

## To View Slide Show

1. Select View in the menu bar.
2. Select Slide Show to set the slides to full screen.
3. Use the Down Arrow on the key board to move foreword in the Power Point.
4. Use the Up Arrow on the key board to move backward in the Power Point.

## To Exit Slide Show

1. Select Esc on the keyboard.
2. Select the X on the top right side of the screen to close down the program.

# Conflict of Interest

# Introduction

- ❖ The purpose for the development of the FOL program is to:
  - Automate all current license processes.
  - Provide customers with web-based access to all license procedures.
  - Provide uniform and consistent results.
  - Integrate with the existing FGISonline programs.
  
- ❖ The FOL program:
  - Does not change the existing License Policy identified in Directive 9230.1.
  - Does not eliminate current licensing responsibilities.

# Objectives

- ❑ Submit a conflict-of-interest when it occurs outside of the initial application process and outside of the renewal process.
- ❑ Identify the various tabs and toggles used in the FOL program.

# Conflict of Interest Scenario

- ❑ John Smith is a licensed Weigher for the State of Minnesota.
- ❑ John Smith developed a conflict of interest for which he must apply for a waiver.
- ❑ The FOL program will be used to request and document the waiver.

# Access to FGISonline Programs

To begin the process enter this URL into your web browser - <https://fgiss.gipsa.usda.gov>.

- The above URL leads to a training site.
- No information that must be saved should be entered into this site.
- All information entered into this site may be altered or erased.
- Information on this site may be fictional.

# Staging Server Menu

- ❑ Click on [FGIS Official Service Provider Licensing \(FOL\)](#) to enter the FOL program.
- ❑ The Staging server is to be used for practice only.
- ❑ No data that is entered into the FOL program through this site will be saved.

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Grain Inspection, Packers & Stockyards Administration

**Staging**

Home About GIPSA Help Contact Us Login

**Search**

**Browse by Subject**

- GCBS Menu
- FGIS Menu**
  - Inspection Data WareHouse (IDW)
  - Certificates (CRT)
  - Delegations, Designations and Export Registrations (DDR)
  - Equipment Capability Testing (ECT)
  - Inspection, Testing, and Weighing (ITW)
  - FGIS Official Service Provider Licensing (FOL)
  - Quality Assurance and Control (QAC)

**You are here:**

**Select one of the following Choices:**

- Inspection Data WareHouse (IDW)
- Certificates (CRT)
- Delegations/Designations and Export Registrations (DDR)
- Equipment Capability Testing (ECT)
- Inspection, Testing, and Weighing (ITW)
- FGIS Official Service Provider Licensing (FOL)**
- Quality Assurance and Control (QAC)

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# Consent Agreement

Click on *I Agree* to proceed.

Click on *Cancel* to exit.

The screenshot shows the USDA eAuthentication page. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a banner with several small images: a landscape, a login form, a person at a computer, and another landscape. A navigation bar contains links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". The main content area is a light blue box containing a "WARNING" header, followed by a bulleted list of terms and conditions. At the bottom of the box are two buttons: "Cancel" and "I Agree".

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USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

\*\*\*\*\*WARNING\*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

\*\*\*\*\*WARNING\*\*\*\*\*

Cancel I Agree

# eAuthentication Login

- ❑ eAuthentication with Level 2 Access is needed in order to enter the site.
- ❑ Enter your *User ID* and *Password*.
- ❑ Click on *Login*.
- ❑ This process is a safeguard. It leaves an electronic signature of anyone who enters the program.

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USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

**eAuthentication Login**

User ID:   
[Forgot your User ID?](#)

Password:   
[Forgot your Password?](#)  
[Change My Password](#)

**What's New**

**NEW!** Improvements to USDA Employee Registration

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. [Click here](#) for more information!

**Self-Service Enhancements**

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. [Click here](#) for more information!

**Important! Employees and Contractors:**

# FOL Home Page

- ❑ The first screen accessed on entering the site is the *FOL Home Page*.

- ❑ *Licensed Personnel* is now selected to continue.

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**Staging**

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page 0.1.5

### FOL Home Page

05/11/2009 Study tools available – from processing a sample to determining a grade. See the link listed below: "Test Preparation Tools".

03/03/2009 Reminder - Complete and submit all "Triennial Renewal" information before your certificate expires.

Link - Training Videos  
Link - Form FGIS 944 dated 06-07  
Link - Test Preparation Tools  
LINK - GIPSA Home Page  
LINK - Licensing Directive

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# Licensed Personnel Selection List Page

- ❑ Data is displayed for 10 of the 13 licensed personnel for the State of Minnesota appears.
- ❑ John Smith is not listed in the visible database.
- ❑ A name can be found in three ways.
  1. Expand the list by entering the number of records, 13, into the *Rows* field.
  2. Enter the last name into the *Search* field.
  3. Use the *Selection Criteria*.
- ❑ Enter the last name into the Search field to continue.

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**Staging**

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page > Licensed Personnel 0.1.5

### Licensed Personnel Selection List Page

Selection Criteria

	Office	Agency	Number	Name	USGSA Type	USGSA Status	AMA Type	AMA Status
Edit		MN	25012	Adams, Tehani	Samp	Active		
Edit		MN	25015	Alcott, Liz	Tech	Active		
Edit		MN	25016	Andersen, Hank	WSamp	Active		
Edit		MN	25013	Cooper, James	Samp	Active		
Edit		MN	25022	James, Jim	LI	Active		
Edit		MN	25021	Johnson, Ben	Tech	Active		
Edit		MN	25020	Jones, Tom	Tech	Active		
Edit		MN	25019	Klemz, Mark	Samp	Active		
Edit		MN	25025	Landus, Greg	Tech	Active		
Edit		MN	25023	McPherson, Joan	Samp	Active		

13 records in 2 Pages. Rows:  Page:

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# Licensed Personnel Selection List Page - continued

- Information on John Smith appears.
- Select Edit.

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**Staging**

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page > Licensed Personnel 0.1.5

### Licensed Personnel Selection List Page

Selection Criteria

	Office	Agency	Number	Name	USGSA Type	USGSA Status	AMA Type	AMA Status
<a href="#">Edit</a>		MN	25017	Smith, John	Weig	Active		

[Export To Excel](#) [Printable List](#)

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# Licensed Personnel Info Tab

- ❑ After choosing *Edit*, the *License Holder's Information Page* appears.
- ❑ Additional tabs also appear.
- ❑ Select the *Conflict of Interest* tab.

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**Staging**

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page > Licensed Personnel > License Info 0.1.5

### Licensed Personnel License Info John H. Smith

Personal Info License Info License History Exam History Letter History Conflict of Interest

FGIS License Information Generate License Certificate License Details History

<b>AQAS</b>	No		
<b>FGIS Contractor</b>	No		
<b>Warehouseman Sampler</b>	No		
<b>USGSA License No.</b>	25017	<b>Date Issued</b>	1/16/2010
<b>Type</b>	Weigher	<b>Last Renewed Date</b>	
<b>Status</b>	ACTIVE	<b>Expiration Date</b>	10/31/2013
<b>Weighing Grain</b>	WAS		

**License Actions**

Suspend Request

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# Licensed Personnel - Conflict of Interest Tab

- ❑ All information pertaining to a conflict of interest is stored on this page.
- ❑ To begin the process of applying for a conflict of interest a blank *Conflict of Interest* form must be printed, completed and signed by the applicant.
- ❑ Select [Print Blank Form](#).

The screenshot displays the USDA GIPSA website interface. At the top, the USDA logo and "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration" are visible, along with a "Staging" label. A navigation bar includes links for Home, About GIPSA, Help, Contact Us, and Logoff. The breadcrumb trail reads "You are here: FOL Home Page > Licensed Personnel > Conflict of Interest Info" with a version number "0.1.5".

The main content area is titled "Licensed Personnel Conflict of Interest John H. Smith". Below this title are several tabs: Personal Info, License Info, License History, Exam History, Letter History, and Conflict of Interest (which is currently selected). The "Conflict of Interest" tab shows a "License Number: 25017" and two buttons: "Print Blank Form" and "Enter Change in COI Status".

Below the buttons, it states "No conflict of interest exceptions." and "COI Request History:". A table follows with the following data:

Form Details	Submitted Date	Submitted By	Conflict Exists	Reviewed By	Reviewed Date	Status
[View]	1/16/2010 5:50:40 PM	Sue Fall	No	System	1/16/2010 5:50:42 PM	Approved

At the bottom of the page, there are links for GIPSA | USDA.gov, FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House.

# Conflict of Interest Declaration

- A conflict of interest declaration must be pulled off, completed and sign it.
- Data from the completed form will be entered into the FOL program.
- The paper form will be maintained at the agency in the applicant's license file.

https://fgiss.gipsa.usda.gov/F\_FOL/COIQuestionsPDF.aspx?PersonID=19133 - W...

1 / 1

59.1%

Find

1/17/2010

John H. Smith  
25017

**AMA License**

Are you, your spouse, or relatives residing in your household employed by, or receiving a financial consideration from a company that merchandises, handles, stores, or processes agricultural commodities that you would be licensed to sample or inspect? Yes \_\_\_ No \_\_\_

Do you, your spouse, or relatives residing in your household have a financial interest in a company that merchandises, handles, stores, or processes agricultural commodities that you would be licensed to sample or inspect? Yes \_\_\_ No \_\_\_

Do you, your spouse, or relatives residing in your household have a financial interest in any of the raw materials or companies providing the raw materials from which the commodities that you would be licensed to sample or inspect are manufactured? Yes \_\_\_ No \_\_\_

**USGSA License**

Do you, your spouse, your minor children, or any blood relative immediately residing in your household, serve as an officer director, committee member, or employee of any business entity owning or operating any grain elevator or warehouse, or engage in the merchandising, storage, commercial transportation, or other commercial handling of grain? Yes \_\_\_ No \_\_\_

Do you, your spouse, your minor children, or any blood relative immediately residing in your household, have stock or other financial interest, directly, or indirectly, in any grain elevator or warehouse, or any other business entity involved in the merchandising, storage, commercial transportation, or other commercial handling of grain? Yes \_\_\_ No \_\_\_

0.1.5

Contact Us Logoff

Conflict of Interest

Viewed Date	Status
5/2010 10:42 PM	Approved

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# Licensed Personnel - Conflict of Interest Tab

- ❑ The agency must record the information from the completed form into the “*Change of COI Status*” area and then maintain the signed hard copy in their files.
- ❑ Select Enter Change in COI Status
- ❑ The change of status request will be sent through the computer to the Compliance Division.

The screenshot displays the USDA GIPSA website interface. At the top, the USDA logo and "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration" are visible, along with a "Staging" banner. A navigation bar includes links for Home, About GIPSA, Help, Contact Us, and Logoff. The breadcrumb trail reads: "You are here: FOL Home Page > Licensed Personnel > Conflict of Interest Info". The page title is "Licensed Personnel Conflict of Interest John H. Smith". Below the title, there are tabs for Personal Info, License Info, License History, Exam History, Letter History, and Conflict of Interest (which is selected). The "License Number: 25017" is displayed, along with buttons for "Print Blank Form" and "Enter Change in COI Status". A message states "No conflict of interest exceptions." Below this is a "COI Request History" section with a table:

Form Details	Submitted Date	Submitted By	Conflict Exists	Reviewed By	Reviewed Date	Status
[View]	1/16/2010 5:50:40 PM	Sue Fall	No	System	1/16/2010 5:50:42 PM	Approved

At the bottom of the page, there are links for GIPSA | USDA.gov, FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House.

# Conflict of Interest Questions

- Select the applicable Act.
- Select Save.

The screenshot shows a web application interface for the USDA Grain Inspection, Packers & Stockyards Administration. The page is titled "Staging" and features a navigation menu on the left with options like "Search", "Browse by S", "FOL Home Pa", "Licensed Pers", "Add a New", "Renewal Li", and "E-mail Distrib". The main content area displays a "Renewal Request Details" form. The form has a section titled "Conflict of Interest Questions for" with two checkboxes: "USGSA" and "AMA". Below these checkboxes are "Save" and "Close" buttons. The right side of the page includes a "Us | Logoff" link, a version number "0.1.5", and a table with a "Status" column containing the value "Approved". The footer contains links for "GIPSA | USC", "FOIA | Acces", and "House".

USDA United States Department of Agriculture  
Grain Inspection, Packers & Stockyards Administration

Staging

Renewal Request Details

Conflict of Interest Questions for

USGSA  AMA

Save Close

Us | Logoff

0.1.5

of Interest

te	Status
	Approved

GIPSA | USC  
FOIA | Acces

House

# Conflict of Interest

Information from the paper form of the Conflict of Interest is entered into the program through this screen.

When Save is selected, the information is sent to the Compliance Division.

The screenshot displays a web application interface for a 'Renewal Request Details' form. The form is titled 'Renewal Request Details' and contains a section for 'Conflict of Interest Questions for' with two radio button options: 'USGSA' (selected) and 'AMA'. Below this, there are three questions, each with 'Yes' and 'No' radio button options and a 'Clear Answers' button. The first question asks if the user or their family members serve as officers, directors, or employees of any business entity owning or operating any grain elevator or warehouse. The second question asks if a waiver has been previously submitted and approved for this conflict of interest. The third question asks if the user or their family members have stock or other financial interest in any grain elevator or warehouse. The fourth question asks if the user knows of any other matters, family relationships, or other personal relationships that might give rise to an apparent or possible conflict of interest. At the bottom of the form, there is a text area labeled 'Explain any and all conflicts of interest:' with the text 'Wife works at Smithsville Elevator in Hanville, MN'. The form also includes 'Save' and 'Close' buttons at the bottom.

**Renewal Request Details**

**Conflict of Interest Questions for**  
 USGSA  AMA

**USGSA**

Do you, your spouse, your minor children, or any blood relative immediately residing in your household, serve as an officer, director, committee member, or employee of any business entity owning or operating any grain elevator or warehouse, or engage in the merchandising, storage, commercial transportation, or other commercial handling of grain?  
 Yes  No

Has a waiver been previously submitted and approved for this conflict of interest?  
 Yes  No

Do you, your spouse, your minor children, or any blood relative immediately residing in your household, have stock or other financial interest, directly, or indirectly, in any grain elevator or warehouse, or any other business entity involved in the merchandising, storage, commercial transportation, or other commercial handling of grain?  
 Yes  No

Do you know of any other matters, family relationships, or other personal relationships, which might give rise to an apparent or possible conflict of interest involving your present employment and any business entity described above?  
 Yes  No

**Explain any and all conflicts of interest:**  
Wife works at Smithsville Elevator in Hanville, MN

# Application Submitted

*Data Saved*  
Successfully appears  
after Save is selected.

The Compliance  
Division will review and  
process the application.

The screenshot shows a Windows Internet Explorer browser window displaying the USDA GIPSA website. The page title is 'FOL - Licensed Personnel Conflict of Interest'. The URL is 'https://fgiss.gipsa.usda.gov/F\_FOL/LicensedPersonnelCOI.aspx?personID=19133'. The page content includes the USDA logo, navigation links, and a search bar. The main content area shows the 'Licensed Personnel Conflict of Interest' page for John H. Smith. The page displays a 'Data saved successfully' message and a 'COI Request History' table.

**COI Request History:**

Form Details	Submitted Date	Submitted By	Conflict Exists	Reviewed By	Reviewed Date	Status
[View]	1/16/2010 5:50:40 PM	Sue Fall	No	System	1/16/2010 5:50:42 PM	Approved
[View]	1/17/2010 12:54:24 AM	Sue Fall	Yes			Submitted

# Waiver Granted

❑ When a decision on the waiver is made, information on the waiver will appear under *Exception Guidelines*.

❑ Conflict of Interest information will be listed under *COI Request History*.

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**Staging**

Home About GIPSA Help Contact Us Logoff

You are here: FOL Home Page > Licensed Personnel > Conflict of Interest Info 0.1.5

**Licensed Personnel Conflict of Interest**  
**John H. Smith**

Personal Info License Info License History Exam History Letter History Conflict of Interest

**License Number:** 25017

Print Blank Form Enter Change in COI Status

**Exception Guidelines:**

Description	Act	Start Date	Posted By
Mr. John Smith must not conduct any official work for the Smithville Elevator where his wife works.	USGSA	1/18/2010 12:00:00 AM	Susan Fall

**COI Request History:**

Form Details	Submitted Date	Submitted By	Conflict Exists	Reviewed By	Reviewed Date	Status
[View]	1/16/2010 5:50:40 PM	Sue Fall	No	System	1/16/2010 5:50:42 PM	Approved
[View]	1/17/2010 12:54:24 AM	Sue Fall	Yes	Susan Fall	1/17/2010 1:21:01 AM	Approved

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# Conclusion

- ❑ This concludes the course on Conflict of Interest.
- ❑ To gain a detailed instruction on the use of other individual functions within the FOL program, review the Power Point for the specific function.

# Course Contact

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