

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

FSIS DIRECTIVE

4339.3
Rev. 1

9/19/22

ADMINISTRATION OF MEDICAL REQUIREMENTS FOR IN-PLANT POSITIONS IN FSIS

I. PURPOSE

This directive outlines the medical qualifications required for in-plant positions in FSIS. This directive was revised to update the instructions and procedures related to medical requirements for in-plant positions.

II. CANCELLATION

FSIS Directive 4339.3, *Medical Requirements for In-Plant Positions in FSIS*, 6/4/02

III. BACKGROUND

A. FSIS requires a pre-employment medical examination, administered by a licensed medical professional authorized to conduct such exams, to determine whether a prospective employee meets the medical qualification requirements for the in-plant positions of Veterinary Medical Officer, Consumer Safety Inspector, and Food Inspector. The medical and physical standards covering these positions are necessary to ensure individuals performing inspection work in the plants are physically and medically capable of performing the essential functions of these positions without causing hazard to themselves or others.

B. Medical requirements remain in place for all those who occupy the identified in-plant positions.

C. FSIS supports reasonable accommodation requests, to the extent required by law, based on an individualized assessment of the individual's ability to safely perform all essential job functions. The facts of each case are evaluated on its own merits.

IV. INSTRUCTIONS

A. The Human Resources Business Systems Division within the Office of Management, Office of Human Resources, is to:

1. Establish FSIS instructions for medical qualification requirements;
2. Maintain liaison with the Office of Personnel Management (OPM) on FSIS medical qualifications requirements;
3. Provide instruction and advice to others on medical qualifications requirements and reasonable accommodations;
4. Maintain records of medical qualification requirements and OPM documents approving medical qualifications; and
5. Manage revisions and updates to [FSIS Form 4339-1](#), *Certificate of Medical Examination*.

B. The Human Resources Operations Division within the Office of Management, Office of Human Resources, is to:

1. Have sole authority to order pre-employment medical examinations for in-plant positions;
2. Allow the applicant or employee to choose a licensed professional or designate a licensed medical professional to administer the medical examination;
3. Provide instructions to applicants to seek reimbursement for the cost of medical examinations (unless costs are paid up front by FSIS);
4. Receive reimbursement forms and supporting documents from applicants who are seeking reimbursement for the cost of a required medical examination;
5. Review the [Optional Form 1164](#) (OF-1164), *Claim for Reimbursement for Expenditures on Official Business* for completeness and accuracy, add the proper accounting code, and submit the claim to the Financial Services Center (FSC) for processing;
6. Provide medical examination forms and instructions to medical professionals performing examinations; and
7. Maintain medical examination records following standard recordkeeping procedures.

C. The applicant is to:

1. Submit to an FSIS-ordered medical examination;
2. Provide the following documentation to be reimbursed:
 - a. A completed OF-1164;
 - b. Proper receipts for all approved medical examinations/testing that;
 - i. Show itemization of testing/exams and cost and date of examination; and
 - ii. Clearly indicate payment made by patient;

NOTE: Pending payment by existing medical insurance cannot be claimed for reimbursement.

3. Submit the OF-1164 and supporting documents to the Human Resources Operations Division; and
4. Be financially responsible for medical follow-up, including but not limited to medical attention, treatment, and prescriptions.

V. QUESTIONS

Refer questions to the Office of Human Resources at 1-877-FSIS-HR1 (1-877-374-7471) or FSISHR1@usda.gov.



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