



Agricultural Marketing Service, Fruit & Vegetable Program, Specialty Crops Inspection Division

Issuance Management Index Cross Reference to AIM Sites

This document provides the user with guidance on how to find information within the AIM Instructional System of documents. For this transitional period, as we switch from the old Directives and Bulletins System to AIM, we have created a cross reference between the two systems (see pages 1 – 8 of this document). This cross reference lists all current Fresh Products Division directives and bulletins and the new location of these documents on the AIM sites as of 10/01/12 (see grey colored text boxes below each listing). Those documents that are no longer in use are marked “Obsolete”. To view the document, follow the site line as shown below. The new location for the document would be viewed:

AIM Management Site/Management Procedures/General/ Supervisory Visits and Reviews

1. First, go to the AIM Management Site, then
2. Click on the Management Procedures link, then
3. Click on the General link, then
4. Click on the Supervisory Visits and Reviews link.

DIRECTIVES

GENERAL ADMINISTRATION AND INFORMATION (100 SERIES)

ISSUANCE	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB-100	3/11/11	Fresh Products Issuance Management System		X	X	X	X	X
Obsolete in October								
FPB-101	2/26/99	Description of National Training Program		X	X	X	X	X
Obsolete 2012								
FPB-102	10/20/03	Technical Advisory Committees		X	X	X	X	X
AIM Administration site/Administration Resources/Personnel/Committees								
FPB-103	10/1/09	Federal Terminal & State Cooperative Market Office Supervisory Reviews		X	X	X	X	X
AIM Administration site/Administration Resources/Office Review-Report/Fresh AIM Management site/Management Procedures/General/Office Review								
FPB-104	4/23/93	Disposal of Program and Administrative Records		X	X	X	X	X
AIM Administration site/Administration Resources/Records Disposal AIM Management site/Management Procedures/General/Accountability								
FPB-105	7/1/10	Fresh Products Branch Workplace Dress and Uniform/Apparel Policy		X	X		X	X
Obsolete – Information now found in the SCI Division Workplace Dress and Uniform/Apparel Policy AIM Administration site/Administration Resources/Personnel/Personnel/Workplace Dress and Uniform/Apparel Policy AIM Management site/Management Procedures/Personnel/Personnel Actions/SCI Division Workplace Dress and Uniform/Apparel Policy AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information/SCI Division Workplace dress and Uniform/Apparel Policy								
FPB-106	1/25/11	Employee Use of Email		X	X		X	X
AIM Administration site/Administration Resources/Personnel/Personnel AIM Management site/Management Procedures/Personnel/Personnel Actions AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information								

ADMINISTRATIVE SERVICES (200 SERIES)

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB-200	2/24/11	Contracts for Market Inspection Services		X	X	X	X	X
AIM Management site/Management Procedures/Applicant Services/Contracts								
FPB-202	3/26/09	Serially Numbered Forms Accountability		X	X	X	X	X
AIM Management site/Management Procedures/General/Accountability								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Accountability								
FPB-203	11/8/95	Delegation of Administrative Authority Within The Fresh Products Branch		X	X		X	X
AIM Administration site/Administration Resources/Personnel/Personnel								
AIM Management site/Management Procedures/Personnel/Personnel Actions								
FPB-204	7/13/04	Personal Responsibility for Equipment, Devices and Work Areas		X	X		X	X
AIM Administration site/Administration Resources/Personnel/Personnel								
AIM Management site/Management Procedures/Personnel/Personnel Actions								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information								

PERSONNEL SERVICES (300 Series)

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB-301	10/9/90	Individual Development Plans	X	X	X		X	X
AIM Administration site/Administration Resources/Personnel/Personnel								
AIM Management site/Management Procedures/Personnel/Performance Management								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information								
FPB-303	9/27/91	Medical Examination Requirements for FPB Employees		X	X		X	X
AIM Management site/Management Procedures/Personnel/Personnel Actions								
FPB-305	8/19/94	Tour of Duty Restrictions In Headquarters		X				
Obsolete – Information now in the SCI Tour of Duty Policy document								
AIM Administration site/ Administration Resources/Time and Attendance/Topic/AMS SCI Tour of Duty Policy								
FPB-306	9/27/94	Management and Employee-Initiated Lateral Reassignments		X				
AIM Administration site/Administration Resources/Personnel/Personnel								
AIM Management site/Management Procedures/Personnel/Personnel Actions								
FPB-307	8/4/00	Performance Bonus Awards Program	X	X	X		X	X
Obsolete - Information now in the SCI Division Awards and Recognition Manual								
AIM Management site/Management Procedures/Personnel/Awards SCI Division Awards and Recognition Manual								
FPB-308	5/18/09	Leave Policy and Notification Responsibilities	X					
Obsolete – Information now in the SCI Division Absence and Leave Policy document								
AIM Administration site/Administration Resources/Time and Attendance/Topic/SCI Division Absence and Leave Policy								
AIM Inspection site/Management Procedures/Personnel/OPM Pay, Leave, Retirement Guidance/SCI Division Absence and Leave Policy								

FINANCIAL SERVICES (400 Series)

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB-402	1/10/92	Billing Branches of the Fruit and Vegetable Division for Inspection Services		X	X	X	X	X
AIM Administration site/Administration Resources/Billing/Fresh								
AIM Management site/Management Procedures/Fees-Finances/Fees								
FPB-403	3/30/90	Billing Federal Market Offices for Collaborator Services		X	X	X	X	
AIM Administration site/Administration Resources/Billing/Fresh								
AIM Management site/Management Procedures/Fees-Finances/Fees								
FPB-404	2/2/90	Billing for DPSC Re-inspection Services		X	X	X	X	X
Obsolete								
FPB-405	8/25/94	Completing the Federal-State Cooperative Agreement Monthly Financial Report, Form FV-218		X	X		X	
AIM Administration site/Administration Resources/Billing/Fresh								
AIM Management site/Management Procedures/Fees-Finances/Finances								
FPB-406	3/10/92	Reimbursement for the Official Use of Privately Owned Vehicles	X	X	X		X	X
AIM Administration site/Administration Resources/Travel/Travel								
AIM Management site/Management Procedures/Personnel/Travel								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information								
FPB-407	1/10/92	Standard Travel Charge System	X	X	X	X	X	X
AIM Management site/Management Procedures/Personnel/Travel								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information								
FPB-408	12/6/94	Debt Management Procedures For Federal Market Offices		X				X
Obsolete								
FPB-409	5/27/92	Refund of Cooperator Assessments		X	X		X	
AIM Administration site/Administration Resources/Billing/Fresh								
AIM Management site/Management Procedures/Fees-Finances/Finances								
FPB-411	3/30/06	Branch Sub-center Numbers		X	X		X	X
Obsolete								
FPB 412	7/16/01	Annual Cooperator Reports		X	X	X	X	
AIM Administration site/Administration Resources/Office Review-Report/Fresh								
AIM Management site/Management Procedures/General/Office Review								
FPB-413	2/12/07	Fresh Products Branch Purchase Card Use Approval Policy		X	X		X	X
AIM Administration site/Administration Resources/Purchasing/Purchasing								
AIM Management site/Management Procedures/Fees-Finances/Finances								

INFORMATION TECHNOLOGY SERVICES (500 Series)

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB-501	2/05/07	Security of Fresh Products Branch Data, Information & Equipment	X	X	X		X	X
AIM Administration site/Administration Resources/Accountability								
AIM Management site/Management Procedures/General/Accountability								
FPB-502	3/28/11	Implementing and Testing Inspection Data Changes Made To FEIRS		X	X			X
AIM Administration site/Administration Resources/IT								
AIM Management site/Management Procedures/General/IT								
FPB-503	4/01/11	Responsibility Regarding Government Issued Information Technology Equipment		X	X		X	X
AIM Administration site/Administration Resources/IT								
AIM Management site/Management Procedures/General/IT								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Accountability								

GRADING SERVICES (600 Series)

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB-601	7/28/89	Review and Evaluation Program		X	X	X	X	X
Obsolete 5/04/2011								
FPB-604	9/26/91	Method of Determining Percentages of Various Commodities	X	X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-605	4/15/92	Certification of Gift Packs		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-606	5/5/92	Unacceptable Conduct by Users of the Inspection Service		X	X	X	X	X
Obsolete - Information now in the Unacceptable Conduct by Users of the Inspection Service document								
AIM Management site/Management Procedures/Applicant Services/ Unacceptable Conduct by Users of the Inspection Service								
FPB-607	5/25/94	Delegation of Inspection Authority		X	X		X	X
AIM Administration site/Administration Resources/Contracts/Agreements with Industry								
AIM Management site/Management Procedures/General/Licensed Samplers-Inspectors								
FPB-608a	2/23/94	Interstate/Intrastate Inspector Position (Market Licensee)		X	X		X	
AIM Administration site/Administration Resources/Personnel/Personnel								
AIM Management site/Management Procedures/General/Licensed Samplers-Inspectors								
FPB-609 Rev. 1	11/4/92	Instructions for Completing Summary of Federal-State Inspections (FV-346)		X	X		X	
AIM Administration site/Administration Resources/Office Review-Report/Fresh								
AIM Management site/Management Procedures/General/Office Review								
FPB-610	6/27/96	Reporting Spiders in Containers of Fruits or Vegetables		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-611	1/15/93	Internal Cutting Policy for Peaches		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FPB-612	8/10/93	Reporting Out-of-Grade Lots Under Marketing Orders at Shipping Point		X	X		X	
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-613	1/6/94	Performing Inspections Using the Fresh-Cut Produce Inspection Instructions	X	X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-614	11/12/96	Instructions for Completing Summary of Terminal Market Inspections (FV-345)		X	X	X	X	
AIM Management site/Management Procedures/General/Office Review								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-615	7/3/95	Export Apple and Pear Act, Export Grape and Plum Act		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-616	10/27/00	Certificate Copies for Products Failing to Meet Section 8e Import Requirements	X	X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-617	6/28/96	Instructions for Completing The Application for Inspection (FV-237)		X	X	X	X	X
AIM Management site/Management Procedures/Applicant Services/Application for Inspection								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-618	12/10/98	Certifying Various Varieties of Citrus	X	X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-619	12/27/96	Minimum Specifications For Digital Thermometers		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-620	4/1/09	Follow-Up Inspections, Supervisory Reviews and Inspection Teams		X	X	X	X	X
AIM Administration site/Administration Resources/Office Review-Report/Fresh								
AIM Management site/Management Procedures/General/Office Review								
FPB-621	1/31/02	Inspector's Count and Inspector Rotation		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

AUDITING SERVICES (700 Series)

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB-701	7/26/10	Minimum Auditor Criteria For Federal and Federal-State Personnel Licensed To Perform Audits	X					
AIM Management site/Management Procedures/Applicant Services/Fresh Audit Programs								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information								
FPB-702	6/8/09	Unannounced Verification Review For Good Agricultural Practices & Good Handling Practices (GAP&GHP) Audit Verification Program		X	X	X	X	X
AIM Management site/Management Procedures/Applicant Services/Fresh Audit Programs								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-703	8/04/08	Fresh Products Branch Good Agricultural Practices and Good Handling Practices (GAP&GHP) Audit Appeals, Complaints and Dispute Procedures		X	X	X	X	X
AIM Management site/Management Procedures/Applicant Services/Fresh Audit Programs								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FPB-705	3/2/11	Use Of Agreement For Participation In The Voluntary Good Agricultural Practices & Good Handling Practices (GAP&GHP) Audit Verification Program	X	X	X	X	X	X
AIM Management site/Management Procedures/Applicant Services/Fresh Audit Programs								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-706	3/2/11	FV-237A Request Form For Audit Services	X	X	X	X	X	X
AIM Management site/Management Procedures/Applicant Services/Fresh Audit Programs								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

BULLETINS

FISCAL YEAR 1994

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB 94-15	8/22/94	Waiving Interest Charges For Delinquent Debtors		X				X
AIM Management site/Management Procedures/Fees-Finances/Finances								
FPB 94-16	8/22/94	Identification of Payments Sent to NFC		X				X
AIM Management site/Management Procedures/Fees-Finances/Finances								
FPB 94-17	9/16/94	Restricting Inspections to Individual Factors Of Quality or Condition	X	X	X	X	X	X
AIM Management site/Management Procedures/General/Licensed Samplers-Inspectors								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FISCAL YEAR 1995

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB 95-6	6/21/95	Scale Tolerances for Determining Net Weight	X	X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FISCAL YEAR 1996

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB-96-1	11/08/95	Premium Pay User's Guide		X	X		X	X
AIM Administration site/Administration Resources/Time and Attendance								
AIM Management site/Management Procedures/Personnel/Personnel Actions								
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB-96-2	2/29/96	Oroblancos, Melogolds and Honey Mandarins		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FISCAL YEAR 1997

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB 97-1	10/3/96	Application of Tolerances for Import Requirements and Marketing Order Regulations		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FISCAL YEAR 1998

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB 98-1	3/16/98	Tolerance Testing of Produce Sizing Rings		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FISCAL YEAR 2002

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FM	CM	FS	FM
FPB 02-1	1/30/02	Sizing Tomatoes and Reporting Size On Tomatoes	X	X	X	X	X	X
Obsolete 10/19/11								
FPB 02-2	1/30/02	Identifying Tomatoes From Florida With PLI Marks That Are Not Certified For Standard Weight And That Are Producer Field-Packed Tomatoes	X	X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FISCAL YEAR 2004

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB 04-2	12/29/04	Downloading New Versions Of The Fresh Electronic Inspection Reporting/Resource System (FEIRS)		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Accountability								

FISCAL YEAR 2005

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB 05-1	2/4/05	Superseding Or Canceling Fresh Electronic Inspection Reporting/Resource System (FEIRS) Certificates		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information								
FPB 05-2	5/16/05	Processing New Applicants		X				X
AIM Management site/Management Procedures/Applicant Services/Application for Inspection								
FPB 05-3	5/16/05	Instructions For Billing Paper Certificates Using The FEIRS Billing System		X	X		X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information								
FPB 05-4	7/7/05	Determining And Reporting Size	X	X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FISCAL YEAR 2008

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB 08-2	11/28/07	Instructions For The Corrective Action Process In The Good Agricultural Practices & Good Handling Practices (GAP&GHP) Audit Verification Program		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPB 08-3	2/1/08	Fee Increase For Market Inspection Services		X	X	X	X	X
AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								

FISCAL YEAR 2010

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPB 10-01	04/01/10	Processing Fresh Electronic Inspection Reporting/Resource System (FEIRS) Certificates Missing From Branch Servers		X	X			X
AIM Management site/Management Procedures/General/Accountability								

FISCAL YEAR 2012

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPD 12-01	4-12-12	Computer Generated (Electronic) FV-200, FV-201, FV-248, and FV-248A		X	X	X	X	
AIM Management site/Management Procedures/Applicant Services/Fresh Audit Programs AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Inspection								
FPD 12-02	4-30-12	Instructions for Continual Professional Development Form		X	X		X	X
AIM Management site/Management Procedures/Personnel/Performance Management AIM Inspection site/Inspection Resources/AIM Inspection Series Fresh Products/Employee Information								

FPD SOP 2012

ISSUANCE NUMBER	DATE	TITLE	EM	HQ	FPM	CM	FS	FM
FPD SOP 12-01	2-13-12	On-Site Market Office Review Procedures	X		X			
AIM Management site/Management Procedures/General/Office Review								
FPD SOP 12-02	3-01-12	Acting Officer-in-Charge Duties and Responsibilities	X					
AIM Management site/Management Procedures/Personnel/Personnel Actions								

<u>FPD Recipients</u>	<u>Distribution Code</u>
All Employees	EM
Headquarters	HQ
Federal Program Managers	FPM
State Cooperative Market Offices	CM
Federal Supervisors	FS
Federal Terminal Market Offices	FM