



Cross-Utilization

I. PURPOSE

This Procedure provides:

- A. Guidelines for carrying out the Livestock, Poultry and Seed (LPS) Program's policy on cross-utilization of employees with other Agricultural Marketing Service (AMS) Programs.
- B. Guidelines for cross-utilization of employees with the Food Safety and Inspection Service (FSIS).
- C. Procedures for temporarily increasing the field staff.
- D. Procedures for maintaining records

II. POLICY

It is the policy of the LPS Program to cooperate at all levels in a concerted effort to provide service consistent with good management, efficiency, and economy. Quality Assessment Division (QAD) supervisors will periodically visit their counterparts in other AMS Programs and other Agencies in their area to become acquainted with their activities and explore areas where cross-utilization between meat graders and employees of other Programs and Agencies are feasible and mutually advantageous. Only personnel qualified to perform the assigned duties will be used under cross-utilization program.

III. TEMPORARY STAFFING PROCEDURES

- A. General. Supervisors are expected to anticipate normal variations in workload and to arrange annual leave periods so that a enough graders are available to handle assignments. However, Department of Agriculture (USDA) purchase programs and marketing conditions sometimes cause workload fluctuations that are difficult to staff. Supervisors must continually review their staffing requirements to ensure that these fluctuations can be covered.
- B. Sources of Additional Manpower. In deciding the most practical source of temporary help, Supervisors will consider qualifications and availability of personnel and the availability of supervisors to train employees. The following sources of additional manpower are recommended:

1. Cancellation of Category II Leave.
2. Graders from other duty stations (through the Customer Service Director).
3. Market News reporters trained for cross-utilization.
4. FSIS inspectors trained for cross-utilization.
5. Temporary employees, intermittents, or annuitants.
6. Employees from other Programs or Agencies not mentioned above, who may be trained for cross-utilization.
7. Cancellation of Category I Leave.

Although the above sources of additional personnel should be considered in this order, supervisors may use the source that best fits the circumstances.

To keep up-to-date on the availability of personnel, supervisors will maintain contact with local sources of temporary help. Supervisors will inform the Customer Service Director of surplus graders available for detail. All requests for relief details must be made through the Customer Service Director.

- C. Indoctrination and Training of Temporary Personnel. When employees except meat graders are used, supervisors will:
1. Provide the required forms and instructions for the employees' completion and distribution.
 2. Train the person(s) to the extent needed to ensure that they understand all aspects of the work to be performed.
- D. Recording and Reporting Cross-Utilization Activity. Assistant Directors will prepare and submit to the QAD a quarterly report of cross-utilization activities in their area of responsibility. In the report, Assistant Directors will briefly summarize all cross-utilization hours worked and travel expenses incurred for each cross-utilized employee and all contacts with other USDA personnel (i.e., FSIS inspectors or Market News reporters) to discuss potential areas of cross-utilization. If no activity occurred during the quarter, the Assistant Director will submit a negative report.
- NOTE: The QAD and the LPS Administrative Office will review quarterly cross-utilization summaries for compliance with the provisions of the various cooperative agreements.

IV. **PREPARATION OF REPORTS AND FORMS FOR CROSS-UTILIZATION WITH MARKET NEWS BRANCH**

A. Meat Grading for Market News.

1. Meat graders will:
 - a. Prepare and distribute all forms needed by the Market News Branch. Forms and instructions for completion will be provided by the Market News reporter.
 - b. Prepare a form AD-321, "Time and Attendance Report," (T&A) and AD-616, "Travel Voucher," (if applicable) using the appropriate Market News Branch subcenter numbers. After the reporting period, forward the documents to the QAD office.
 - c. Prepare form LS-58, "Grader's Work Report," showing hours of duty performed for the Market News branch and forward to the QAD office.
2. Assistant Directors will forward a copy of the grader's T&A and Travel Voucher to the Market News branch office for post-audit.

B. Market News for Meat Grading.

1. Market News reporters will:
 - a. Prepare a T&A and a Travel Voucher (if applicable) using the appropriate QAD subcenter number(s) and forward one copy to the QAD office.
 - b. Prepare form LS-58 as outlined in QAD 422 Procedure. The original copy will be forwarded to the QAD office either daily or weekly at the supervisor's discretion. More copies may be prepared if needed by the Market News supervisor.
 - c. Prepare and forward form Agricultural Products Certificate (Form LS-5-3), Grading Work Sheet (Form LS-5-4), and Applicant Charges (LS-5-5) to the QAD Office.
2. Assistant Directors will:
 - a. Provide Market News reporters with the appropriate QAD subcenter number(s) to be used on T&A's and Travel Vouchers (if applicable).

- b. Review documents for accuracy and completeness and discuss any discrepancies with Market News supervisor.

NOTE: The above procedures may be applied to cross-utilization with other services in AMS.

V. PREPARATION OF REPORTS AND FORMS FOR CROSS-UTILIZATION WITH FSIS

A. FSIS for Meat Grading.

1. FSIS inspectors will:

- a. Prepare meat grading and acceptance certificates, as required, and forward to the QAD office.
- b. Prepare two copies of the form LS-58, and forward one copy to the QAD office and one copy to the FSIS regional office.
- c. Forward one copy of the Travel Voucher (if applicable) to the QAD office for post-audit.

NOTE: To minimize administrative costs associated with AMS/FSIS cross-utilization activities, billings will be prepared semiannually on March 31 and September 30 of each year. The FSIS regional office will prepare the COLLECTIONS part of form AD-742, "Transfer and Adjustment Voucher," and submit the form, with copies of the LS-58's, to the QAD office.

2. Assistant Directors will:

- a. Compare hours worked on the FSIS inspector's LS-58 with the certificates written by the FSIS inspector and discuss any discrepancies with the inspector or his/her supervisor.
- b. Verify each AD-742 received from the FSIS regional office against the LS-58's, complete and approve the DISBURSEMENTS part of the AD-742 (see Exhibits A, B, and C), and submit the completed AD-742 to the National Finance Center (NFC) with one copy to the originating FSIS office and another copy to:

USDA, AMS, FMD
Fiscal Operations and Systems Branch
South Building, Room 3759
14th and Independence Avenue, SW.
Washington, DC 20250

NOTE: On receipt of the completed and approved AD-742, National

Finance Center (NFC) effects the transfer of funds to settle the account.

B. Meat Grading for FSIS Inspection.

1. Meat graders will:

- . Prepare two separate LS-58's--one LS-58 will show meat grading and meat inspection work performed, the second LS-58 will be prepared in duplicate and will show only information pertinent to the work performed for FSIS. Also, meat graders must show the FSIS region where the work was performed. (See Exhibit F, attached, for the list of FSIS regional offices.)
- a. Get the initials of the FSIS inspector-in-charge on both copies of the LS-58 prepared for the meat inspection assignment.
- b. Give one copy to the FSIS inspector-in-charge at the time of initialing and forward the other copy to the QAD office.
- c. Prepare the required FSIS forms for overtime charges to the plant, if applicable. The FSIS inspector-in-charge will provide the required forms and instructions for preparation.

2. Assistant Directors will:

- a. Review documents for completeness and accuracy.
- b. After each billing period (March 31 and September 30), complete and approve the COLLECTIONS part of form AD-742, "Transfer and Adjustment Voucher." (See Exhibits A, B, and C.) Submit the original and two copies (along with copies of LS-58's) to the applicable FSIS regional office.
- c. Record pertinent data from each AD-742 onto a log sheet (See Exhibit G) for routine follow-ups to ensure that FSIS processes each AD-742 in a timely way. This is especially important when submitting bills for collection to FSIS.

NOTE: The FSIS office will verify each AD-742 for accuracy, complete the DISBURSEMENTS part of the form, and submit the form to NFC with copies to the originating main station. On receipt of the completed and approved AD-742, NFC will affect the transfer of funds to settle the account.

- d. When copies of the completed AD-742 are received from FSIS, prepare a Form AMS-543, "Detailed Listing Sheet," (see Exhibits D and E for instructions), attach it to a copy of the AD-742, and submit to:

USDA, AMS, FMD
Fiscal Operations and Systems Branch
South Building, Room 3759
14th and Independence Avenue, SW.
Washington, DC 20250

- e. Record the FSIS voucher number from the completed AD-742 in the remarks section or the log sheet.

VI. **QAD SUPERVISOR'S REVIEW PROCEDURES**

- A. Because cross-utilized employees usually are not as familiar with the various forms as regular employees, all forms prepared by these employees must be carefully reviewed to ensure accuracy.
- B. Cross-utilization files maintained in the QAD office will include LS-58's and related forms or documents which contain detailed information for preparation of quarterly summaries of the hours and travel expenses involved with cross-utilization activities.

EXHIBIT A

FORM AD-742 TRANSFER AND ADJUSTMENT VOUCHER

I. DISBURSEMENTS (Completed to reimburse FSIS for services.)

NOTE: The DISBURSEMENTS part of the AD-742 is to be completed only when the AD-742 is received with the COLLECTIONS part already completed by FSIS.

II.

A. Preparation Instructions. Numbers below correspond to numbers in parentheses on DISBURSEMENTS part of sample AD-742, Exhibit A.

1. T/C - Enter "81-E."
2. Fund Code--Enter "88."
3. Unit Number--Leave blank.
4. Voucher Number--Enter a 5-digit number. Contact the Cash Management and Reconciliation Section of the Fiscal Operations and Systems (FOSB) Branch, Financial Management Program, to get the voucher number.
5. Accounting Classification (Column B)--Enter the "grader cost" subcenter number.
6. Accounting Classification (Columns D and E)--Enter the FSIS/AMS cross-utilization agreement number. Contact the LS Program Administrative Office (202) 720-5731 for the current agreement number.
7. Object Class--Enter "2510."
8. Hours, Fund/Unit CD, or Contract--Enter "TB000090."
9. Amount--Multiply hours worked for the MGC Branch by the agreement rate and enter this amount. Contact the LS Program Administrative Office for the current agreement rate.
10. Total--Enter total of all lines. Total of DISBURSEMENTS must equal total of COLLECTIONS section.

11. Approved by OFO.

B. Processing Instructions.

1. Prepare and sign DISBURSEMENTS part of AD-742.
2. Mail original to the NFC and one copy back to the office shown in the COLLECTIONS section.
3. Retain one copy.
4. Send one photocopy to Payments Section, FOSB.

III. COLLECTIONS (Completed to bill FSIS for services.)

A. Preparation Instructions. Numbers below correspond to numbers in parentheses on COLLECTIONS portion of sample AD-742, Exhibit A.

1. T/C--Enter "81-R."
2. Fund Code--Enter "88."
3. Unit Number--Leave blank.
4. Bill Number--Enter a 5-digit, sequential number (e.g., 00001, 00002, etc.). After preparing AD-742's, the OFO will enter sequential numbers and other pertinent information in a log. (See Exhibit B.)
5. Transaction Code - Enter "0."
6. Accounting Classification (Column B)--Enter the "grading revenue" subcenter number.
7. Accounting Classification (Columns D and E)--Enter the applicant number for the appropriate FSIS regional office. Beginning in Column D and continuing into Column E. (See Exhibit A.)
8. Object Class--Leave blank.
9. Fund/Unit Code--Enter "TB00."
10. Amount--Multiply hours worked for FSIS by the current agreement rate and enter this amount. Contact the LS Program Administrative Office (202) 720-5731) for the current agreement rate.
11. Total--Enter total.

12. Approved by--Area supervisors or their designees must sign, date, and enter telephone numbers to approve the form. NFC will not process the document without proper approval.
13. Remarks--Enter area address. (See Exhibit A.) The FSIS regional office needs the return address to return the completed AD-742.

B. Processing Instructions.

1. Submit the AD-742 (original and two copies) to the applicable FSIS regional office with all applicable backup (e.g., LS-58) and retain one copy.
2. The FSIS regional office is to mail the original to NFC and return an approved copy to your office.

Exhibit B

UNITED STATES DEPARTMENT OF AGRICULTURE
TRANSFER AND ADJUSTMENT VOUCHER

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Exhibit C

UNITED STATES DEPARTMENT OF AGRICULTURE
TRANSFER AND ADJUSTMENT VOUCHER[illegible]

Exhibit D

**PROCEDURES FOR COMPLETING AMS -543,
"DETAIL LISTING SHEET," FOR PAYMENT**

1. Enter fiscal year, month, and day.
2. Organization No. -- Enter appropriate applicant number for the FSIS regional office.
3. Document No. -- Enter the sequential number from the AD-742, item (15).
4. Subcenter No. -- Enter the appropriate Grading Revenue subcenter number.
5. Amount -- Enter the dollar amount billed per subcenter.
6. Trans. Code -- Enter "RK."
7. Obj. Class/Bill Code -- Enter "XXX."
8. Obligating Document No./Units -- Leave blank.
9. Control Total -- Enter total dollar amount.
10. Remarks -- Enter a brief description of payment transaction (e.g., "cross-utilization between FSIS, MPIO, and AMS, LS").
11. Enter date, preparer's signature, and telephone number.

Exhibit E

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Exhibit F

FSIS REGIONAL OFFICES AND CONTACT PERSONNEL

WESTERN Appl. No. 445007013

620 Central Avenue
Building 2C, Room 102
Alameda, CA 94501
Attn: Costella Wade (FTS) 536-7988

SOUTHWESTERN Appl. No. 445007021

1100 Commerce Street
Room 5-F41
Dallas, TX 75201
Attn: Hildegard Shepard (FTS) 729-0744

NORTH CENTRAL Appl. No. 445007030

607 East Second Street
Des Moines, IA 50316
Attn: Shelley Frey (FTS) 862-4046

SOUTHEASTERN Appl. No. 445007048

1718 Peachtree Road, NW., Room 216
Atlanta, GA 30309
Attn: Sharon Crittendon (FTS) 257-3941

NORTHEASTERN Appl. No. 445007056

1421 Cherry Street
7th Floor
Philadelphia, PA
Attn: Sarah Prince (FTS) 597-3731

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