

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.



- Overview -

**FGIS Official License (FOL)
Program
Course #1**

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

- Gain an overview of the Official Agency portion of the FGIS Official License (FOL) program.
- Identify the different sections within the FOL program.
- Identify the various tabs and toggles used in the FOL program.

Access to FGISonline Programs

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

- This URL leads to a training site.
- No information that needs to be saved should be entered into this site.
- All information entered into this site is subject to being erased.
- Information on this site may be fictional or corrupted.

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.



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

Staging

Home About GIPSA Help Contact Us Login

Search

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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FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Consent Agreement

- Click on [I Agree](#) to proceed.
- Click on [Cancel](#) to exit.

The screenshot shows the USDA eAuthentication interface. 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 images of a login screen, a field, hands typing on a keyboard, and a person at a computer. 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 and a list of terms and conditions. At the bottom of the box are "Cancel" and "I Agree" buttons.

USDA United States Department of Agriculture
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.

USDA United States Department of Agriculture
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](#)

Login

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

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:

Access Authorization is Required

- Complete the access request.
- *Phone Number* and *Comments* must be entered.
- *Phone number* should be a business phone where the applicant can be reached.
- *Comments* must show the name of the applicant's employer plus must identify the reason for the request to enter so that the proper *Roles* and *Identities* can be assigned.
 - ❖ Examples of reasons: To proctor tests; to access profiles of licensees; to enter data, etc.

The screenshot shows 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 the 'Staging' label. A navigation bar contains links for Home, About GIPSA, Help, Contact Us, and Login. The main content area features a search bar and a 'Browse by Subject' menu with options for GCBS Menu, FGIS Menu, and P&SP Menu. The central focus is the 'Application Access Request' form, which displays the following information: 'You do not have access to the requested resource. You may request the appropriate access by filling out the form below.' The form fields are: First Name: Susan; Mid Initial: H; Last Name: Fall; Email Address: susan.h.fall@usda.gov; Comment: (empty text area); Phone Number: (empty input field). A 'Request Access' button is located at the bottom of the form. The footer contains links for GIPSA | USDA.gov, FOIA | Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

Roles and Identities

The areas within the program that an applicant can access plus the functions that can be used within the program are determined by the roles and identities assigned.

Roles and Identities are assigned by the FGIS Official License (FOL) administrator when the initial application is submitted and approved for entry into the program.

Each user will only be able to view and work with their own agencies data. If a person from another agency is needed as a proctor, a request will need to be made to the FOL Administrator.

Processing the Request

- The request for entry is sent to the FOL administrator.
- The administrator should respond within 24 hrs.
- After the request is processed the user will receive an e-mail allowing access.
- The e-mail address used will be the address which is associated with the level 2 eAuthentication identification that requested access.
- The user may enter the FOL site with their e-Authentication password after receiving the e-mail which authorizes access.

The screenshot displays the USDA GIPSA website interface. At the top, the USDA logo is on the left, followed by the text "United States Department of Agriculture" and "Grain Inspection, Packers & Stockyards Administration". On the right, the word "Staging" is written in a large, orange, italicized font. Below the header is a horizontal banner with several small images of agricultural scenes. A navigation bar contains links for "Home", "About GIPSA", "Help", "Contact Us", and "Login".

The main content area features a sidebar on the left with a "Search" box and a "Browse by Subject" section containing three expandable menu items: "GCBS Menu", "FGIS Menu", and "P&SP Menu". The main content area has a prominent orange header that reads "Application Access Request". Below this header, a message states: "Your Request has been sent. Please allow 24 hours for your request to be addressed." At the bottom of the page, a footer contains the following text: "GIPSA | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

eAuthentication Login - With Permission

- Enter 'User ID' and 'Password'.
- Click on 'Login'.

USDA United States Department of Agriculture
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](#)

Quick Links

- › What is an account?
- › Create an account
- › Update your account

Administrator Links

- › Local Registration
- › Authority Login

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 after entering the site is the *FOL Home Page*.
- Use the menu to travel to other areas within FOL.
- Use the *Help* selection to access training materials and manuals.
- View recent news items on this site.
- Select links to other areas on the web.
- Use the *E-mail Distribution List* to enter the e-mail of the person who will receive renewal notices.
- The menu located to the left of the screen is available on all screens in the FOL program.
- *Licensed Personnel* is now selected to continue.

The screenshot displays the FOL Home Page interface. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Grain Inspection, Packers & Stockyards Administration". To the right is the word "Staging" in a stylized orange font. Below this is a horizontal banner with five images: a field, corn stalks, a field, grain, and a person. A navigation menu below the banner includes "Home", "About GIPSA", "Help", "Contact Us", and "Logoff". The main content area features a search box on the left with a "Go" button and a "Browse by Subject" menu. The "Browse by Subject" menu is expanded to show "FOL Home Page", "Licensed Personnel", and "E-mail Distribution Lists". The "FOL Home Page" item is selected. The main content area displays a "You are here: FOL Home Page" breadcrumb and a version number "0.1.5". Below this is a section titled "FOL Home Page" with a date "05/11/2009" and a small image of a person working with grain. The text reads: "Study tools available - from processing a sample to determining a grade. See the link listed below: 'Test Preparation Tools'". Below this is a date "03/03/2009" and a reminder: "Reminder - Complete and submit all 'Triennial Renewal' information before your certificate expires." Below the reminder are several links: "Link - Training Videos", "Link - Form FGIS 944 dated 06-07", "Link - Test Preparation Tools", "LINK - GIPSA Home Page", and "LINK - Licensing Directive". At the bottom of the page is a footer with the text: "GIPSA | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

Licensed Personnel Selection List Page

- All license holders assigned to an agency are listed in the database.
- The default listing shows only Active and Suspended licenses.
- To view all license holders, the status must be changed to *All* in the Selection Criteria.
- A search by last name or through Search Criteria can be made through this page.
- A new person can be added.
- The renewal list can be accessed.
- The selection of *Edit* will lead the user to licensed personnel information.
- A list of personnel can be printed.

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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	MNFO	MN	25003	Aadams, Darryl	Samp	Active		
Edit	MNFO	MN	25006	Abernathy, Gail	Tech	Active		
Edit	MNFO	MN	25038	Abram, Morris	LI	Active		
Edit	MNFO	MN	25007	Adams, Ansel	Samp	Active		
Edit	MNFO	MN	25008	Adams, Tristen	Samp	Active		
Edit	MNFO	MN	25036	Adaperson, Pleasework				
Edit	MNFO	MN	25014	Anderson, Addatest	LI	Active		
Edit	MNFO	MN	25019	Anson, Addanewperson	LI	Suspended		
Edit	MNFO	MN	25000	Avery, Tom	LI	Suspended		
Edit	MNFO	MN	25039	Brandon, Mary	Samp	Active		

17 records in 2 Pages. Rows: 10 Page: 1 Go

Export To Excel Printable List

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Licensed Personnel Selection List Page - continued

•Three Methods to Locate a License or Name.

1. Search Criteria

- Select Selection Criteria.
- Insert number or name.
- Select Update List.

2. Search Field

- Insert last name under “Search” in Menu.

3. Search Personnel List

- Insert number of records into Rows field.
- All names will show.
- Select name.

- To proceed, Edit, to the left of Aadams, Darryl is selected

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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	MNFO	MN	25003	Aadams, Darryl	Samp	Active		
Edit	MNFO	MN	25006	Abernathy, Gail	Tech	Active		
Edit	MNFO	MN	25038	Abram, Morris	LI	Active		
Edit	MNFO	MN	25007	Adams, Ansel	Samp	Active		
Edit	MNFO	MN	25008	Adams, Tristen	Samp	Active		
Edit	MNFO	MN	25036	Adaperson, Pleasework				
Edit	MNFO	MN	25014	Anderson, Addatest	LI	Active		
Edit	MNFO	MN	25019	Anson, Addanewperson	LI	Suspended		
Edit	MNFO	MN	25000	Avery, Tom	LI	Suspended		
Edit	MNFO	MN	25039	Brandon, Mary	Samp	Active		

17 records in 2 Pages. Rows: Page: [Go](#)

[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. We will review each tab in this course.
- In this screen you can;
 1. Upload a signature from your desktop.
 - ❖ Blue ink must be used.
 2. Request a license test.
 3. View data.
- The FOSS administrator can make changes to all information.

The screenshot shows the USDA GIPSA website interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration". A "Staging" banner is visible in the top right corner. Below the header is a navigation bar with links for "Home", "About GIPSA", "Help", "Contact Us", and "Logoff". The main content area is titled "Licensed Personnel License Info" for "Darryl H Aadams". A sidebar on the left contains a search box and a "Browse by Subject" menu with options like "FOL Home Page", "Licensed Personnel", "Add a New Person", "Renewal List", and "E-mail Distribution Lists". The main form displays personal information for Darryl H. Aadams, including license number 25003, last name Adams, first name Darryl, middle name H, and birth year 1900. It also includes fields for "Supervising Organization" (Minnesota Department of Agriculture), "Agency", and "Also Working for Agencies" (AQAS, Warehouseman Sampler). A section for "Have you ever been licensed by FGIS to perform USGSA/AMA functions?" has radio buttons for "Yes" and "No", with "No" selected. At the bottom, there is an "Upload Signature File" section with a "Browse..." button and "Save" and "Cancel" buttons. A "Request License" button is also present. The footer contains links for "GIPSA | USDA.gov", "FOIA | Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

License Personnel License Tab

Button Functions

- *FGIS License Profile* button opens a printable profile.
- *Generate A License Certificate* button generates a license certificate. Any type of paper may be used.
- *License Details History* button records a history of actions on the license.
- *Suspend* button sends a request to suspend the license.
- *Request* button is used to request license tests.
- *Renew* button is used to renew the license.
- *Reactivate* button sends a request to reactivate a license.

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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 Darryl H Aadams

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

FGIS License Information Generate License Certificate License Details History

AQAS	No
FGIS Contractor	No
Warehouseman Sampler	No

USGSA License No.	25003	Date Issued	9/1/2009
Type	Sampler	Last Renewed Date	
Status	ACTIVE	Expiration Date	

License Actions

Suspend Request Activate

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License Personnel - License Request History Tab

- All requested tests are located on this page.
- The top row holds the latest tests requested.
- *Scorecard* shows the progress of a group of tests.
- *Details* identify the tests included in each group.
- *Valid Until* identifies the last date that an exam can be taken.
- *View*, located under *Exams and Schedules* can be selected to access the tests.



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

Staging








[Home](#) | [About GIPSA](#) | [Help](#) | [Contact Us](#) | [Logoff](#)

You are here: [FOL Home Page](#) > [Licensed Personnel](#) > [License Request History](#) 0.1.5

Licensed Personnel License Request History
 Darryl H Aadams

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

Exams and Schedules	Scorecard	License Type	Details	Date Requested	Valid Until
[View]	[View]	Inspector	C C C C C C C/BCFM C/DKT C/HT C/OCOL W W W W W W W W/CCL W/DKG W/DKT W/FM W/HT W/HVAC W/SHBN W/HRS W/HRS W/HRS W/HRS W/HRS/CCL W/HRS/DHV W/HRS/DKG W/HRS/DKT W/HRS/FM W/HRS/HT W/HRS/HT W/HRS/SHBN W/HRS/WOCL W/HRW W/HRW W/HRW W/HRW W/HRW/CCL W/HRW/DKG W/HRW/DKT W/HRW/FM W/HRW/SHBN W/HRW/WOCL	12/7/2009 3:32:13 PM	3/17/2010 3:32:13 PM
[View]	[View]	Inspector	C C C C C C C/BCFM C/DKT C/HT C/OCOL W W W W W W W W/CCL W/DKG W/DKT W/FM W/HT W/HVAC W/SHBN W/HRS W/HRS W/HRS W/HRS W/HRS/CCL W/HRS/DHV W/HRS/DKG W/HRS/DKT W/HRS/FM W/HRS/HT W/HRS/HT W/HRS/SHBN W/HRS/WOCL W/HRW W/HRW W/HRW W/HRW W/HRW/CCL W/HRW/DKG W/HRW/DKT W/HRW/FM W/HRW/SHBN W/HRW/WOCL	12/7/2009 3:26:15 PM	3/17/2010 3:26:15 PM
[View]	[View]	Sampler	E E	12/7/2009 3:18:38 PM	3/17/2010 3:18:38 PM
[View]	[View]	Sampler		10/6/2009 4:28:55 PM	1/14/2010 4:28:55 PM
[View]	[View]	Sampler	DT DT	10/6/2009 4:20:58 PM	1/14/2010 4:20:58 PM
[View]	[View]	Sampler	DT DT	9/17/2009 12:29:34 AM	12/26/2009 12:29:34 AM

Search
 By Last Name
 Licensed Authorized

Browse by Subject
[FOL Home Page](#)
[Licensed Personnel](#)

[Add a New Person](#)
[Renewal List](#)
[E-mail Distribution Lists](#)

GIPSA | USDA.gov

Licensed Personnel Exam History Tab

- This tab maintains a history of all exams that have been downloaded - including exams that were downloaded but never taken.
- *Exam Date* column shows the date exams were taken.
- Data accumulates and stay in *Exam History* for the duration of the licensee's career. The data cannot be deleted.

The screenshot shows the USDA GIPSA Staging website. The header includes the USDA logo, the text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration", and the word "Staging" in orange. Below the header is a navigation bar with links for Home, About GIPSA, Help, Contact Us, and Logoff. The main content area is titled "Licensed Personnel Exam History" for "Darryl H Aadams". On the left, there is a search box and a "Browse by Subject" menu. The "Exam History" tab is selected, displaying a table with columns for License, Exam, Exam Date, Passed, Waived, and Result. The table lists various exams taken by the licensee, including Act & Regulation, Corn, and Wheat exams.

Search

By Last Name
 Licensed Authorized

Browse by Subject

- ▶ FOL Home Page
- ▶ Licensed Personnel
 - ▶ Add a New Person
 - ▶ Renewal List
 - ▶ E-mail Distribution Lists

You are here: FOL Home Page > Licensed Personnel > Licensed Person Exam History 0.1.5

Licensed Personnel Exam History
Darryl H Aadams

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

License	Exam	Exam Date	Passed	Waived	Result
USGSA Inspector	Act & Regulation - Inspectors Only				
USGSA Inspector	Corn - General - Written				
USGSA Inspector	Corn - Grade Assignment				
USGSA Inspector	Corn - Math Assessment				
USGSA Inspector	Wheat General				
USGSA Inspector	Wheat Grade Assignment				
USGSA Inspector	Wheat Math Assessment				
USGSA Inspector	Wheat - Limited Hard Red Spring General				
USGSA Inspector	Wheat - Limited Hard Red Spring - Math				
USGSA Inspector	Wheat - Limited HRS Grade Assignment				
USGSA Inspector	Wheat - Limited Hard Red Winter General				
USGSA Inspector	Wheat - Limited Hard Red Winter - Math				
USGSA Inspector	Wheat - Limited Hard Red Winter Grade Assignment				
USGSA Inspector	Color Vision				
USGSA Inspector	Corn - Odor Test				
USGSA Inspector	Corn - Sample Processing				
USGSA	Corn - General				

Licensed Personnel - Letter History Tab

- An individual Triennial Renewal letter can be generated on this page as well as from the *Renewal List* in the main menu.
 - ❖ Select *Generate*.
 - ❖ Print letter which includes the conflict of interest statement.
 - ❖ Send letter to licensee holder to be complete.
 - ❖ The agency will input the data from the completed renewal letter. (This is done through the *License Info* tab with the use of the *Renew* button).
- Remedial Actions can also be recorded by the agency in this tab.

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 the 'Staging' watermark. 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 > Licensee's Letter History'. The page title is 'Licensed Personnel Letter History' for 'Darryl H Adams'. A sidebar on the left contains a search box with 'By Last Name' and radio buttons for 'Licensed' (selected) and 'Authorized'. Below the search box is a 'Browse by Subject' menu with options: 'FOL Home Page', 'Licensed Personnel' (expanded to show 'Add a New Person', 'Renewal List', and 'E-mail Distribution Lists'), and 'E-mail Distribution Lists'. The main content area features tabs for 'Personal Info', 'License Info', 'License History', 'Exam History', 'Letter History' (active), and 'Conflict of Interest'. Under the 'Letter History' tab, there are sections for 'Renewal Letter' with a 'Generate' button, 'Remedial Action' with a 'Record Data' button, 'Remedial Action History: None available.', and 'Renewal Letter History: None available.'. The footer contains links for GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

Licensed Personnel - Conflict of Interest Tab

- All Conflict of interest declarations are maintained on this page.
- Waiver conditions are maintained on this page.
- All changes in conflict of interest status that occur between license renewals must be submitted through this page.
- A blank *Conflict of Interest* form must be printed, completed and signed by the applicant.
- 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.
- The change of status request will be sent through the computer to the Compliance Division.

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Form Details	Submitted Date	Submitted By	Conflict Exists	Reviewed By	Reviewed Date	Status
[View]	9/17/2009 12:27:18 AM	Susan Fall	No	System	9/17/2009 12:27:10 AM	Approved
[View]	10/6/2009 4:06:59 PM	FOL Testerone	No	System	10/6/2009 4:07:00 PM	Approved
[View]	10/6/2009 5:41:16 PM	FOL Testerone	No	System	10/6/2009 5:41:16 PM	Approved
[View]	10/7/2009 2:29:02 PM	FOL Testerone	No	System	10/7/2009 2:29:02 PM	Approved
[View]	10/11/2009 8:29:24 PM	Susan Fall	No	System	10/11/2009 8:29:25 PM	Approved

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

Conclusion

This concludes the overview of the FOL program. To gain a more detailed instruction on the use of an individual functions within the FOL program, review the Power Point for the specific function.

Course Contact

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Field Operations and Support Staff (FOSS)

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