

**REPORTING VIOLATIONS OF**  
**THE U. S. GRAIN STANDARDS ACT AND**  
**THE AGRICULTURAL MARKETING ACT OF 1946**

**1. PURPOSE**

This directive establishes procedures for reporting violations of provisions in the U.S. Grain Standards Act (USGSA), the Agricultural Marketing Act of 1946 (AMA), and the regulations and instructions thereunder. These programs are administered by the Federal Grain Inspection Service (FGIS), a program area within the Grain Inspection, Packers and Stockyards Administration (GIPSA).

**2. REPLACEMENT HIGHLIGHTS**

This directive replaces Directive 9070.6, dated 10/05/00, and includes revised bribery reporting procedures, an updated attachment page which reflects changes in the Office of Inspector General (OIG) regional office coverage areas (states and territories), and makes other non-substantive editorial changes.

**3. POLICY**

In accordance with Departmental Regulation 1700-2, "OIG Organization and Procedures," dated June 17, 1997; agency heads are responsible for action that ensures the enforcement of laws, Department regulations, and agency instructions. In addition, agency heads are responsible for issuing guidelines requiring that known or suspected violations of laws or regulations are expeditiously reported to OIG.

Moreover, section 800.185(g) of the regulations under the USGSA and section 868.8 of the regulations under the AMA require that violations of existing statutes, regulations, or instructions be promptly reported.

**4. REPORTING VIOLATIONS**

- a. Program Activities. Violations pertaining to program related matters (e.g., sampling, grading, weighing, testing, etc.) shall be reported as follows:

- (1) Licensed personnel shall immediately report USGSA or AMA violations to their supervisor or to the FGIS field office responsible for that geographical area. Licensees who know or suspect their supervisor(s) of violations, or believe that their supervisor(s) will suppress or ignore their violation report, shall call the Compliance Division (CP) **TOLL-FREE** at **1-800-998-FGIS (3447)** or (202) 720-8262. The toll-free number can be accessed 24 hours a day, 7 days a week.
  - (2) Agency managers who receive reports or have knowledge about violations shall immediately notify the FGIS field office responsible for that geographical area.
  - (3) FGIS field employees shall immediately report violations to their respective field offices.
  - (4) FGIS headquarters personnel and employees at the Technical Services Division shall report violations to the CP.
  - (5) FGIS field office managers shall:
    - (a) Report violation(s) to the CP's, Regulatory Branch.
    - (b) Provide details concerning the violation(s).
    - (c) Advise official personnel that the incident should be kept confidential. However, depending on the nature of the violation(s), it may be appropriate to discuss the matter with officials from the Federal Bureau of Investigation (FBI), the Animal and Plant Health Inspection Service (APHIS), or OIG.
- b. Bribes. Bribery includes the offering, giving, receiving, or soliciting of anything of value to influence official personnel and shall be reported as follows:
- (1) FGIS and Agency personnel who are offered a bribe or believe that a bribe was offered to, solicited by, or accepted by another FGIS or Agency

employee shall report this information directly to the **OIG Bribery/Assault Line** at **(202) 720-7257** during normal business hours (9:00 a.m. to 3:00 p.m. Eastern Standard Time - Monday through Friday). An OIG agent will answer and accept collect calls from FGIS employees or persons licensed by FGIS. During weekends, holidays, or after business hours, official personnel shall direct calls to **(888) 620-4185**, the 24-hour duty agent pager.

- (2) Official personnel reporting bribery or attempted bribery shall follow OIG's instructions concerning the matter. Do not disclose any information regarding the incident to anyone without approval from OIG or FBI.
- (3) Form FGIS-110, "Reporting Alleged or Suspected Bribery Attempts to the Office of Inspector General," shall be made available to all official personnel.

- c. Assaults. An assault includes any verbal or physical attack committed against official personnel while he or she is performing duties in accordance with provisions set forth in the USGSA or AMA. Official personnel shall report such incidents to their local law enforcement agency and to the appropriate OIG Special Agent-In-Charge (see attachment) for the geographical area where the offense took place.

Official personnel who encounter incidents of intimidation, opposition, resistance, harassment, or interference by interested parties during service delivery shall notify their respective agency and field office manager. Depending on the circumstances, contacting the appropriate OIG Special Agent-In-Charge for guidance may also be prudent.

- d. Conduct or Other Incidents. Misconduct or other incidents shall be reported as follows:

- (1) FGIS employee misconduct matters should be reported directly to the Marketing and Regulatory Program, Human Resources, APHIS, Employee and Management Relations Branch at **(301) 734-8863**.

- (2) Official personnel should report violations that affect the integrity of any USDA program to OIG's Whistle Blower Hotline at **(800) 424-9121**. Management reprisal against whistle blowers is prohibited by law.
- (3) Any conduct or incidents involving official personnel that could create the appearance of a loss of impartiality or adversely affect the public's confidence in FGIS services shall be reported in accordance with this directive.

/s/ **John R. Sharpe**

John R. Sharpe, Director  
Compliance Division

Attachment

**OFFICE OF INSPECTOR GENERAL  
 BRIBERY/ASSAULT HOTLINE**

(202) 720-7257  
 (888) 620-4185

(9:00am-3:00pm EST, Monday-Friday) (Collect Calls Accepted)  
 (Weekends, Holidays, or After-hours) (24-Hour Duty Agent Pager)

**WHISTLE BLOWER HOTLINE**

(800) 424-9121  
 (202) 690-1622  
 (202) 690-1202

(Toll-Free)  
 Washington, D.C.  
 (TDD) Telecommunications Device for the Deaf  
 Electronic Mail  
 P.O. Box 23399, Washington, D.C. 20026-3399

**usda\_hotline@oig.usda.gov**

**OIG INVESTIGATIONS MAIL:**

**OIG REGIONAL OFFICES**

REGION & AREA COVERED	ADDRESS	TELEPHONE FAX
<b><u>NORTHEAST</u></b> Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia	Suite 2-2230 5601 Sunnyside Ave. <b>Beltville, MD 20705-5300</b>	Phone: (301) 504-2000 24-Hrs: (888) 436-6158 Fax: (301) 504-2025
<b><u>SOUTHEAST</u></b> Alabama, Florida, Georgia, Kentucky, North Carolina, Puerto Rico, South Carolina, Tennessee, and Virgin Islands	Room 2329 401 W. Peachtree St., NW <b>Atlanta, GA 30308</b>	Phone: (404) 730-3170 24-Hrs Fax: (404) 730-3181
<b><u>MIDWEST</u></b> Illinois, Indiana, Michigan, Ohio, and Wisconsin	Suite 1130 111 N. Canal St. <b>Chicago, IL 60606-7295</b>	Phone: (312) 353-1358 24-Hrs: (888) 803-8174 Fax: (312) 353-8963
<b><u>SOUTHWEST</u></b> Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, and Texas	Room 311 101 South Main <b>Temple, TX 76501</b>	Phone: (254) 743-6535 24-Hrs: (800) 752-3307 + 618-2305 Fax: (254) 298-1358
<b><u>GREAT PLAINS</u></b> Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming,	8930 Ward Parkway, Suite 3016 <b>Kansas City, Missouri 64114</b>	Phone: (816) 926-7606 24-Hrs Fax: (816) 926-7699
<b><u>WESTERN</u></b> Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Territory of Guam, U. S. Trust Territories of the Pacific, and Washington	Suite 200 75 Hawthorne St. <b>San Francisco, CA 94105-3920</b>	Phone: (415) 744-2887 24-Hrs Fax: (415) 744-2896