



GIPSA News

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

May 1999

From My Desk

Jim R. Baker

Praise. We sure don't hear it often enough. And, when we do, we should share it and enjoy it. It is my great pleasure to share with you a letter we received from a satisfied customer about one of GIPSA's outstanding employees, **Sabri Gerguis**. To all members of the GIPSA team, I urge you to keep up the good work and your professional attitudes -- our customers, and I, appreciate you!

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April 8, 1999

Dear Mr. Baker:

All too often, in our busy schedules, we tend to focus on today's challenges and yesterday's successes or failures. In doing so, we many times do not take the time to voice our appreciation for the service provided by agencies, companies, and clients particularly the individuals who go beyond the norm to assist us.

One such person is **Sabri Gerguis**, who we lean on often for his knowledge and expertise. He is always willing and ready to assist us at the field office any time we ask. Beyond that, however, Sabri contributes more time and effort than many realize by being an ambassador for our industry in many ways.

As you know, most Egyptian cargo loadings are observed by representatives from Egypt's Plant Quarantine Agency. To have a person of **Sabri's** attitude available for us and those representatives greatly reduces their anxiety. He obviously is well known and highly respected by many foreign visitors.

I also know that **Sabri** is called upon to represent FGIS and our industry in foreign nations, particularly Middle Eastern countries. I can think of no one better qualified to do so.

FGIS can be proud to have **Sabri**, not only as an employee, but as a representative to the grain industry, worldwide. His contributions are greatly appreciated.

Sincerely yours,

Jerry K. Price
Manager, Export Operations
Concourse Grain, LLC
Galveston, TX

Names in the News

Personnel

Yuki Darko, auditor, Sacramento, accepted a position with the Department of Interior; **Scott Putz**, marketing specialist, So. St. Paul, accepted a position with the Consumer Products Safety Commission; and **Millie Gutierrez**, legal program assistant, Ft. Worth, accepted a position with the Department of Commerce.

Welcome to **Thomas Duggan** and **Tracy Dowty**, economists, Denver.

Philip Edwards, marketing specialist, retired May 1 after 39 years of Federal service.

Russell Molloy, ARTS Branch, TSD, accepted a position with the General Services Administration. His last day with GIPSA was April 9.

George Pulwicz was selected as an auditor for the Des Moines office. His start date was April 25, 1999.

A promotion of a different sort -- **Steve Warrilow**, resident agent, Birmingham, AL, was recently promoted to Lieutenant Colonel in the Army reserves.

Many thanks from the Compliance Division's Review Branch to the following field-based people who assisted us recently in conducting onsite compliance reviews. **Lynette Scalise**, agricultural commodity technician, Moscow Field Office, assisted with the reviews of the Sioux City Inspection and Weighing Service Company, Iowa, and A. V. Tischer and Son, Inc., Fort Dodge, IA, official agencies. **Lynette** completed a detail to Washington, DC, after the onsite portion of the trip, since this

was her first review for the Branch. **Mitch Doak**, agricultural commodity grader (ACG), Kansas City Field Office, assisted in reviewing the Lincoln Inspection Service, Inc., Lincoln, NE, and Omaha Grain Inspection Service, Inc., Omaha, NE, official agencies. **Bill Ashley**, deputy director, Executive Resources Staff, Washington, DC, also assisted with the financial review of Lincoln, which is a conflict-of-interest agency. **Don Akers**, quality assurance specialist, Corpus Christi Suboffice; **Ray Kirkpatrick**, ACG, Portland Field Office; and **Dave Skallerud**, ACG, Cedar Rapids Field Office, assisted us in the review of the Washington Department of Agriculture and all of its export and domestic specified service points throughout the State.

Condolences

Tony Castrogiovanni, Chicago, IL, passed away at home on April 14, 1999, after losing a brief battle to cancer. **Tony** worked as a grain inspector for the State of Illinois, Chicago Grain Inspection Bureau and FGIS. His special qualities will be remembered always in our hearts.

Mike Anderson Haley, ACG, Baltimore, passed away on April 12, 1999. He worked in the field office since June 1977 serving as an ACG/Protein Coordinator. He was known for his dedication to his job and his willingness to go to any office or location. **Mike** was a true team player and he will be greatly missed.

Awards

Crystal Akins, auditor, Bedford, VA, was recognized with a time-off award for extra effort and a positive professional attitude displayed by accepting and performing additional function assignments in the Bedford Regional Office.

Frank Bowen, marketing specialist, Sacramento, received an extra effort award for conducting the Utah slaughter cow investigation and assisting in the Nebraska monorail fed steer and heifer investigation.

Monica Christian, computer specialist, Economic/Statistical Support Staff, was recognized with an extra effort award for expeditiously entering data from 1997 packer annual reports into GIPSA's electronic database.

Sue Ann Claudon, marketing specialist, Ft. Worth, received an extra effort award for investigating the boycott investigations involving Callicrate Feedyard, St. Francis, KS; participating in the peer review of the Texas Investigation; and assisting in the framework for the mandatory pricing investigation.

H. Douglas Duncan, agricultural marketing specialist, Memphis, TN, received a time-off award for extra effort and positive professional attitude displayed by accepting and performing additional function assignments in the Memphis Field Office and delivering transferred property to Atlanta.

*Continued, see Names
on page 3.*

Names, from page 2.

Jeri Fisher, secretary, Compliance Division, was awarded a Certificate of Merit and cash award by the Review Branch for voluntarily performing the workload of the Branch, in addition to her own duties, for the 4 months the Branch was without a Secretary.

Sabri Gerguis, League City, TX, received a performance award for sustained superior performance and outstanding contribution to the increased effectiveness and efficiency of the League City Field Office and GIPSA.

Kevin Hebenstriet, marketing specialist, Denver, received an extra effort award for investigating the financial failure of Thorton Cattle Co., Copeland, KS, and assisting in the boycott investigation of Callicrate Feedyard, St. Francis, KS.

Mary Heisey, Lawrence Houston, and **Lawrence Poss**, resident agents, Lancaster, PA, received time-off awards for extra effort in preparing and mailing annual report letters without clerical support and in performing duties related to relocating the Lancaster Field Office.

Ray Kirkpatrick, Portland, was awarded a time-off award by the Review Branch for following through on his commitment to travel for them, even though he incurred extensive travel obligations under the New Leader Program.

Joshline McLean, marketing specialist, Sacramento, received an extra effort award for conducting the Utah slaughter cow investigation and assisting in the boycott investigation

involving Callicrate Feedyard, St. Francis, KS, and Excel Corporation.

Irene Omade, computer specialist, Information Resources Management Staff, and **Donna Melton**, administrative management assistant, received time-off awards for dedication and professionalism in initiating and conducting Online Travel training for P&S headquarters staff.

Michael Pacatte, auditor, Ft. Worth, received an extra effort award for working with State officials concerning Ardmore Livestock Auction, Ardmore, OK, and investigating the failure to pay of Southwest Livestock Exchange, Inc., Uvalde, TX, and numerous custodial account investigations.

Evelyn Payne, TSD, received a spot award for outstanding coordination and facilitation of Technical Service Division's secretaries' meetings.

Marlys Sahlin, auditor, Denver, received an extra effort award for sustained superior performance contributing to the overall effectiveness of the Denver office during the P&S transition period.

Roger Schneider, Economist, Economic/Statistical Support Staff received an extra effort award for effectively and expeditiously handling a series of staff assignments under very tight time constraints.

Steven Tanner, Ronald Bicsak, Cathleen Brenner, Brenda Evans, Inez Mosley, Richard Pierce, and David Funk received certificates of appreciation for their efforts in the adjudication of the administrative claim filed against GIPSA regarding

wheat protein technology.

Oris Taylor, industrial specialist; **Joe Moore**, marketing specialist; and **Nilsa Ramos**, marketing specialist, Atlanta, received extra effort award for planning, conducting, and documenting a complex weight fraud investigation which greatly contributed to GIPSA's trade practice program goals in the Atlanta region.

Stephen Warrilow, resident agent, Birmingham, AL, received a time-off award for extra effort, initiative and positive professional attitude displayed while completing investigation assignments in Memphis Field Office and as Resident Agent in Birmingham, AL.

Rhonda Williams, marketing specialist, Ft. Worth, received an extra effort award for investigating the financial failures involving Thorton Cattle Company, Copeland, KS; Hats Plum, Waco, TX; and Robert Riedel, Gillette, TX.

30-Year Service Awards

Brenda Oliver, Bedford
Robert Turner, Sacramento

15-Year Service Award

Cary Ainsworth, Indianapolis

10-Year Service Award

Robinson Obiekwe, Atlanta

Tools for the Trade: Tips for Conducting Effective Performance Reviews

Sue Bernstein, APHIS, Washington, DC

In a January 1999, *GIPSA News* article, deputy administrator **Dave Shipman** reported that after reviewing options and gathering input from employees, the current 5-level performance appraisal system would remain in effect. He stated that employees expressed a need for im-

provements in how the performance appraisal system is applied. "Any successful performance appraisal system depends on how well supervisors communicate both expected performance in terms of standards and actual accomplishments. . . Improving communication should help ad-

dress many of the concerns raised by employees about the current performance appraisal system."

Since supervisors and employees are currently preparing for their mid-year performance reviews, the following tips will help ensure smooth sailing

1. **Review Job Description/Performance Standards and Elements.** This will serve as a reminder of principle duties, responsibilities, expectations and responsibilities. Schedule the appraisal meeting in advance and ask the employee to prepare by gathering data on his/her performance (list of accomplishments, letters of commendation, completed projects). Allow adequate time without interruptions and ensure privacy.
2. **Evaluate your Own Performance.** Do this before you evaluate the employee's performance. In what ways do *you* contribute to his/her good or bad performance?
3. **Plan for the Appraisal.** What results do you want from the appraisal? What contributions has the employee made? What are the employee's strengths? Is the employee working toward his/her potential? Are your expectations communicated clearly? What are the developmental needs?
4. **Conduct a Warm-Up.** Take a few moments to create a positive and comfortable environment. Discuss the advantages of an appraisal. Encourage participation.
5. **Ask for Employee's Opinion.** Get the employee involved in the process. This will increase commitment to future goals and changes that may be necessary. Discuss factors beyond the employee's control that may have had a significant impact on performance.
6. **Be a Positive Listener.** Listen with ears, eyes, and heart. Remember that non-verbal communication often says more than words.
7. **Evaluate Performance -Not Personality.** Give feedback on performance and results. Use "I" statements. Avoid speculating on attitude or motivation.
8. **Be Candid and Be Specific.** Get right to the point in discussing an employee's performance. Honesty and candor build trust.
9. **Build on Strengths.** This enables employees to work toward their greatest potential. Keep the emphasis positive by identifying what could have been done differently or can be done in the future to improve performance.
10. **Set Specific Goals and Objectives.** The most effective objectives are mutually discussed and agreed upon by both employee and supervisor.
11. **Communicate Frequently with Employees.** Planned *frequent* communication and feedback on performance helps overcome fear *during* the actual appraisal.
12. **Be Sincere.** Apply the "human touch."

If you have any questions about the performance appraisal, please don't hesitate to contact your Servicing Personnel Specialist.

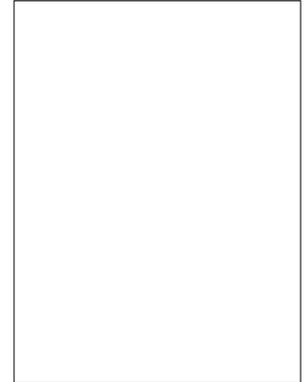
Getting to Know...Stuttgart's Septuagenarians

Clyde Steves, Stuttgart



Clara Lusk

The Stuttgart, AR, Field Office is proud to introduce six of our staff who are over the age of 70! These folks do an excellent job for our Agency, and we thought you'd like to meet them.... **Clara Lusk**, agricultural commodity technician (career intermittent), was born May 28, 1929, in Ulm, AR. She was employed in sales and clerical work, and was self-employed with Lusk Welding and Repairs until she retired in 1990. Mrs. Lusk became an FGIS employee in 1994. Mrs. Lusk has volunteered to work on detail in Portland, New Orleans, Texas, and Mt. Vernon, IN. She is an excellent cook and cooks for a Duck Club during duck hunting season.



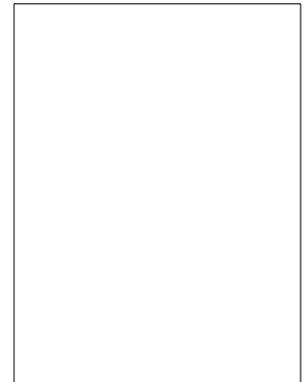
Eulas Gibson

C.M. Lusk, Clara's husband, was born on April 27, 1927, at Shilo, AR. He was self employed at Lusk Welding and Repairs until his retirement in 1990. Mr. Lusk became an FGIS employee in 1990. C.M. is an agricultural commodity technician (career intermittent). He has volunteered and has been on detail to California, Portland, Louisiana, and Texas. Clara and C.M. recently celebrated their 50th wedding anniversary.



C.M. Lusk

P.O. Loftis, agricultural commodity technician (career intermittent) was born on January 11, 1924, in Conway, AR. He was engaged in farming until he retired in 1978. Mr Loftis worked for Comet Rice Mill for 5 years and for Riceland Foods for several months before coming to FGIS. He became an FGIS employee on February 6, 1985.



James Simpson

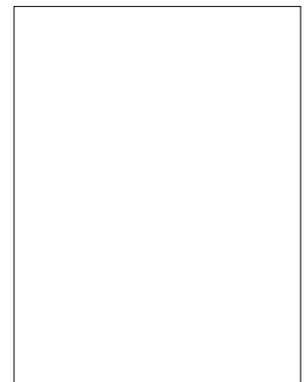
Eulas Gibson was born on October 22, 1923, in Jonesboro, AR. He was engaged in farming until he retired in 1977. Mr. Gibson, an agricultural commodity technician (career intermittent), became an FGIS employee in 1994.

James Simpson, agricultural commodity grader (full-time career) was born on November 2, 1923, in Shaw, MS. He was engaged in farming, and after returning from military service in World War II, he returned to his previous profession. Mr. Simpson farmed for 40 years until he retired in 1985. He became an employee on FGIS in July 1985.



P.O. Loftis

William Kellon was born in Ruleville, MS, on December 16, 1922. He served in World War II, remained in the military for 24½ years, and then retired in 1966. He was recalled and served in Vietnam. After returning home from Vietnam, he went back on military retirement. Mr. Kellon was employed by the First Baptist Church in West Memphis, Ark, until he retired in 1985. He joined FGIS in 1986 as a full-time agricultural commodity technician.



William Kellon

Many thanks to these employees for their outstanding work and contributions to this Agency.

Rye Standards Amended

Paul Manol, Washington, DC

Effective June 1, 1999, FGIS is revising the United States Standards for Rye to certificate dockage to the nearest tenth of a percent. The previous method of dockage certification rounds the actual dockage percentage down to the nearest whole percent.

Dockage consists primarily of dust, chaff, small weed seeds, very small pieces of broken rye, and coarse grains larger than rye.

The certification of dockage to the nearest tenth of a percent will result in more accurate statements of dockage content in rye on official inspection certificates and promote greater pricing efficiency in the marketplace.

GIPSA also is establishing new inspection tolerances, or breakpoints, as appropriate, for its statistically-based inspection plan.

The appropriate chapters of Book II and Book III are being amended and will be distributed as issuance changes in the upcoming weeks.

Asian Pacific American Heritage Month

May 1999

Civil Rights Compliance Reviews

Equal Employment Opportunity Commission regulations requires that the Secretary of Agriculture and the Administrator of GIPSA conduct Civil Rights Compliance Reviews of various work units.

In accordance with these regulations, GIPSA's Civil Rights Staff will be conducting Title VII (Employment) Civil Rights Compliance Reviews during the remainder of FY 1999. These compliance reviews should not be confused with the reviews conducted by the FGIS Compliance Division's Review Branch.

Civil Rights compliance reviews will assess the Agency's adherence to Federal civil rights policies, regulations, and guidelines. The review team will accomplish this by holding confidential interviews with all employees, including managers and supervisors, and by reviewing all aspects of civil rights for a particular office or work unit. We will use feedback from these interviews to determine the degree to which civil rights and equal employment opportunity exists in such areas as hiring, promotions, training, awards and other areas associated with employment.

The Civil Rights Staff will be conducting Civil Rights compliance reviews in three offices each year. Each office or work unit will be notified prior to starting the review. Employee cooperation and participation in the interview process is critical if we are to accurately assess the civil rights climate in your work unit. Please be assured that any feedback from personal interviews will held in strict confidence.

The Civil Rights Compliance Review Team Leader will be Raymond Jones. If you have any questions concerning the Civil Rights Compliance Review process, please feel free to call Raymond at 202-690-3640 or Eugene Bass, Civil Rights Director, at 202-720-0216.

Moisture Meter Calibrations for Wheat and Small Grains

Effective May 1, 1999, and thereafter, the Grain Analysis Computer Model 2100 (GAC 2100) will be used for barley, corn, oats, Long and Medium Grain rough rice, sorghum, soybeans, oil-type sunflower seed, and wheat inspections.

GIPSA uses the GAC 2100 moisture meter for official measurement of the moisture content of official grains. The Motomco 919, the preceding official meter, will not be used for official moisture determination on the aforementioned grains after April 30, 1999. On August 1, 1998, the GAC 2100 was implemented for use in the official inspection system for corn, soybeans, and sunflower seeds (oil-type).

According to GIPSA administrator Jim R. Baker, the new moisture meter improves the ease, speed, and reliability of official moisture measurement and allows automated measurements and electronic transmission of results.



GIPSA Idea Hotline Update

Norma Phelps, Washington, DC



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

Suggestor

Suggestion

Glenda Lasseigne, New Orleans, LA

Anonymous

Ron Metz, Cedar Rapids, IA

William T. Perales, New Orleans, LA

Mary L. Vick, Kansas City, MO

Glenda Lasseigne, New Orleans, LA

Insert in the Subject Line of E-Mail Messages to Download File

Do Not Change From WordPerfect to Word Software

Remove the Word "Foreign" From U.S. Standards/Substitute with Friendlier Word

Simplify or Reduce GIPSA's Billing Forms

Utilize Digital Cameras in GIPSA Field Offices

Switch all Certificates to LaserJet Paper

April's tee-shirt winner: **Mary Vick**, Kansas City Field Office!

GIPSA Hotline Ideas Accepted and Approved for Implementation During April 1999

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.

- 👍 Field Office Should Elect Employee to Report Annoying Complaints vs. Reporting Formal Complaints
- 👍 Publish All Awards Since 1995
- 👍 Pursue Official Weights As A Source of Income
- 👍 Use Word Software for All Documents that Get Passed Around
- 👍 Include E-Mail Addresses in the GIPSA Directory
- 👍 Unify All Field Cellular Phone and Pager Services Into FTWS Program
- 👍 Announce Delivery of GIPSA Employees' Newborn Babies in *GIPSA News*

Keep those ideas coming in! Send your ideas to the GIPSA Idea Hotline via GroupWise to GIPSAIDEA; HP Desk to Ideas; Internet to ideas@fgis.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.**

Personnel Forum

Lynn Barba, APHIS

Welcome to our new personnel forum for AMS, APHIS, and GIPSA employees. Below you will find answers to employee questions -- we hope you find the information helpful. Look for this column next month when we will address the desk audit process, various hiring authorities, and commuter travel time. We invite you to submit questions through your newsletter editor or to Lynn Barba at lynn.h.barba@usda.gov. Your questions can make this forum informative, interesting, and fun. Have a great month!

1. Does OPM or another agency provide web access to the X-118 requirements? Qualifications Standards are no longer referred to as the X-118. They are now called Qualification Standards for General Schedule Positions. They are on the OPM Web site at <http://www.opm.gov/html/topics.htm#Q>.

2. How can I get the grade level of my position upgraded? The mission of the organization must support the requirement for performance of the higher-level duties and responsibilities before managers, supervisors or personnel specialists will process a request for change in grade of a position. When this occurs and there is significant accretion in duties and responsibilities, a position may be upgraded without competition, if: (a) the employee continues to perform the same basic functions; (b) the major duties of the former position are absorbed into the new position; (c) the new position has no further promotion potential; (d) no other po-

sitions in the organizational unit are adversely affected; and (e) the new position is not a reclassification from non-supervisory to supervisory.

When an employee feels that higher level duties are being performed, he/she should: talk with the supervisor to determine whether there is a change in the duties and responsibilities that is not generally described within the current position description; request that the supervisor update the position description (with the employee's assistance); ask the supervisor to contact the Human Resources office and request that the duties of the position be audited or reviewed.

3. When a position is reclassified at a higher grade, we have to do a merit promotion vacancy announcement. Doesn't it seem like a waste of time and effort for many that the incumbent has to apply and compete just to appear fair?

The answer to this question is in (a) through (e) above. All qualified applicants must receive an opportunity to compete when a position is changed from a Technician to a Specialist; from Non Supervisory to Supervisory; and when there may be applicants who would be adversely affected by not having an opportunity to compete. A prospective applicant should never assume that someone has already been selected for a position or that others are better qualified. Managers and supervisors are always looking for highly qualified and talented people who work well with others. Even if you are not selected for one position, your qualifications

and work attributes may be great for a similar position or a future vacancy. It behooves you to let others know that you are interested in new challenges and upward mobility.

4) Why can't both ends of the salary be shown on a job announcement, i.e., GS-11 \$37,744 - \$49,066? There really is no reason why both ends of the salary can't be shown on the job announcement. However, when positions are advertised as Merit Promotion, applicants typically have access to and understand the salary schedules. When positions are advertised outside the Federal government, the beginning salary is stated to avoid any misperception that salaries are negotiable.

5) Why does it take so long to hire a new employee? The answer to this question depends on the part of the hiring process that we are evaluating. There is the staffing process, the supervisor's selection process, and an employee/previous employer notification process. The supervisor and staffing specialist typically take one week or less to develop a job analysis and KSAs. Most positions are advertised anywhere from 2 to 4 weeks. APHIS' and GIPSA's Merit Promotion Plan permits applications to be submitted that are postmarked by the closing date. Thus, the personnel office must allow a week for receipt of applications before analyzing

Continued, see Personnel on page 9.

ing qualifications. Analyzing qualifications requires more time when positions are complex and/or there are many applications. However, the analysis is usually completed within 8 days of the announcement closing. A panel is convened in cases where there are 10 or more applicants for a given position, or the position is of such a technical nature that a Subject Matter Expert is required to rate applications. If a panel is required to rate and rank the applicants, the time period may be extended based upon the availability of panel members. After the qualifications analysis or the panel rating and ranking process, a certificate of eligibles is usually prepared within 1 work day. Sometimes managers and supervisors need additional time to review applications and schedule interviews. When the certificate is returned to the personnel office and the position offer is made, the entrance on duty date must still be coordinated and/or agreed upon by the losing office. Two weeks notice is the typical notification period, but it can be longer when there is no promotion involved. When all of the steps are reviewed together, how long does it take to hire an employee? The time required varies depending upon the situation, i.e., the nature of the job; the number of applications received and the requirement to panel the applications; the agency policies that must be applied; and the selecting officials schedule. As you can see, the hiring process leaves little time for any human error or failure to act expeditiously. The point to remember is that this process is designed to ensure that employees are hired based on merit and are afforded equal opportunity.

Travel Bits & Pieces

Peggy Smith, Washington, DC

- **Corrections to the Per Diem Rates.** There have been several changes to the per diem rates in the last few months. Not all changes were published in the *Federal Register*. To be sure you have a copy of the most up-to-date version of the rates, please refer to the GSA website: <http://www.policyworks.gov>.
- **RIT Claims.** The National Finance Center is now accepting RIT Claims. If you relocated during calendar year 1998 and your W-2 reflects an amount in the "Moving Allowance Taxed" block, you need to submit a claim. Please fill out Section A and Section F of an AD-616R (11/96 version) Relocation Voucher and all applicable sections on Form AD-1000 and send these forms along with a copy of your W-2 to me.

GIPSA Proposes Amending Feed Weighing Requirements

On April 1, 1999, GIPSA proposed amending regulations under the P&S Act regarding the weighing of feed.

GIPSA continues to receive complaints from contract growers that integrators use their dominant positions to impose unfair or unjustly discriminatory terms or conditions on contract growers. GIPSA published an Advance Notice of Proposed Rulemaking in the *Federal Register* to solicit input on the need for regulations to protect growers. This regulation is a result of that process.

Specifically, GIPSA is proposing to include requirements regarding the weighing of feed whenever the weight of feed is a factor in determining payment or settlement to a livestock grower or poultry grower when that livestock or poultry is produced under a contract growing arrangement.

The current regulations do not contain requirements regarding the weighing of feed although, in some circumstances, feed weight affects payment or settlement to livestock growers and poultry growers.

Under Secretary for Marketing and Regulatory Programs **Michael V. Dunn** said, "This regulation represents another step by USDA to protect small, independent family farms throughout the nation. Secretary Glickman and I are committed to taking all available actions to maintain the integrity of America's independent farmers."

According to GIPSA Administrator **Jim Baker**, the proposed amendment to the regulations would give livestock growers and poultry growers a measure of assurance that feed is accurately weighed or reasonably determined, and that feed weight is properly documented whenever that weight affects payment or settlement to growers.

Public comments on the proposal must be received by GIPSA on or before June 3, 1999. The proposal was published in the April 2 *Federal Register*.

Reaching Out

The Northeast Arkansas Farm Expo was held in Jonesboro, AR, February 18-19, 1999. The Expo has grown over the years, with exhibitors from all over the North Central Mississippi Delta attending to display the technology, equipment, seeds, and services used in today's ag industry.

The Farm Expo was attended by people from all walk of life, from bakers to school teachers, and farmers and planters.

GIPSA's booth at the Expo was staffed by **Dan Harpole** and **Jackie Stevens**. **Lynn Luster** helped set up the booth. All three of these

gentlemen are employed in GIPSA's Jonesboro, AR, suboffice.

The Farm Expo was an excellent opportunity to educate farmers and the private sector on the technology and services used and needed in today's agricultural industry. **Jack** and **Dan** are looking forward to future opportunities to represent GIPSA!



Jack Stevens, left, and Dan Harpole, right, have the GIPSA booth all set and are ready for customers at the Northeast Arkansas Farm Expo in Jonesboro, AR.

Handbooks on the Web

<http://www.usda.gov/gipsa/strulreg/handbooks/hb.htm>

- Fumigation Handbook
- Grain Inspection Handbook Book I
- Grain Inspection Handbook Book II
- Mechanical Sampling Systems Handbook
- Quality Handbook

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

USDA, GIPSA, Stop 3601
1400 Independence Avenue, SW
Washington, D.C. 20250-3601
Phone (202) 720-5091
FAX (202) 205-9237
Internet: dstewart@fgis.usda.gov

by May 24, 1999!

Are You Going to these May Events?

- | | |
|-------|---|
| 2-4 | 1999 U.S. Food Export Showcase, Chicago, IL. |
| 11-12 | GIPSA Grain Inspection Advisory Committee, Kansas City, MO |
| 12 | "Small Grains Field Day," University of California, Davis, CA |
| 15-19 | AOM Annual Technical Conference & Trade Show, Ft. Worth, TX |
| 15-19 | Millers' National Federation Annual Meeting, Santa Barbara, CA |
| 17-19 | AFIA Expo '99 -- AFIA 91st Annual Convention School & Feed Industry Show, Minneapolis, MN |



APHIS Administrative Services Enhancement Unit

Service Directory

(January 1999)

<u>Service</u>	<u>Contact</u>	<u>Phone</u>	<u>Service</u>	<u>Contact</u>	<u>Phone</u>
Office of the Director					
Director, HCAD	Joanne Munno	(301)734-6502	Aircraft Program	Annette Perry*	(301)734-8468
Office Manager	(vacant)	(301)734-6502		Ken Lawson**	(202)720-3020
Engineering Team			Real Property Leasing	Annette Perry	(301)734-8468
Team Leader	G.Rawle-Deidrick	(301)734-4860	Energy Management	Annette Perry*	(301)734-8468
Secretary	Jackie Tran	(301)734-4705		Ken Lawson**	(202)720-3020
Architect	Connie Rohrer	(301)734-4462	Recycle Management	Annette Perry*	(301)734-8468
Architect	Tommie Thomas	(301)734-5110		Ken Lawson**	(202)720-3020
Civil/Structural			Mail Management	Ken Lawson*	(202)720-3020
Engineer	Blair Barger	(301)734-7907		Annette Perry**	(301)734-8468
Electrical Engineer	John Cheakolos	(301)734-4793	Contracting	Sandra Case	(202)720-7599
Mechanical Engineer	Owen Dea	(301)734-5505	OSDBU	Sandra Case (acting)	(202)720-7599
Mechanical Engineer	Don Walden	(301)734-4475	Contracting Officer		
Safety, Health, and Security Team			Warrant Program	Tammera Woods	(301)734-7673
Team Leader,			Purchase Card		
National OEP	Bob Rice	(301)734-5557	Management System	Tammera Woods*	(301)734-7673
Secretary	Gail Corbin	(301)734-6116		Sandra Case**	(202)720-7599
Industrial Hygienist	Tony Pierpoint	(301)734-5383	Central Supply		
Safety Specialist	Richard Tyner	(301)734-5991	Card Management	Karen Goldstein (acting)	(301)734-6116
Wellness Program			Program Development and Evaluation Team		
Coordinator	Denise Coleman	(301)734-8350	Coach	Janice Piteo	(316)873-2186
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