

# Administrative Directive

FGIS 4610.2 February 18, 1982

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## Rotation of Personnel

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## **1. PURPOSE**

This instruction establishes the Federal Grain Inspection Service's (FGIS) policy for rotating personnel assigned to specific locations for specified periods of time.

## **2. POLICY**

Section 8(f) of the U.S. Grain Standards Act, as amended, states, "The Administrator shall provide for the periodic rotation of supervisory personnel and official inspection personnel employed by the Service as he deems necessary to preserve the integrity of the official inspection and weighing system provided by the Act."

## **3. PROCEDURES AND DOCUMENTATION**

FGIS personnel assigned to elevators and/or other locations shall be rotated. Personnel assignments to a specific location shall not exceed 6 months. The field office supervisor may extend assignments for selected personnel, provided the approval for the extension is documented in writing and placed in the files.

Rotation schedules should be prepared so that approximately one-third of the personnel at each location are rotated each time and so that each position is filled with trained and qualified personnel. For example, personnel performing protein functions should be rotated only when a trained and qualified replacement is available. Rotating personnel in this manner will ensure that the work force is proficient and familiar with the operating procedures of the facility.

Copies of schedules shall be maintained on file for review at a later date.