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REVISION 01 04/13/92

OPI: IO - Resource Management Staff

CROSS-UTILIZATION OF POULTRY

GRADERS AND FOOD INSPECTORS

I. PURPOSE

This directive describes the policy concerning cross-utilization of employees (### of AMS's Poultry Division and FSIS's IO and IP. Also prescribes the procedures for licensing poultry graders to perform certain inspections in federally inspected poultry plants. ### 4/13/92)

II. CANCELLATION

This directive cancels FSIS Directive 5110.2, dated 12/13/84.

III. REASON FOR REISSUANCE

This revision updates references to FSIS Form 5110-1 (formerly MP-11). Also updates mailing address for Budget and Finance Division.

IV. FORMS AND ABBREVIATIONS

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

AMS	Agricultural Marketing Service
IO	Inspection Operations
(### IP	International Programs ### 4/13/92)
NFC	National Finance Center
T&A	Time and Attendance (Report)

FSIS Form 1000-1, Authorization Card
FSIS Form 5110-1, Services Rendered
AD-742, Transfer and Adjustment Voucher
PY-101, Report of Grading Services Rendered

V. POLICY

The Department's goal is to provide inspection and grading services in the most efficient and effective way possible. Cross-utilizing employees to avoid dual staffing is one method of achieving this goal. Therefore, FSIS will cross-utilize employees to the fullest extent possible, consistent with good management practices and the efficient and effective use of personnel.

VI. AUTHORIZED CROSS-UTILIZATION

According to the provisions of the Memorandum of Understanding signed by the Administrator of AMS and the Administrator of FSIS (Attachment 1), poultry graders may be authorized to perform certain inspection duties in

federally inspected poultry plants. Conversely, food inspectors may also be authorized to perform grading functions in federally inspected poultry plants.

(### A. Poultry graders performing ante-mortem and post-mortem or import inspection activities must hold a valid license issued by the appropriate IO regional director or IP division director. However, poultry graders may perform ancillary duties such as sealing trucks, monitoring "cut-up" and "pack-out" operations, basting operations, and moisture control without a license.

B. FSIS employees performing official grading or certification of commodities under the Memorandum of Understanding must be licensed or authorized according to the requirements of the Poultry Division, AMS.

VII. RESPONSIBILITY

The IO regional director or IP division director:

A. Determines locations where it is more efficient and feasible to use poultry graders to perform inspection duties. In many instances, inspectors and graders have different work schedules, with the graders usually starting later than the inspectors. For IO, this provides an obvious opportunity for the efficient use of graders on base time to cover cut-up, pack-out, and similar operations after on-line inspection duties are completed. Locations where poultry graders may be used to provide relief on the eviscerating line should also be identified. ### 4/13/92)

B. Contacts the appropriate poultry grading supervisor to obtain the location and names of graders who may be used to perform inspection duties.

C. Designates a supervisor to provide on-the-job training, observation, and evaluation before authorizing the grader to perform inspection duties or recommending for licensing.

D. Issues licenses only to poultry graders recommended by the designated supervisor.

VIII. AUTHORIZATION CARD

Poultry graders are issued FSIS Form 1000-1 as described in subparagraph VI. A.

A. Complete the front of FSIS Form 1000-1 as follows:

1. Authorizing Officer. Obtain the signature of IO regional (### director, IP division director, or a designated representative. ### 4/13/92)

2. Expiration Date. Enter either "Continuing" if this will be a CONTINUING license or enter a date if a TEMPORARY license.

3. Signature Line. The licensee signs the card.

B. Complete the reverse of FSIS Form 1000-1 to show:

1. Legal Authority.

a. Enter the following: "Pursuant to the Poultry Products Inspection Act (21 U.S.C. 451 et. seq.), authorized to perform inspection as indicated below."

b. Immediately below the legal authority, in capital letters add the title "FOOD INSPECTOR."

2. Limitations. Enter a clear and precise statement of the item, function, and/or activity which may be inspected under authority of the license, i.e., "Slaughter: Ante-mortem, post-mortem (limited to Poultry) or (### Imports: Import reinspection."

IX. RECORDING HOURS AND PREPARING BILLING FORMS

A. AMS Poultry Graders Performing FSIS Inspection.

1. IO or IP Import Field Office Supervisor.

a. Furnishes AMS employees with FSIS Form 5110-1 and instructions for its preparation.

b. Advises the AMS employee to furnish documentation (grading certificate or FSIS Form 5110-1 if overtime is involved) to the IO or IP Import Field Office supervisor.

2. AMS Poultry Grader. An AMS grader who performs overtime, holiday, or voluntary reimbursable base time inspection:

a. Prepares FSIS Form 5110-1 according to instructions furnished by the IO supervisor or IP Administrative Office. Gives the original and blue copy to the IO or IP supervisor. Gives the yellow copy to plant management. The employee performing the inspection service retains the pink copy.

b. Charges the cross-utilization subcenter number for the work performed for IO or IP on his/her T&A Report.

c. Documents the hours worked in the applicable column on the PY-101.

3. Poultry Division. Bills the IO regional office or IP Administrative Office following AMS procedures and provides supporting data as required.

4. IO Regional Office or IP Administrative Office. The staff:

a. Completes the disbursement portion (except APPROVED BY block) of AD-742 upon receipt from AMS. (NFC procedures require a certifying officer to sign all disbursements made under the Miscellaneous

Payment System.)

b. Keeps a file copy of AD-742 and forwards the original, and two copies with supporting documents to:

USDA, FSIS, Budget and Finance Division Accounting
Operations and Systems Branch 14th &
Independence Avenue SW.
Room 2141 South Building
Washington, DC 20250

c. Submits applicable FSIS Form 5110-1 to NFC to recover the costs of reimbursable inspection services provided by AMS.

B. FSIS Personnel Performing AMS Poultry Grading.

1. Poultry Grading Supervisor.

a. Furnishes FSIS employees with the PY-101 and instructions for its preparation.

b. Assures that the PY-101 is properly completed and that the FSIS inspector signs the form to indicate services were performed.

c. Assures that a copy of the PY-101 is given to plant management and obtains the original and other copies for AMS as necessary.

2. FSIS Employees.

a. Prepare PY-101 following the instructions furnished by the AMS poultry grading supervisor.

b. Initial the form to certify that work was performed.

c. Give plant management a copy of the PY-101, retain one copy, and give the original and remaining copies to the AMS supervisor.

d. Prepare FSIS Form 5110-1 and forward the original, yellow, and blue copy to the IO regional office or IP Administrative Office. Retain the pink copy. Plant management will not receive a copy of this FSIS Form 5110-1. Make daily entries in Block 7, "Other Government Services." Enter "Cross-Utilization--Poultry Grading in Block 9, "Remarks."

(1) FSIS Form 5110-1's are prepared at the end of the month when the PY-101 is completed. Since the FSIS Form 5110-1 is prepared biweekly and the PY-101 is prepared monthly, up to four FSIS Form 5110-1's may have to be prepared to have the inspection/grading dates correspond.

(2) Include a copy of the PY-101 with the FSIS Form 5110-1 that is forwarded to the IO regional office or IP Administrative Office.

e. Charge the IO or IP regional cross-utilization management code for the work performed for AMS on his/her T&A Report.

3. IO Regional Office or IP Administrative Office. The staff:
4/13/92)

a. Totals all the forms as appropriate and completes the collection portion of the AD-742.

b. Submits the AD-742 and a copy of supporting documents (FSIS Form 5110-1 and PY-101) to the AMS office billed. The AMS office prepares and signs the disbursement section of the AD-742, returns a copy to the IO regional office or IP Administrative Office, and forwards the original to NFC.

c. Submits a copy of the signed AD-742 to the FSIS Budget and Finance Division address in subparagraph A. 4. b.

H. Russell Cross
Administrator

Attachment
1 Memorandum of Understanding

ATTACHMENT 1

(Refer to the printed copy of FSIS Directive 5110.2 for Attachment 1.)