

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

| | | |
|-----------------------|--------|--------|
| FSIS DIRECTIVE | 4339.3 | 6/4/02 |
|-----------------------|--------|--------|

MEDICAL REQUIREMENTS FOR IN-PLANT POSITIONS IN FSIS

I. PURPOSE

This directive establishes responsibility for the administration of medical qualifications required for in-plant positions in FSIS.

II. (RESERVED)

III. (RESERVED)

IV. REFERENCES

FSIS Directive 4306.1, Employment of Persons with Disabilities (Including Disabled Veterans)

FSIS Directive 4339.1, Medical Determinations Relating to Employment

FSIS Directive 4339.2, Medical Examinations for Employees Exposed to Hazardous Employment Conditions

FSIS Directive 4353.1, Restoration to Duty

5 CFR 293, Personnel Records

5 CFR 339, Medical Qualification Determinations

V. ABBREVIATIONS AND FORMS

The following will appear in their shortened form in this Directive:

| | |
|------|--|
| EBPB | Employment and Benefits Policy Branch, HRD |
| HRD | Human Resources Division |
| HRFO | Human Resources Field Office, HRD |
| OPM | Office of Personnel Management |

FSIS FORM 4339-1, Certificate of Medical Examination

DISTRIBUTION:

All Offices; Union Officials

OPI:

HRD – Employment and Benefits Policy Branch

VI. **POLICY**

It is the policy of FSIS to require a pre-employment medical examination, administered by a licensed physician, to determine if an applicant meets the medical qualification requirements for the in-plant positions of Veterinary Medical Officer, Consumer Safety Officer, Consumer Safety Inspector, and Food Inspector. Medical requirements continue to apply to occupants of these positions if medical issues arise that may affect job performance. Reasonable accommodation will be made, as appropriate, for applicants or employees with disabilities. Reasonable accommodation decisions are made on a case-by-case basis.

VII. **RESPONSIBILITIES**

A. **FSIS** will pay for the costs of a pre-employment medical examination, by reimbursement to applicant, by contract or reimbursable agreement with a health care organization or other entity, or by direct payment to physicians.

B. **EBPB** will:

1. Establish FSIS policy for medical qualification requirements.
2. Maintain liaison with OPM on medical qualifications policy.
3. Provide guidance and advice to HRFO on medical qualifications policy and reasonable accommodation.
4. Maintain records of medical qualification requirements and OPM documents approving medical qualifications.

C. **HRFO** will:

1. Have sole authority to order pre-employment medical examinations for in-plant positions.
2. Designate physician to administer examination or, at FSIS's discretion, allow applicant or employee to choose physician.
3. Make determinations for reasonable accommodation of qualified individuals with disabilities for the application process. Inform and provide advice to the District Office on job accommodations. (See FSIS Directive 4306.1.)
4. Provide instructions to applicants to seek reimbursement for cost of medical examinations (if appropriate).
5. Provide medical examination forms and instructions to physicians performing examinations.

D. **Applicant** will:

1. Submit to an FSIS-ordered medical examination.
2. Be financially responsible for medical follow-up, including but not limited to medical attention, treatment, and prescriptions.

VIII. **RECORDS AND REPORTS**

HRFO will maintain medical examination records following standard recordkeeping procedures. (See 5 CFR 293.)



Acting Deputy Administrator
Office of Management