

ALTERNATIVE DUTY ASSIGNMENT WORKSHEET

(To be completed by Immediate Supervisor)

EMPLOYEE'S NAME		DISTRICT	DATE	OWCP CASE NUMBER
EMPLOYEE'S DUTY STATION	GRADE	SUPERVISOR'S NAME		SUPERVISOR'S TITLE
SUPERVISOR'S TELEPHONE NUMBER	SUPERVISOR'S FAX NUMBER			CONTACT HOURS

Please list any establishments or other work sites within the commuting area of your employee's duty station where he/she may perform alternative duties:

Please identify any duties from the checklist below that could be assigned to your employee at his/her duty station, or other work sites within his/her commuting area.

Inspection Duties (check all that apply)

- Assist the Public Health Veterinarian in recording disposition data.
- Give relief breaks at the rail station while the rail inspector gives breaks to other inspection staff.
- Assist with or perform ante-mortem inspection tasks.
- Assist with or perform humane handling tasks.
- Assist with or perform sampling tasks, i.e., assemble materials, etc.
- Generate Public Health Information System (PHIS) reports for Supervisor and Frontline Supervisor (if qualified).
- Assist with or perform export inspection tasks.

Administrative Duties (check all that apply)

- Answer phones and take messages.
- Inventory, order supplies and forms, etc.
- Maintain government files at one or more government facilities.
- Assist in maintenance of inspection and protective equipment.
- Assist new employees with completion of Time and Attendance Reports, Travel Vouchers and administrative responsibilities.
- Copy documents and assemble materials for work unit meetings conducted by the unit Supervisor or the Frontline Supervisor.
- Maintain government office bulletin boards with current information.
- Process incoming and outgoing mail at one or more government offices.
- Compare Material Safety Data Sheet files with chemical inventory for use in plant environments.
- Conduct noise level surveys in multiple agency locations.
- Participate in various training initiatives, i.e., shadowing, cross training, and provide staffing assistance to allow others to participate in training.

List additional inspection and administrative duties that are available to this employee:

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____

FORM COMPLETED BY: (Please Print)

DATE

Return completed form via email or fax to the assigned Claims Technician by the date identified in the memo. Thank you for your assistance.