retain until superseded. Updated information is included in the Aflatoxin Handbook.
- ❑ **FGIS Program Bulletin 93.1**, “Aflatoxin Sampling and Reconditioning Procedures”. The disposal date was 6-08-93, but it was marked as retain until superseded. Updated information is included in the Aflatoxin Handbook.
- ❑ **FGIS Program Bulletin 93.2**, “Contract Specifications for Aflatoxin Testing”. The disposal date was 2-10-93, but it was marked as retain until superseded. Updated information is included in the Aflatoxin Handbook.
- ❑ **FGIS Program Bulletin 93.12**, “Revised Aflatoxin Monitoring Program”. The disposal date was 2-20-94, but it was marked as retain until superseded. Updated information is included in the Aflatoxin Handbook.
- ❑ **FGIS Program Bulletin 93.18**, “Aflatoxin Procedural Change – Neogen Test Kit”. The disposal date was 5-05-94, but it was marked as retain until superseded. Updated information is included in the Aflatoxin Handbook.

*Continued, see Issuances on page 8.*

# Exasperating E-mails

Carol Remmers, ISSPM, Washington, DC

Chat live with Monica or Susan. Help someone in Nigeria smuggle out millions of dollars and receive a 30 percent commission. Buy a surefire cure for snoring. Lose 15 pounds in 24 hours. Best of all, send a message “here” (insert e-mail address) to stop e-mail spam!

Welcome to Spamerica. Studies show that in the United States today more than 1 e-mail in 10 is spam. If you are like most of us, you’re sick and tired of this e-trash. It clutters your e-mail inbox and wastes your time. Isn’t there a simple way to get rid of it?

Sad to say, the answer to that question is “no.” We wish there were, but so far there isn’t.

These and similar messages come from a wide variety of source addresses. So far, nobody has been able to shut them down – as is clear from the volume of these messages. Block one e-mail address and they pop up from another.

In many cases, the messages are legal even if they are unwanted. Like junk postal mail, there is no doubt that these messages are a nuisance. And just as with junk mail you receive at home, the best thing to do is just trash such messages and move on to important things.

When we say trash it, we mean exactly that: delete the messages. Don’t open e-mail attachments in such messages. Don’t visit suggested

web sites. Don’t reply. Don’t even try to unsubscribe because many of these messages are broadcast “in the blind” and any contact with the sender simply confirms that they’ve found a valid address, which means you’re likely to receive even *more* unsolicited messages.

Some messages contain a paragraph at the bottom that says it is sent in compliance Bill S.1618 Title III passed by the 105th U.S. Congress. Allegedly, that means the message

will more likely be placed on more spam lists because, as noted above, you just verified for the spammers that your e-mail address is a legitimate address. (*Note: this comment doesn’t apply to legitimate businesses who are sending you e-mail advertising that you requested, usually by registering or purchasing something at their web site. The addresses at the bottoms of those messages will indeed remove you from the mailing lists.*)

Take a moment to consider whether you adequately protect your e-mail address. We aren’t making any accusa-

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*The magic of e-mail is that you can e-mail almost anyone.  
The tragedy of e-mail is that almost anyone can e-mail you.*

*Esther Dyson*

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cannot be considered spam as long as the sender includes a way for the recipient to have their address removed. But that paragraph is just part of the scam, an attempt to make them appear to be legitimate advertising instead of the junk mail that they really are. S.1618 is the anti-slaming act not spamming; that is, that act deals with telephone service providers switching you to a different carrier without your permission. Title III is that part of U.S. law that deals with equal access to government buildings and such for people with disabilities; again, this has nothing to do with spam e-mail.

What happens if you send mail to the address at the end of the message? It is unlikely that you will be taken off the spam list. In fact, you

tions here, but sometimes we don’t realize that dropping a business card in the fish bowl at the local pizza parlor to win a free lunch, or similar actions, often results in the information being shared with others. Same with responding to various on-line offers. It is very easy for e-mail addresses to become widely known and almost nothing that can be done to close the barn door after the fact.

Bills are pending in Congress and in some State legislatures to try to deal with the spam issue. Visit [www.spamlaws.com](http://www.spamlaws.com) to see what current laws are enacted or pending.

If we ever find a better way to deal with nuisance e-mails, we will do everything possible to let people know. Meanwhile, the only answer is trash, **TRASH!**

# FGIS Regulatory Management Info

*Tess Butler, Washington, DC*

This is the first of a new series of articles that will list the regulatory actions that have been published in the *Federal Register* during the past month. Through these article, we want to provide more information to all GIPSA offices and to official agencies about actions taking place within our Agency.

## *Federal Register Publications*

- ✓ Designation for the Central Iowa (IA) Area published on March 25, 2002 (effective on April 1, 2002)
- ✓ Fees for Official Inspection and Official Weighing Services published on March 21, 2002 (effective on April 22, 2002)
- ✓ Deposting of Stockyards published on March 18, 2002, effective upon publication in the Federal Register
- ✓ Designation for the Barton, Central Illinois, North Dakota, and Plainview Areas published on March 2, 2002 (effective April 1, 2002)
- ✓ Opportunity for Designation in the Aberdeen, Decatur, Grand Forks, Hastings, McCrea, Missouri, and South Carolina Areas, and Request for Comments on the Official Agencies Serving These Areas published on March 1, 2002 (applications and comments due April 1, 2002).

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## Issuances, from page 6.

- ☐ **FGIS Policy Bulletin Board emorandum Numbers 017, 028, 033, 040, 055, 066, 067, 071, 075, 088, 094, 097, 099, 135, and 143.** Updated information is included in the Aflatoxin Handbook.

## INTERIM CANCELLATION

- ☐ **FGIS Moisture Handbook** (Motomco), dated September 1986, with numerous revisions, and **GR Instruction 918-12, Revision 2**, Conversion Charts for Motomco Moisture Meter, dated June 1976, with numerous revisions.

For those offices that provide **only grain** moisture services and have switched to the Dickey John GAC 2100, **discard** these directives. The Motomco is no longer an approved method to officially determine grain moisture.

For those offices that provide **bean, lentil and pea, and rice** moisture services and are still using the Motomco, **retain** these directives until the conversion from the Motomco to the Dickey John GAC 2100 is complete. At that time, we will notify you to discard these directives.

# Women in History

*Dennis S. Murray Sr.,  
Washington, DC*

**Mae Jemison, Rosa Parks, Mary Bethune-McCloud, Dorothy Dandridge, and Ida Wells Barnett**, among others, were courageous in their beliefs about human rights, education, and freedom.

**Mae Jemison**, a dancer, doctor, teacher, author of African History, and astronaut has found her place in history. Dr. Jemison became the first African American woman to orbit the earth in 1992, when she served as a medical specialist on the space shuttle.

**Rosa Parks**, on the evening of December 1, 1955, tired from a long day working as a seamstress for a Montgomery, AL, department store, boarded a bus and decided to sit in the first seat she saw. At that time, black people were not legally allowed to sit in the front of the bus, nor could they sit while a white person stood up. Times changed, and Rosa Parks is still fighting for justice. She will, however, always be remembered as that little lady with a strong conviction in her belief.

**Mary McLeod Bethune** founded the Daytona Normal and Industrial Institute for Negro Girls (now Bethune-Cookman College) in 1904, and was president from 1904-1942 and from 1946-1947. She was a leader in the black women's club movement and president of the National Association of Colored Women.

*Continued, see Women  
on page 9.*

# For Your Health

Mavis Rogers, Washington, DC

Your ordinary office routine may seem safe enough. You probably take the elevator or stairs, use the coffee maker, open and close drawers, and lift stacks of files comfortably and easily everyday. Although all of these daily office activities may be second nature to you, they can be more dangerous than you might suppose—especially because you and your co-workers don't expect problems. Learn to look with new eyes for these common safety hazards in your office.

- **Falls** are the most common office accidents. They happen while people are walking, climbing stairs, even leaning back in chairs. Keep an eye out for telephone extension, electrical cords, and open drawers, which can cause people to trip. Loose or worn carpeting, slippery floors or packages left sitting in aisles can send even the most sure-footed for a nasty tumble. Correct these hazards when you can, and when you can't, point them out to others to prevent accidents.
- **File cabinets** are a primary source of office injuries. Top-heavy drawers can cause a cabinet to topple over. Sharp corners of metal file cabinets can cause injuries. Drawers can pinch fingers if slammed shut. Open only one drawer at a time, and close drawers slowly and carefully.
- **Office avalanches** occur when too many boxes, papers or other materials are stacked too high for safety. All it takes is someone to pull out something from halfway down the stack to send everything tumbling down. Keep papers inside cabinets—not on top of them.
- **Electrical shock** can result from frayed wiring, improper grounding or malfunctioning equipment. Check equipment and plugs regularly. All offices should have a three-wire grounding system.
- **Fires** can occur anytime. Smoking is a common cause; so is electrical equipment. Look for people lighting up in no-smoking areas, or throwing matches or still-lit cigarettes on the floor or in wastebaskets. Flammable materials that are too close to coffee makers, space heaters, or hot plates are also dangerous; keep them at least eighteen inches away.
- **Lifting** loads improperly can lead to strains and other back injuries. Twisting or jerking while lifting can also cause injury. No one should try to lift a heavy or awkward load alone.
- **Repetitive motions**, such as those involved in typing can cause injuries to the hands and arms. Anyone working on a keyboard should be trained in proper hand position and should take breaks to exercise and stretch hands and arms.

Courtesy Parlay International  
Health and Safety Handouts.



April 24, 2002

Administration  
Professional  
Day



Women, from page 8.

She was delegate and advisor to national conferences on education, child welfare, and home ownership, and Director of the Negro Affairs for the National Youth Administration from 1936-1944.

**Dorothy Dandridge** had her own nightclub act before appearing on the big screen. Her work brought her the popularity she needed to get roles in films. In 1951, Dorothy was in *Tarzan's Peril* and *The Harlem Globetrotters*. She returned to the nightclub scene, appearing at clubs like the Mocambo, Café de Paris, and La Vie en Rose, and was the first black woman to perform at the Waldorf Astoria in New York. Despite her outstanding career, after her role in *Porgy and Bess*, she found it hard to find work as a black actress.

**Ida B. Wells Barnett**, the oldest of eight children, wanted to be a writer. In 1880, her parents died from yellow fever and she raised her younger siblings. Later, she enrolled in Rust College, in Memphis, TN, to become a teacher. While in Tennessee, she started a local newspaper, *The Free Speech and Headlight*. She wrote editorials under the pen name Iola and published many articles about lynchings. After several threats on her life and on the advice of friends, she moved to Chicago to continue her crusade against lynchings. She published *A Red Record* in 1895, which recorded race lynchings in America. She used this paper to fight the evils of lynching and encourage black people to move forward.

We celebrate women every year during the month of March, but we should proclaim every month women's month because of all women do and mean to society.

# EEO Informal Complaint Procedures

*Dawn Cowan, Washington, DC*

The Grain Inspection, Packers and Stockyards Administration, Civil Rights Staff is officially responsible for processing informal complaints of discrimination.

- Step 1.** An employee or applicant who believes he/she has been discriminated against must contact the Civil Rights Staff within 45 days of the alleged act of discrimination to file a complaint. This contact can be made through telephone, fax, e-mail, or letter.
- Step 2.** The EEO Counselor/Mediator will contact the employee or applicant. During this session, the details of the incident will be discussed.
- Step 3.** A counselor/mediator will notify the responsible management official that a complaint has been filed and schedule an appointment to gather and discuss pertinent information on the allegation of discrimination. In addition, the counselor will collect additional information to be added to the fact-finding mission.

The counselor/mediator is allowed 30 calendar days from the original employee contact to facilitate resolution. **Exception:** If the employee/applicant agrees in writing to participate in an established Alternative Dispute Resolution (ADR) program, the counseling period may be extended up to 90 calendar days from the initial contact.

**Note:** The EEO Counselor/Mediator will not disclose the identity of the employee/applicant unless he/she gives permission.

- Step 4.** If the complaint is not resolved to the satisfaction of all parties, the counselor will issue the employee a “**NOTICE OF RIGHT TO FILE**” a formal EEO complaint. This notice requires the employee/applicant to complete background information regarding basis(es), issue(s), name of representative, and counselor involved during the informal process. The employee has 15 days from receipt of the notice to file a formal EEO complaint, in writing, with the United States Department of Agriculture, Office of Civil Rights. The complaint should be forwarded to:

USDA, Office of Civil Rights  
Reporters Building, Room 607  
300 7<sup>th</sup> Street, S.W.  
Washington, DC 20050

## Tribal Lands, *from page 4.*

The Forum included the public screening "In the Light of Reverence," produced by Earth Island Institute's Sacred Land Film Project. The film captures the spiritual side of the American Indian and the materialistic values of modern society. It also documents threats to sites considered sacred by Lakota, Hopi, and Wintu tribes. Native Americans consider Mt. Shasta, in California, the Colorado Plateau in the Southwest, and Devils Tower in Wyoming "holy lands." But they are rich in minerals and timber and there are often conflicts between Native American beliefs and mining companies, recreational users, and others.

Natives Americans have been very instrumental in protecting earth's resources. We must be good stewards of the land and water. They believe all communities must be respected and the natural environment honored because only this can produce a healthy ecosystem and habitat for all living things.

*GIPSA News* is the employee newsletter of the USDA Grain Inspection, Packers and Stockyards Administration. Send your news, ideas, suggestions, comments, questions, or thoughts for the next issue to:

**Dana Stewart**  
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1400 Independence Avenue, SW  
Washington, D.C. 20250-3601  
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**by April 25, 2002!**

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