



GIPSA News

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

June 2002

GIPSA's Honor Award Recipients

On July 8, **Secretary Ann Veneman** will present the U.S. Department of Agriculture's Honor Awards to individuals, teams, and group leaders for their exceptional achievements. The Secretary's Honor Awards are the most significant awards the Department gives. Congratulations to our 2002 Honor Award recipients: **Owen Ecker, Dennis Murray, and Fred Kelley!**

Owen M. Ecker, Washington,

DC, has been selected to receive an individual honor award for developing a statistically sound Quality Assurance/Quality Control program for front line employees to use to ensure accurate inspection results and facilitate marketing American grain domestically and overseas.

Dennis Murray, Washington, DC, was recognized as part of the Homeland Security Emergency Support Team, for unselfish performance

of duty during a national security emergency to ensure the safety and emergency preparedness of USDA and the United States.

Fred Kelley, Baltimore, was recognized for his contributions to the USDA Crisis Response Group -- for his unselfish performance of duty during a national security emergency to ensure the safety and emergency preparedness of USDA and the United States.

A Look to the Future

Dave Shipman, Washington, DC

At the Grain Inspection Advisory Committee meeting in May, I gave a presentation, "A Look to the Future." I talked about the current uses of the inspection system, changing market practices, and the impact of those changes on the system.

Overall, the future marketplace will have less need for traditional third party service; greater demand for efficient, market responsive service and for the inspection system to improve market efficiency; and a new

need for FGIS to complement the market's quality management processes. The FGIS of the future will be an internationally recognized grain inspection system providing accurate, reliable, and cost-effective services to all market participants. It will provide Internet-based customer service and state-of-the-art quality control processes; offer market responsive end-use testing and process verification services; and be flexible enough to serve a larger portion

of grain market.

As we strive to become this organization of the future, we need to keep in mind that our workforce will be changing drastically in the upcoming years. Today, 12 percent of agricultural commodity graders are eligible for retirement. In 2008, a whopping 64 percent will be ready to leave Federal service.

*Continued, see **The Future** on page 8.*

Names in the News

PERSONNEL

The Grand Forks Field Office is pleased to welcome summer intern wiz **Tara Mattson**. **Tara** is a junior and an information technology management major at the University of Minnesota, Crookston, Minnesota. **Tara** joined the Grand Forks staff May 20, 2002, and will work until school starts back up. **Tara** will help the field office set up a better computer network and to improve our own skills.

Welcome to **Jeffrey A. Feirick**, legal specialist, Des Moines. **Jeff** recently obtained a Masters degree in Agricultural Law (LL.M.) at the University of Arkansas. He earned his law degree from the Dickinson School of Law and is a member of the Pennsylvania Bar. Prior to law school,

Jeff served in the Army Reserve and in the Air Force.

Welcome to **Matthew Burnham**, marketing specialist, Atlanta, GA; **Gretchen Van Walbeek**, administrative assistant, Des Moines, IA; and **John Mott**, economist, Denver, CO.

Farewell to **Ron Endsley**, economist, Des Moines, who accepted a position with Sprint.

AWARDS

Cary Ainsworth and **Creig Stephens**, marketing specialists; **Jill Ainsworth**, computer specialist; and **Nancy Morris**, legal instruments examiner, Atlanta, received extra effort awards for their teamwork and dedication in the work completed outside normal business hours related to coordinating the relocation of the Atlanta regional office.

Krimy Almodovar, marketing specialist, Atlanta, received a time off award for successfully coordinating the CFC campaign and motivating the Atlanta regional office to exceed its contribution goal.

Bob Crook, Cedar Rapids, IA, received a performance bonus award for recognized outstanding contributions in the performance of his duties in the Review Branch, Compliance Division.

Adam Fast and **Luis Sosa**, auditors, and **Jackie Mougín**, student trainee auditor, Des Moines, received spot awards for their superior dedication and commitment in volunteer-

ing to be part of a rapid response team in the investigation of Highmore Auction Sales and HS Cattle in Highmore, South Dakota.

Henry Fallon, ACG, received a time-off award for extra effort in maintaining the Port Allen inspection laboratory.

Jan Hart, Washington, DC, received an extra effort award for recognized contributions in managing the Issuance Management Staff.

Janina Milaknis, Montreal, Canada, received a performance award for sustained outstanding performance contributing to the Montreal Field Office and GIPSA by providing superior service to applicants.

Bob Paul and **Frank Martin**, OGC, Washington, D.C., received spot awards for expediting the clearance of *Federal Register* publications to amend the standards for lentils and rice.

Byron School, Washington, D.C., received an extra effort award for continuously maintaining the administration of the GIPSA Railroad Track Scale Program in a professional manner, which promote the efficiency of service delivery and providing outstanding customer service to GIPSA's track scale customers.

Charles Trevillion, shift supervisor, New Orleans, received a spot award in recognition of his performance contributing to the increased effectiveness and efficiency of the New Orleans Field Office.

Continued, see Names on page 5.

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New Advisory Committee Members and Alternates

Five members and five alternate members were selected to serve on GIPSA's Grain Inspection Advisory Committee. The appointees began serving 3-year terms beginning March 2002.

The new members are: David L. Ayers, president and manager, Champaign Danville Grain Inspection Departments, Inc., Champaign, Ill.; Lisa L. Curran, grain quality manager, General Mills, Inc., Minneapolis, Minn.; Mary Schuler, farmer/president, Schuler Lands, Inc., Dutton, Mont.; Robert C. Smigelski, operating manager, The Andersons, Inc., Maumee, Ohio; and David A. Swinford, marketing manager, Dumas Co-op Elevators, Dumas, Tex.

The new alternate members are: Lynn Clarkson, president, Clarkson Grain Co., Inc., Cerro Cordo, Ill.; Paul A. Coppin, general manager, Reynolds United Co-op, Reynolds, North Dakota; John D. Oades, director, West Coast Office, U.S. Wheat Associates, Portland, Ore.; Ernest G. Potter, CPA/manager, May, Cocagne & King, P.C., CPAs, Gilman, Ill.; and Jon R. Setterdahl, grain marketing manager, Farmers Cooperative Company, Farnhamville, Iowa.

The Advisory Committee is comprised of 15 members, appointed by the Secretary, who represent all facets of the grain industry. The Committee meets twice annually to advise GIPSA on the establishment of programs and services under the U.S. Grain Standards Act that meet the needs of the Agency's customers.

USDA GLOBE *Dawn Cowan, Washington, DC*

American's society's understanding of its gay, lesbian, bisexual, and transgendered citizens has grown dramatically in recent years. Issues are commonly discussed in the media. Domestic partner benefits are available in many workplaces. These societal changes provide an impetus for USDA to reexamine sexual orientation issues within the Department.

The Civil Service Reform Act of 1978 outlaws discrimination on the basis of sexual orientation in Federal employment on the basis of conduct that does not adversely affect the performance of the employee or applicant or the performance of others.

USDA's Gay, Lesbian, Bisexual, and Tran gendered Employee Organization (USDA GLOBE) is working to create a work environment free of discrimination and harassment based on sexual orientation. USDA GLOBE:

- Promotes understanding of issues affecting gay, lesbian, bisexual, and transgender employees in USDA.
- Supports the USDA policy of nondiscrimination based on sexual orientation.
- Provides outreach to the gay, lesbian, bisexual, and transgender community in the Department.
- Serves as a resource group to the Secretary on issues of concern to gay, lesbian, bisexual, and transgender employees.
- Works for the creation of diverse work force that assures respect and civil rights for gay, lesbian, bisexual, and transgender employees.
- Creates a forum for the concerns of the gay, lesbian, bisexual, and transgender community in the Department.

All USDA employees and retirees are welcome to join.

**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

Using eGov for Change

Deborah Shipman, Washington, DC

There is an increased demand for the government to supply quick and reliable information and services. GIPSA plans to use electronic Government (eGov) initiatives to change the way it conducts business. Electronic media will be used to improve existing services and programs, provide information to customers, and open two-way electronic communication portals.

A multi-disciplinary committee comprised of GIPSA's **Gerald Bromley, John Giler, John Barthel**, and **Steven Rigden** was formed in February. **John Barthel**, on detail to headquarters in April, reported that the committee: 1) reviewed the President's Management Initiative and USDA's eGov tactical plan goals; 2) reviewed employee focus groups suggestions; 3) developed a list of eGov opportunities that will offer better service to citizens, partners, or GIPSA employees; 4) reviewed the opportunities list and selected projects which satisfied the USDA eGov goals as well as GIPSA objectives; 5) projected time lines for development and implementation of projects; and 6) projected current and future budget requirements for development and maintenance of each opportunity project.

In April, the team completed a tactical plan outlining short- and long-term eGov initiatives that GIPSA should undertake. The plan will help GIPSA more effectively accomplish its mission through use of information technology.

John Giler noted that "there are several areas in the grain and packer programs that can benefit from com-

puter technology. The changes can coincide with the Department's eGov goals and objectives. The eGov projects can improve the efficiency of GIPSA and provide reliable information to the public, GIPSA employees, and to the management of our Agency."

Proposed GIPSA eGov initiatives: GIPSA eGov include: developing a Web enabling infrastructure; the Swine Contract Library; an FGIS electronic data warehouse; Web-based registration and bonding; and inspection and weighing standardization.

We are living in an electronic age,

in which more and more information is required to be available on-line. USDA's e-Gov website (<http://www.egov.usda.gov>) reports that farmers, rural communities, and low-income families are increasingly using computers. Businesses also rely on information from select Internet sources to make quick decisions.

John Barthel concluded, "Thanks to eGovernment, citizens, partners, and GIPSA employees will be provided with a wide range of electronic opportunities for exchanging information and services. The end result will be improved customer service and increased efficiency."

Des Moines Volunteers

Lori Warner, Des Moines

The Des Moines Regional Office employees donated to a good cause May 1, 2002. Ten employees donated \$100 to benefit the Des Moines Area Religious Council Emergency Food Pantry, which distributes food to local food pantries. Food and cash donations were collected at Nollen Plaza near the Federal Building in Des Moines. From 6 a.m. to 6 p.m., cars just drove up and handed the volunteers food or cash donations.



Jeani Plautz, legal instruments examiner, Des Moines, drops off her donation!



GIPSA Idea Hotline Update

Norma Phelps, Washington, DC

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

Suggestor

Suggestion

Judy Johnston, Wichita, KS

Make Table of Contents Available as a Word Document on GIPSA Homepage/inGIPSA

Robb Hermanson and Art Boline, Duluth, MN

Schedule a "Town Hall Meeting" in Response to the Surak Report

Keep those ideas coming in! Send your ideas to the GIPSA Idea Hotline via e-mail: 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.**

Names, from page 2.

Horace Robinson, shift supervisor, New Orleans, received a spot award in recognition of his performance contributing to the increased effectiveness and efficiency of the New Orleans Field Office.

30-YEAR SERVICE AWARD

Donald Akers, Corpus Christi, TX
David Bowen, Des Moines, IA
James Eades, Chicago, IL
Gregory Jan, Toledo, OH
Nicholas Lucciardi, New Orleans, LA
Horace Robinson, New Orleans, LA

20-YEAR SERVICE AWARD

Ronald Beukema, Washington, DC
Bruce Griffith, Washington, DC

10-YEAR SERVICE AWARD

Branard England, Washington, DC
Joanne Nielsen, Kansas City, MO

Travel Bits & Pieces

Peggy Smith, Washington, DC

Correction to Frequent Flyer Benefits Article. The Frequent Flyer Benefits article in May's edition of the GIPSA News contained an error regarding when the frequent flyer benefits was effective. The article stated that the frequent flyer benefits final rule was effective April 12, 2002, and applied to travel performed on or after December 28, 2002. The correct date should be travel performed on or after December 28, 2001.

Bank of America Voice Response Unit. Cardholders are now able to initiate disputes and customize their PIN on the Voice Response Unit when calling Customer Service toll free at 800-472-1424.

Hotlines to Remember

1-800-424-9121

The Office of the Inspector General's hotline for reporting alleged criminal violations such as bribes and assaults.

1-800-998-3447

A GIPSA hotline for reporting alleged violations of FGIS and P&S statutes.

1-800-639-5167

A GIPSA hotline for reporting alleged Civil Rights violations.

1-866-484-4772

A GIPSA hotline for reporting problems with information technology systems.

Designations

Jan Hart, Washington, DC

GIPSA is granting a 3-year designation to five agencies to provide official domestic inspection services under the U.S. Grain Standards Act. The designees and the number of inspections they provided in fiscal year 2001 are: Georgia Department of Agriculture (3,750); Mid-Iowa Grain Inspection, Inc. (4,250, plus 98,360 official commercial inspections); Montana Department of Agriculture (14,064); Oregon Department of Agriculture (3,691); and Schneider Inspection Service, Inc. (10,143).

Designated official agencies provide domestic grain inspection and weighing services on an official basis to the grain trade and related industries on behalf of FGIS. Here's some background information about these partner agencies.

GEORGIA. The State first provided grain inspection in 1960 under Commissioner **Phil Campbell**, who became assistant secretary of agriculture under President **Jimmy Carter** in 1968. In 1969, **Thomas Irvin** became Georgia's commissioner of agriculture. Commissioner **Irvin** lives on a farm in Habersham County. His first public office was as a member of the Habersham County Board of Education in 1956. He later served as state representative in the Georgia General Assembly for four terms; was president of the National Association of State Departments of Agriculture; and is Chairman of the Georgia Development Authority and the Georgia Seed Development Commission; a member of the Georgia State Financing and Investment Commission, and other Georgia State organizations, as well as many charitable

and fraternal organizations.

Wayne Guerke, who became division director of plant industry in Georgia in 2001, had worked briefly in the late 1970s at one of FGIS' export field offices.

Carroll Exum became chief inspector in 1993. He started his career with the State as a licensed sampler in 1971, becoming a licensed inspector the next year

At one time, there were seven inspection offices spread across the State. Today, there is one consolidated full-time specified service point in Tifton, Georgia, and a headquarters office in Atlanta. Georgia currently employs 4 licensed inspectors, 13 technicians, and 11 samplers.

MID-IOWA. The first grain inspection in the area was done under the umbrella of the Cedar Rapids Chamber of Commerce. **Gene Polaski**, father of present owners, **Mike** and **Jeff Polaski**, started his career as a licensed inspector at Superior, WI, in 1953. He was the assistant chief inspector when he retired from the State in 1974, and moved to Cedar Rapids to work for the Chamber of Commerce. Mr. **Polaski** became the chief inspector, and bought the Chamber of Commerce's assets in 1977. Mid-Iowa was designated for the first time in 1978. **Mike** joined the company as a licensed sampler in 1978, and **Jeff** started working as a licensed sampler in 1979. **Mike** and **Jeff** are both currently licensed inspectors, and involved in the management of the company.

Mid-Iowa operates in the central portion of Iowa. The headquarters

and full-time specified service point is in Cedar Rapids, with another full-time service specified service point and weighing facility in Clayton, IA. Mid-Iowa has just started a joint service agreement with John R. McCrea Agency, Inc., to providing official commercial inspections for trucks at an applicant-specific laboratory in Clinton, IA. Mid-Iowa employs 10 licensed inspectors, 5 technicians, and 7 samplers.

MONTANA. The State's grain laboratory began in 1920 under the Montana Department of Agriculture, to serve as a third-party inspection service for the producers and the grain trade.

Ralph Peck, director, has long been involved in farms and agriculture. He grew up on a family farm near Garneill, MT, and has served as the deputy director for the Department, as well as administrator of the Agriculture Development Division.

Will Kissinger is deputy director and administrator of the agricultural development division. A Wisconsin native, he earned his degree at the University of Wisconsin in Madison. He has accumulated over 29 years of service with the state, and is actively involved in Montana's agriculture industry.

Sharon Campbell, bureau chief, is also a native Montanan. She started with Montana in 1979 as a clerk-typist, and moved up the ranks. She was appointed acting bureau chief in 1996, and was permanently assigned to that position later that year.

*Continued, see Designations
on page 8.*

Designations, from page 7.

Montana serves the entire State with a full-time specified service point in Great Falls, MT, and headquarters in Helena. Montana employs 6 licensed inspectors, and 5 samplers.

OREGON. In the early 1900s, the State started inspecting grain in Portland. The office in Pendleton was established in 1927. Oregon decided to relinquish the export inspections in Portland to FGIS in 1978.

Philip Ward, director, was assistant director from 1989 to 1997. Mr. **Ward**, who operates a family farm in Polk County, Oregon, started working for Oregon in 1984 after working as a high school agriculture instructor.

Jim Cramer, field operations manager, began working for Oregon as a laborer in 1983. He quickly moved up to inspector in fresh fruit and vegetable programs, and also Oregon's hop inspection program. In 1997, he was named assistant administrator of the commodity inspection division, and in 2001, was promoted to the administrator.

Tommy Tucker was hired as a licensed sampler in Pendleton in 1971, and became a licensed inspector within a year. He took over as the chief inspector in 1987, and is the only full-time, permanent employee in Pendleton.

Oregon has one full-time specified service point in Pendleton, OR, with headquarters in Salem. Oregon employs another part-time licensed inspector, 3 seasonal technicians, and 4 seasonal samplers.

SCHNEIDER. Both Illinois and Indiana had grain inspectors contracted under the AMA about 1950. **Bob Lamb** worked for Illinois until about 1960, when he left to start the grading office next to Central Soya Elevator in Schneider, IN. **Bob** and his wife, **Jeanne**, who was also a licensed inspector, ran Schneider, literally a mom-and-pop operation. They had few accounts at this time, but through hard work, they built a solid, loyal customer base. Schneider was first designated in 1978.

Mark Beaupre, the present owner and official agency manager, started working for Schneider in 1986. He graduated from Southern Illinois University in 1969, and went to work for St. Anne Grain that year. Cargill bought St. Anne Grain in 1974, so **Mr. Beaupre** worked for Cargill at various locations until 1986. He saw an opportunity to change careers, starting as a licensed sampler with Schneider. Mr. and Mrs. **Lamb** retired in 1989, and sold the agency's assets to Mr. **Beaupre**.

Schneider operates in northwestern Indiana and 3 counties in southwestern Michigan. The headquarters and full-time specified service point is in Lake Village, IN, and there are five applicant-specific specified service points: Lapaz, Parr, Pleasant Ridge, and Winamac, IN; and White Pigeon, MI. Schneider employs 3 licensed inspectors, 2 technicians, and 1 sampler.

EAP

For confidential assistance,
call your Employee
Assistance Program

Washington, DC personnel, call...

301-570-3900

or 1-800-222-0364

Field personnel, call...

1-800-222-0364

E-Learning

Leah Akbar, Washington, DC

I recently completed an on-line class, "Building a Successful Web Site," and am completing a second, "Manager's Introduction to Business Law." These were not the first classes I have taken on-line, but it is the first time I have found the it to be such an enriching learning experience. SkillSoft (FASTRAC), the vendor, supplied a program that was intuitively organized, and reinforced the experience with a mastery test of the knowledge offered in each section of the course. One of the more interesting facets of the course occurred as I was taking the mastery test and flubbed it (and I actually flubbed more than one) and realized that the questions were not repeated verbatim, and did not remain in the same sequence when I repeated the test. By rearranging and rewording the mastery tests, I was not allowed to learn by rote, but had to master and understand the material.

The program also allows you to take a preassessment of your existing knowledge and the option of only addressing the gaps in your knowledge. I chose the lengthier process and did the complete course. And I am glad I did because the logic and full measure of the information helped me to better understand the subject matter. However, if you are knowledgeable of the subject matter and simply wish to refresh your memory, the preassessment and fast track are excellent options.

*Continued, see E-Learning
on page XX.*

So how do we become a flexible, responsive organization. By using technology better, improving internal business practices, implementing system-wide quality control, enhancing customer service delivery, offering more market-responsive inspection procedures, centralizing monitoring of the system, expanding use of official system, and emphasizing international outreach.

After a fair amount of discussion, the Advisory Committee passed a resolution to "...support GIPSA moving forward with the...key policy issues" listed below.

1. Should FGIS adopt a fee structure that includes regional tonnage fees to cover the administrative and supervisory costs at the local office and headquarters?
2. Should FGIS develop and implement flexible inspection procedures to empower inspectors and improve industry efficiency?
3. Should FGIS establish a new equipment approval policy that would permit the use of additional types of equipment?
4. Should FGIS contract with private firms to provide official non-export services, e.g., in-bounds, house transfers, in export ports? The market clearly needs this type of inspection services at ports. Today, most of this market need is filled by private unofficial inspection firms.
5. Should FGIS seek authority to allow official agencies the opportunity to provide official non-export services in ports? Rather than contract for services in number 4 above, FGIS could expand the designation program to include non-export services in ports, provided Congress amends the USGSA to provide

such authority. FGIS currently only has the authority to contract for such services.

6. Should FGIS seek authority to remove boundary restrictions on official agencies after we implement enhanced quality control systems?
7. Should FGIS centralize monitoring after implementing enhanced quality control systems, and establish local resident agents to provide direct oversight of official inspection providers?
8. Should FGIS contract with licensed technicians to supplement the FGIS export workforce as attrition reduces current staffing.

As expected, these issues have generated a great deal of interest within GIPSA and the official system. In addition, some have voiced concerns about imminent changes in our structure or staffing levels. Such changes are not on the drawing board. Others have interpreted that our considering these potential changes reflects dissatisfaction with the current system. Nothing is farther from the truth. After more than 25 years, FGIS remains an exemplary organization, thanks in part to changes we've made in recent years, such as our updated quality assurance/quality control system. This system, along with other technological and program enhancements, have strengthened both our performance and our credibility. But, as we all know, change is constant, so we must continue to seek improvements and make adjustments. As you consider the policy questions above, keep in mind that we are laying a path for our future. Over the next 5 or more years, as more and more of our workforce heads toward retirement, we will chart our course, lay the foundation, and then take steps to reach our goals.

Flag Day - June 14

The United States did not have a standardized flag until 1912. The "Stars and Stripes," or "Old Glory," is one of the most complicated in the world. No other flag needs 64 pieces of fabric to make. It has 13 red and white alternating stripes (representing the original 13 states) and 50 stars (representing each state of the Union). The American flag has also changed designs more than any other flag in the world. The first flag, called the Grand Union, was first flown at the headquarters of the Continental Army on January 1, 1776. George Washington designed it, with help from seamstress Betsy Ross.

On June 14, 1777, the Continental Congress proposed that the United States have a national flag instead of the British Union Jack. The 13 stars of the flag represented the 13 new states. There were few public ceremonies honoring the Stars and Stripes until 1877, when on, June 14, it was flown from every government building in honor of the centennial of the adoption of a national flag.

The first official Flag Day was observed in Philadelphia, PA, in 1893. New York proclaimed June 14 as Flag Day 1897. Other states were slow to follow.

In August 1949, President Harry Truman proclaimed June 14 as Flag Day. Since then, the President proclaims the commemoration yearly, and encourages all Americans in the country to display the Stars and Stripes outside their homes and businesses.

Courtesy, U.S. Embassy, Stockholm, Sweden (<http://www.usis.usemb.se/Holidays/celebrate/flagday.html>).

Q&A on Limited Personal Use Guidelines

Carol Remmers, Washington, DC

The Information Security Systems (ISS) Group receives MANY questions on what exactly “limited personal use” means. We have no desire to diminish appropriate supervisory discretion, nor can we think of every possible situation that might arise. Still, if a few people have questions it is likely that many more do, too. So to help broaden everyone’s horizons, here are some of questions and answers. GIPSA employees are reminded to ask their supervisors when there is any doubt.

When is personal use of GIPSA e-mail or Internet access allowed?

As long as several conditions are met:

- When such use is of reasonable frequency and duration. (Check with your supervisor if you aren’t sure what is “reasonable”). If done on official time, there must be a reasonable explanation of why it couldn’t be done on the employee’s personal time.
- When use doesn’t interfere with an employee’s assigned duties or other aspects of official operations.
- When use doesn’t violate ethical standards of conduct (no harassment, sexually explicit materials, racially or ethnically demeaning materials, for-profit activities such as a personally-owned business or stock day-trading, political activities, etc.).
- When it does not consume large amounts of resources. (Viewing MTV videos on a GIPSA PC is NEVER acceptable!)

Employees **must not** use GIPSA-sponsored e-mail addresses when ordering items of a personal nature (Amazon.com, Ebay, etc.).

Q&As

May I send out regular e-mail updates to interested coworkers about a cause I believe in that isn’t genuinely political nature?

Sorry, no. Despite your assertion to the contrary, it sounds like this is probably a political endeavor or similar activity. Even if that isn’t the case, it is contrary to the GIPSA limited personal use policy to send out mass e-mails for non-official purposes.

May I use GIPSA e-mail to notify coworkers who’ve bought products from my home business about sales or new items, as long as I send the messages during my lunch break?

No. For-profit activities will not be supported with official e-mail or similar resources.

May I have information on summer vacation planning sent to my GIPSA e-mail address?

No, “limited personal use of e-mail” means limited. The occasional e-mail from a friend or family member is acceptable however posting your GIPSA e-mail address for unofficial business is unacceptable. Keep in mind the following two points: (1) everytime you use your GIPSA sponsored e-mail account you are representing GIPSA, USDA and the U.S. Government; and (2) these organizations sell e-mail addresses just as they sell

home addresses so e-mail addresses may be sold to a company you have no interest.

May I send my mom an Internet greeting card from my GIPSA computer?

No, greeting cards have been known to carry viruses. You should not be receiving or sending them from a GIPSA computer.

May I browse the Internet on my lunch break?

Yes. However, stay away from prohibited sites such as pornography, gambling, internet games, any site that contains any offensive material (racist/sexist) to name a few.

And finally.... I received an e-mail from a dear friend. Her message tells me that if I forward the message to ten other people that fortune will smile on me, love will blossom, and wrinkles will disappear. If I don’t forward the message as instructed, my milk will turn sour, my beer will go flat, my car will accelerate uncontrollably when police are nearby, my lawn will get crab grass. **Just to be safe, can I go ahead and forward the message?** No. Forwarding chain letters violates GIPSA e-mail use policy.

For more information on GIPSA’s security policies, please see in GIPSA’s IT security pages.

FGIS Directives Info

Mack Manis, Washington, DC

This month, the biggest change is in personnel, not directives. For the past 5 months, **Jan Hart** and **Tess Butler** have been overseeing the directives management program. And they've done a great job. Since February, **Jan** and **Tess** initiated this column, cleaned-up the Table of Contents, put the administrative directives on the external website, and made a number of key program improvements. As a result of their efforts, the FGIS directives program is in the best shape it has ever been in. **Thanks Jan and Tess for a job well done!**

Starting this month, I will assume responsibility for this program. **Tess** will continue to be very involved with processing directives, as well as overseeing the regulatory management program. We are both very committed to improving the directive programs. But we can't do it alone. Please call (202-720-0244), fax (202-720-4628), or e-mail (j.mack.manis@usda.gov) me if you have any concerns or suggestions.

ISSUANCES

❑ **DON (Vomitoxin) Handbook, Issuance Change 1**, dated May 20, 2002. (Distribution: A,C,E)

❑ **FGIS 9180.74**, "Service Fees and Billing Codes", dated April 22, 2002. (Distribution: A,C,E,F,H,T,U)

❑ **FGIS Directive 9180.61**, "Official Calibrations for the Dickey-John GAC 2100 Moisture Meter", dated May 6, 2002. (Distribution: A,C,E,F,G,U,V)

❑ **FGIS Directive 9180.51**, "Inspection of Confectionary Sunflower Seed", dated May 10, 2002. (Distribution: A,U)

❑ **FGIS Directive 2450.1**, "Application for and Monitoring of GIPSA Research Grants", dated May 17, 2002. (Distribution: A)

❑ **FGIS Program Notice 02-05**, Revised Sample Collection Responsibilities for Verifying the Accuracy of Moisture Meter Calibrations Crop Year 2002", dated May 22, 2002. (Distribution: A)

CANCELLATIONS

❑ **FGIS Directive 9180.51**, "Inspection of Confectionary Sunflower Seed", dated 5/1/97. FGIS Directive 9180.51, "Inspection of Confectionary Sunflower Seed", dated May 10, 2002, contains this information.

❑ **FGIS Directive 9181.1**, "Testing for StarLink Corn", dated 2/26/01. FGIS Directive 9181.1, dated 3-25-02, contains this information.

❑ **FGIS Directive 9290.15**, "Specified Service Point Location Codes", dated 4-22-93. The Grain Inspection and Weighing Information System (GIWIS) database program contains this information, per the Application Development Branch, Information Technology Staff.

❑ **FGIS Program Notice 00-3**, "Dark Roast Analysis for Confectionary Sunflower Seed", dated 2/29/00. FGIS Directive 9180.51, "Inspection of Confectionary Sunflower Seed", dated May 10, 2002, contains this information.

❑ **FGIS Program Notice 01-04**, "Fees for FGIS Rice Inspection Services", dated 5/1/01. FGIS Directive 9180.74, dated April 22, 2002, contains this information.

❑ **FGIS Program Notice 01-05**, "Fees for FGIS Commodity Inspection Services (Pulses, Hops, Miscellaneous Processed and Graded Commodities, and the Commodity Testing Laboratory)", dated 5/1/01, and Change #1 dated 09/28/01. FGIS Directive 9180.74, dated April 22, 2002, contains this information.

❑ **FGIS Program Notice 01-09**, "Fees for FGIS Official Inspection and Weighing Services Performed by FGIS in the United States and Canada and for Supervision of Official Inspection and Weighing Services Performed by Agencies", dated 7/21/01. FGIS Directive 9180.74, dated April 22, 2002, contains this information.

❑ **FGIS Policy Bulletin Board Memorandum Number 195**. FGIS Directive 9181.1, dated 3-25-02, contains this information.

For Your Health

Mavis Rogers, Washington, DC

Dementia: More Than Forgetfulness. Most of us have experienced the frustration of forgetting where we put our keys or being unable to recall a person's name. But should we expect to become more forgetful as we age? Experts say no.

"In the past, memory loss and forgetfulness were considered a normal part of aging," says Joanne Crantz, MD, medical director of geriatrics at Inova Fairfax Hospital. "Today, scientists think most people stay alert as they age though it may take longer to remember things."

In many cases, occasional memory lapses are not serious. But people who have major changes in memory, personality, and behavior may suffer from dementia – a group of symptoms caused by the loss of brain cells and changes in brain function.

The two most common forms of dementia are **Alzheimer's disease (AD)** and **multi-infarct dementia**. Alzheimer's occurs when nerve cells in the brain change and large numbers of brain cells die. Those with Alzheimer's disease may have symptoms ranging from mild forgetfulness to serious impairment in thinking, judgment and the ability to perform many activities. "Symptoms often begin slowly and grow steadily worse," says Dr. Crantz. "Some patients eventually need total care."

Multi-infarct dementia occurs when small strokes or changes in the brain's blood supply kill brain tissue. Symptoms often begin suddenly, with the severity depending on which part of the brain was affected.

Alzheimer's and multi-infarct dementia are incurable. But, the following treatments may make life more comfortable for patients and their families. Medication may help delay the progression of Alzheimer's disease; treatment for high blood pressure, high cholesterol and diabetes, and smoking cessation assistance may help prevent further strokes in those with multi-infarct dementia. Medication may help patients who are agitated, anxious or depressed or who have trouble sleeping. Behavior-management skills and memory aids help many in the early stages of dementia lead a more normal life.

If your memory loss or a loved one's symptoms worry you, talk with a doctor about physical, neurological and psychiatric evaluations.

Symptoms of Dementia. See a doctor if you or a loved one has these symptoms of dementia: asking a question repeatedly; becoming lost in familiar places; being unable to follow directions; becoming disoriented about time, people and places; neglecting personal safety, hygiene and nutrition; difficulty doing familiar tasks; problems with abstract thinking; misplacing items (putting a ring in a sugar bowl or milk in a closet); changes in mood or personality; poor judgment or confusion; short-term memory loss; and paranoia.

To learn more, search the web at: www.inova.org, www.SeniorNavigator.com, www.alz.org.

Courtesy Inova Health Source, Spring 2002

E-Learning, *from page 7.*

Course topics cover professional development, business skills, and technology skills. FASTRAC guides you through the development of a plan and automatically bookmarks your stopping point in the course. Bookmarking allows you to drop and pick up the course very easily so you do not have to complete your courses in a single session. Each course can be broken up in to doable blocks of time in your busy schedule. This also makes reviewing your courses a breeze.

For anytime, anywhere learning, e-learning is a great opportunity for all GIPSA employees to enhance their skills. For additional information on this terrific program contact **Rosemary Mayne** at 720-6242.

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