

5110.3REV1Crss-UtilofMGrdrs&Insp41392

REVISION 01 04/13/92

OPI: IO - Resource Management Staff

CROSS-UTILIZATION OF MEAT GRADERS AND FOOD INSPECTORS

I. PURPOSE

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

II. CANCELLATION

This directive cancels FSIS Directive 5110.3, dated 12/14/84.

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)
LS	Livestock and Seed
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  
LS-58, Grader's Work Report

V. POLICY

The Department's goal is to provide inspection, grading, and certification 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, AMS, and the Administrator, FSIS, (Attachment 1), meat graders may be authorized to perform certain inspection duties in federally inspected meat plants. Conversely, food inspectors may be authorized to

perform grading functions in federally inspected meat plants and other designated locations.

A. Meat graders performing:

1. Ante-mortem, post-mortem, complex processing activities, (### and import inspection must hold a valid license issued by the appropriate IO regional director or IP Import Inspection Division Director. (See subparagraph VII. B. for procedures on obtaining a license.)

2. Ancillary duties (e.g., pre-operational and operational sanitation, checkloading, sealing trucks, container examinations, monitoring packaging and labeling, and simple processing operations) may do so without a license.

B. Food inspectors performing either official carcass grading or certification of meat or meat food products under the Institutional Meat Purchase Specifications or Department of Defense specifications must be licensed or authorized according to the requirements of the LS Division.  
VII. COORDINATION OF CROSS-UTILIZATION

A. IO regional director or IP division director contacts the appropriate Meat Grading and Certification Branch area supervisor to coordinate overall cross-utilization activities according to this directive. B. IO area supervisor or IP import field office supervisor: ### 4/13/92)

1. Contacts the appropriate Meat Grading and Certification Branch main station supervisor and identifies locations where it is efficient and economically beneficial to have an inspector assume grading or certification duties or a grader assume inspection duties. The workload of the involved inspection position and the frequency and volume of product to be graded or certified will generally indicate the feasibility of cross-utilization.

a. In situations where the workload is near or exceeds 100 percent, or where grading or certification duties require 100 percent of the grader's time, cross-utilization may not be feasible.

b. At locations where the workload and frequency of inspection or grading and certification duties are minimal or sporadic, cross-utilization may be an effective staffing tool and should be effected.

2. Obtains the names of meat graders who are to assume inspection duties.

3. Designates a supervisor to provide training, observation, and evaluation before authorizing the grader to perform inspection activities or recommending for licensing.

4. Issues licenses only to meat graders recommended by the designated IO supervisor.

5. Supplies the Meat Grading and Certification Branch main station supervisor with the names of food inspectors who are to assume grading duties and provide assistance during the training and transition period.

#### VIII. AUTHORIZATION CARD

Meat graders are issued FSIS Form 1000-1 as required in subparagraphs VI. A. and VII. B.

- A. Complete the front of the FSIS Form 1000-1 as follows:
  - 1. Authorizing Officer. Obtain the signature of the 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 the FSIS Form 1000-1 to show:
  - 1. Legal Authority.
    - a. Enter the following: "Pursuant to the Federal Meat Inspection Act (21 U.S.C. 601 et. seq.), authorized to perform inspection as indicated below."
    - b. Immediately below the legal authority, in capital letters, 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 cattle, sheep and swine)"; "Processed Foods: Sausage, curing, smoking" or "Imports: (### Import reinspection.) ### 4/13/92)

#### IX. TRAINING COSTS

The costs of limited on-the-job training of employees is borne by the program (inspection or grading) for which they are being trained. Costs involving extended and/or formal training is determined on a case-by-case basis.

#### X. RECORDING GRADING/INSPECTION HOURS AND PREPARING BILLING FORMS

(### A. FSIS Inspector Performing Meat Grading.

- 1. Food Inspector.
  - a. Prepares meat grading or acceptance certificates, as

required, and forwards to the Meat Grading and Certification Branch main station office.

b. Prepares two copies of Form LS-58. Forwards one copy to the appropriate main station office, and the other copy to the IO regional office or IP Administrative Office.

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

d. Completes FSIS Form 5110-1 and attaches original, yellow, and blue copy to the LS-58 which is forwarded to the IO regional or IP Administrative Office. Retains the pink copy for information. (Plant management does not receive a copy of this FSIS Form 5110-1.) Use Block 7, "Other Government Services" to record daily entries. Enter "Cross-Utilization Meat Grading" in block 9, "Remarks."

2. Main Station Supervisor.

a. Compares hours worked on the Food Inspector's LS-58 with the certificates written by the Food Inspector.

b. Discusses any discrepancies with the inspector or his/her supervisor.

3. IO Regional Officer or IP Administrative Office. The staff:

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

b. Submits AD-742 and a copy of supporting documents (FSIS Form 5110-1 or LS-58) to the AMS office billed. The AMS office prepares and signs the disbursement section of the AD-742. AMS 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:  
USDA, FSIS, Budget and Finance Division Accounting  
Operations and Systems Branch 14th & Independence  
Avenue, SW.  
Room 2141 South Building ### 4/13/92)  
Washington, DC 20250

B. AMS Meat Grader Performing Meat and Poultry Inspection.

1. Meat Grader.

a. Prepares two separate LS-58's. The first LS-58 shows both meat grading and inspection work performed. The second LS-58 shows only information pertinent to the work performed for inspection. In addition, meat graders must show the IO region or IP Import field office where the work was performed.

b. Forwards the first LS-58 and one copy of the second LS-58 to the main station office. Forwards the other copy of the second LS-58 to (### the appropriate IO regional office or IP Administrative Office.

c. Prepares FSIS Form 5110-1 for overtime, holiday, or voluntary reimbursable inspection charges to the plant, if applicable. The IO circuit supervisor or IP import field office supervisor provides the required forms and instructions for their preparation and distribution.

d. Charges the appropriate subcenter number for the work performed on the T&A.

2. IO Supervisor or IP Import Field Office Supervisor.

a. Reviews documents for completeness and accuracy.

b. Ensures that all necessary documents are forwarded to the IO regional office or IP Administrative Office for billing purposes.

3. IO Regional Officer 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 copy of the AD-742 for the files and forwards the original and two copies with supporting documents to FSIS Budget and Finance Division address in subparagraph A. 3. c.

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

C. FSIS Inspector Doing Ear Tag Transfer for LS Division. Billing by field offices is not necessary for the beef carcass evaluation service and the carcass (beef) data service. The LS Division records the number of ear tags from the "Certification of Identification Transfer" form and reimburses IO or IP as agreed upon at the headquarters level. ### 4/13/92)

H. Russell Cross  
Administrator

Attachment

1 Memorandum of Understanding

ATTACHMENT 1

(Refer to the printed copy of FSIS Directive 5110.3 for Attachment 1.)