

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

FSIS DIRECTIVE

3410.3
Revision 6

1/3/18

REIMBURSEMENT PROCEDURES FOR INSPECTION EXPENDITURES

I. PURPOSE

FSIS is reissuing this directive to clarify that the rates for reimbursements covered in this directive are retroactively effective to October 1, 2017. FSIS will retroactively apply the new rates to purchases made on or after October 1, 2017, and provide the appropriate reimbursements to inspection program personnel (IPP) (including IPP working at import establishments) and other FSIS personnel where applicable. Additionally, FSIS is reissuing this directive to make section X. Procedures for Updating Reimbursement Amounts clearer. This directive continues to provide instructions to IPP (including IPP working at import establishments) and other FSIS personnel for the reimbursement for certain inspection expenditures. FSIS has rewritten this directive in its entirety to update the reimbursement amounts.

NOTE: For this directive, other FSIS personnel refers to Office of Field Operations, Veterinary Medical Specialists, Frontline Supervisors, Enforcement Investigations and Analysis Officers; and Office of Investigation Enforcement and Analysis, Investigators. Also, the provisions in this directive only cover permanent full-time employees.

KEY POINTS

- *Expands the provisions for reimbursements to all in-plant inspection occupations omitted from past versions, including IPP working at import establishments, and other FSIS personnel*
- *Establishes new reimbursement amounts for inspection equipment and clothing*
- *Provides information for the new reimbursement form*
- *Outlines procedures the Agency will use to update future reimbursement amounts*

II. CANCELLATION

FSIS Directive 3410.3, Revision 5, *Reimbursement Provisions for Inspection Expenditures*, 10/23/17

III. BACKGROUND

FSIS reimburses IPP (including IPP working at import establishments) and other FSIS personnel for the following expenditures required to conduct inspection and investigative activities:

1. Work clothing;
2. Skid-resistant footwear;

DISTRIBUTION: Electronic; All Field Employees

OPI: OPPD

3. Personal inspection equipment; and
4. Flashlights.

IV. WORK CLOTHING REIMBURSEMENTS

A. FSIS reimburses IPP (including IPP working at import establishments) where the establishment or plant does not provide suitable work clothing in an appropriate size, for certain inspection related activities as follows:

1. For IPP (including IPP working at import establishments) who perform inspection activities in the slaughter area of meat and poultry products establishments and also for activities in egg products plants or sampling activities in the processing area of meat and poultry product establishments, FSIS reimburses IPP for:
 - a. Shirts;
 - b. Trousers; and
 - c. Coveralls.
2. IPP are to be aware that if the establishment requires frocks, gloves, and hairnets, then the establishment will provide them to IPP (including IPP working at import establishments).

B. IPP are to be aware that garments worn in the sampling area of an establishment or plant may not be worn outside that sampling area. IPP (including IPP working at import establishments) are to store these garments in the area furnished by the establishment.

C. The total allowance for the items listed in A. 1. for a one time submission during the fiscal year is not to exceed \$209.00. Reimbursement is limited to actual expenses, not to exceed the total allowance.

V. FOOTWEAR REIMBURSEMENT

A. FSIS reimburses IPP (including IPP working at import establishments) and other FSIS personnel for the expense of footwear that meet the following requirements:

1. Skid-resistant soles;
2. Water-resistant uppers;
3. Closed heel and toe; and
4. No soles made from leather, wood, hard plastic, or metal materials.

B. The total allowance for one pair of required footwear during the fiscal year is not to exceed \$108.00. Reimbursement for footwear meeting the requirements in A. is limited to the actual expense not to exceed the total allowance.

C. IPP (including IPP working at import establishments) may request the reimbursement for additional replacement skid-resistant footwear up to an additional \$108.00 per pair on an "as needed" basis, such as when the soles are less skid resistant, to the District Office (DO) for authorization via their immediate supervisor. Other FSIS personnel may make the same request through supervisory channels.

VI. FLASHLIGHT REIMBURSEMENT

A. FSIS reimburses the expense of flashlights for IPP (including IPP working at import establishments) and other FSIS personnel who perform:

1. Processing activities that usually require a portable light source (e.g., pest and rodent control);
2. Slaughter activities that usually require a portable light source or pre-operational inspections performed by an individual IPP provided:
 - a. In establishments where pre-operational sanitation is performed by rotation, the Inspector-in-Charge (IIC) is eligible for the allowance and will make the flashlight available to the IPP assigned to perform the pre-operational inspection; or
 - b. In large multi-inspector establishments, the IIC and the additional shift supervisor are eligible for the allowance and will make the flashlights available to the IPP assigned to perform pre-operational sanitation, plus pest and rodent control.

B. The flashlights are to be:

1. Adjustable with a high-intensity bulb (e.g., krypton, LED, or halogen) that is sufficient for IPP to conduct the duties assigned;
2. Unbreakable with a clear lens;
3. Corrosive-resistant (outer and inner);
4. Nonconductive;
5. Roll-resistant;
6. Temperature resistant;
7. Watertight; and
8. Sanitizable.

NOTE: Batteries are supplied by the Beltsville Service Center.

C. The total allowance for a flashlight during the fiscal year is not to exceed \$27.00. Reimbursement is limited to actual expenses not to exceed the total allowance.

D. IPP (including IPP working at import establishments) may request the reimbursement for an additional flashlight replacement for \$27.00 on an "as needed" basis to the DO for authorization via their immediate supervisor. Other FSIS personnel may make the same request through supervisory channels.

VII. PERSONAL INSPECTION EQUIPMENT PROVISIONS

A. IPP (including IPP working at import establishments) regularly assigned duties that require use of knives, inspection node hooks, steels, chain belts, scabbards, sharpening stones, and wrist bands, are eligible for reimbursement of personal inspection equipment. The personal inspection equipment includes:

1. Knives meeting the following requirements:
 - a. Beef and sheep skinner or boning style;
 - b. Blade made of corrosive- and rust-resistant metal. Ceramics and plastics are not acceptable materials;
 - c. Handles made of hard plastic or other impervious material. Wood, bone, and leather are not acceptable materials; and
 - d. Metal bail, guard, or stop located between the handle and the blade to prevent stubbing.
2. Inspection Node Hooks meeting the following requirements:
 - a. Hooks made of corrosive and rust resistant metal. Ceramics and plastics are not acceptable materials; and
 - b. Handles made of hard plastic or other impervious material. Wood, bone, and leather are not acceptable materials.
3. Steels meeting the following requirements:
 - a. Handles made of hard plastic or other impervious material. Wood, bone, and leather are not acceptable materials; and
 - b. Metal bail, guard, or stop located between the handle and the steel to prevent hand cuts.
4. Chain Belts and Scabbards meeting the following requirements:
 - a. Belts made of corrosive- and rust-resistant materials;
 - b. Belts of the breakaway type;
 - c. Scabbards made of corrosive- and rust-resistant materials. Leather and fabrics are not acceptable materials; and
 - d. Scabbards sized to hold one or two knives without the knives falling out, and designed so the tips of the knives do not extend from the bottom of the scabbard.
5. Sharpening Stones; and
6. Non-prescription hand, wrist and arm supports.

B. Reimbursement is limited to one-time total actual expenses for all personal inspection equipment, not to exceed \$172.00. IPP (including IPP working at import establishments) may request the reimbursement for additional replacement of equipment up to an additional \$172.00 per claim on an "as-needed" basis to the DO for authorization via their immediate supervisor. Other FSIS personnel may make the same request through supervisory channels.

NOTE: On average, IPP (including IPP working at import establishments) do not use more than two knives per year. Reimbursement is not calculated on a fiscal year basis since knives may be replaced

periodically, but a scabbard may last several years.

VIII. PROCEDURE FOR FILING A CLAIM

A. IPP (including IPP working at import establishments) and other FSIS personnel are to submit an OF-1164, *Claim for Reimbursement of Expenditures on Official Business* to file a claim for reimbursement for each type of eligible purchase when expenses are incurred.

NOTE: IPP (including IPP working at import establishments) and other FSIS personnel are to request miscellaneous reimbursements on an OF-1164 form. The previous form, SF-1164, is no longer available for use. The OF-1164 can be signed with a digital or hand written signature. A link to the new form is located at: [Accounts Payable Management Branch](#) (level 2 e-authorization is needed to access this link).

B. IPP (including IPP working at import establishments) and other FSIS personnel are to sign the dated receipts and attach the receipts to the OF-1164.

C. IPP (including IPP working at import establishments) and other FSIS personnel are to send an original OF-1164 to the District Manager (DM) or designee.

D. IPP (including IPP working at import establishments) and other FSIS personnel are to file claims by October 1 of the subsequent fiscal year.

EXAMPLE: A claim for items purchased between October 1, 2017, and September 30, 2018 is to be filed by October 1, 2018.

IX. CERTIFYING AND PROCESSING CLAIMS

A. The DM or designee certifies that the claim is from eligible IPP (including IPP working at import establishments) and other FSIS personnel.

B. If the IPP (including IPP working at import establishments) and other FSIS personnel qualify for reimbursement, the DM or designee signs the OF 1164 (Block 8) and forwards the original and receipts to the time and attendance (T&A) data transmission office, Financial Services Center (FSC) via scanned e-mail at FSCGeneral@fsis.usda.gov or by mail to the:

Financial Services Center,
PO Box 9205,
Des Moines, IA 50306-9205.

C. The FSC processes claims for reimbursement.

D. The FSC completes the eligible claims through the Financial Management Modernization Initiative system and payment is issued by the U.S. Treasury.

X. PROCEDURE FOR UPDATING REIMBURSEMENT AMOUNTS

A. FSIS will use the Consumer Price Index (CPI) Seasonally Adjusted U.S. City Annual Average All items less food, shelter, energy, and used cars and trucks to inflate the reimbursement amounts on an annual basis.

B. The next review of the reimbursement rates will take place February 1, 2018. If an increase in the reimbursement amount is necessary the new rates will be effective for items purchased October 1, 2018, to September 30, 2019, and FSIS will reissue this directive.

NOTE: In the event the CPI decreased or remains the same, the reimbursement amounts will remain the same as the previous year.

XI. QUESTIONS

Refer questions through supervisory channels.

A handwritten signature in black ink, appearing to read "Sabrina J. Wagner". The signature is written in a cursive, flowing style.

Assistant Administrator
Office of Policy and Program Development