

**UNITED STATES DEPARTMENT OF AGRICULTURE  
FEDERAL GRAIN INSPECTION SERVICE  
FGIS Directive 1513.1  
8-16-82**

Legal Assistance Available From Office of the General Counsel

I. PURPOSE

This Instruction:

A Specifies the types of legal assistance available from the Office of the General Counsel (OGC) to offices and employees of the Agricultural Marketing Service (AMS), Packers and Stockyards Administration (P&SA), Federal Grain Inspection Service (FGIS), Office of Transportation (OT), and Agricultural Cooperative Service (ACS).

B Provides a list of the names and addresses of Attorneys in Charge of OGC offices (Exhibit A).

II. LEGAL ASSISTANCE PROVIDED BY OGC

A Program Matters.

1 General. The responsibilities of OGC include the preparation and review of administrative rules and regulations applicable to the public, and the handling of claims by and against the United States arising from the Department's activities. Divisions and Offices shall use the services of OGC when any legal problems relating to the administration of Agency programs occur. Route requests in accordance with established Agency procedures.

2 Requests for Formal Opinions. Officials shall prepare requests for formal opinions from OGC as follows.

a AMS, P&SA, OT, and ACS offices shall prepare requests for the signature of either:

(1) The Administrator or responsible Deputy Administrator (the Director or Deputy Director in OT); or

(2) The Director (Chief in OT) of the originating Division or Staff (cleared through the appropriate Office of the Administrator (office of Director in OT), to achieve policy coordination).

b FGIS offices shall prepare requests for the signature of the Administrator, Deputy Administrator for Program Operations, or Division Director, as applicable.

B Assistance to Employees.

1 The OGC will advise and assist employees, through regular supervisory channels, who:

a Become involved in claims or civil or criminal court actions resulting from activities undertaken within the scope of their employment, and will serve as official liaison between the employee and the Department of Justice.

b Need protection from physical violence while performing official duties.

c            Develop an invention, during the course of their work, which may be patentable under the patent laws of the United States.

2            An employee involved in circumstances stated in paragraph B 19 above, shall follow procedures outlined in applicable AMS/FGIS Instructions. (For assistance contact: Fiscal Operations and Systems Branch, Financial Management Division, for situations involving claims; Assistant to the Director, Administrative Services Division, for patents; or Employee Relations and Services Branch, Personnel Division, for situations involving accidents, etc.)

C            Listing of OGC Offices. See Exhibit A, attached, for names and addresses of Attorneys in Charge of OGC offices.

/s/ Irving W. Thomas  
Deputy Administrator, Management

Attachment

Attorneys in Charge  
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