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Food Safety
and Inspection
Service

Washington, DC

November 1983

Food Safety and Inspection Service Program Plan Fiscal Year 1984

United States
Department of
Agriculture

**Food Safety
and Inspection
Service**

Washington, DC

November 1983

Food Safety and Inspection Service Program Plan Fiscal Year 1984

ABSTRACT

This report provides information on the Food Safety and Inspection Service programs for Fiscal Year 1984. It presents significant accomplishments for the past year, an overview of plans for FY 1984, and feature articles: "Focus on the FSIS of the Future" and "Preventing Drug and Chemical Residues in Meat and Poultry." It also presents the goals, objectives and planned accomplishments for each program area and the resources (person-years and dollars) planned to achieve them.

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Section I Administrator's Message


ADMINISTRATOR'S MESSAGE

This is the fifth edition of our annual Plan. The Food Safety and Inspection Service (FSIS) employs 9,700 people, and it has an annual budget of \$365 million. The Agency has a diverse array of programs and objectives. The meat and poultry inspection laws administered by FSIS protect consumers by ensuring that unwholesome or adulterated products do not move into commercial marketing channels. These laws also protect producers by not permitting one to gain an unfair economic advantage over others through marketing of products that are less than wholesome or are improperly labeled. Thus, there is a need for a comprehensive, annual Plan.

A general theme of cost consciousness emerges from this Plan concerning our activities. The overriding goal of the Agency is to minimize the cost of carrying out effective programs that have been demonstrated as important to the well-being of Americans. In keeping with the goal of reducing the burden of Government, FSIS is engaged in an Agency-wide effort to control costs, increase productivity, and develop new and more efficient approaches to regulations.

FSIS is an Agency in progress. We have continued our programs to modernize in-plant inspection, make the label approval process less cumbersome, facilitate international trade, and minimize illegal residues. At the same time, however, we are carrying out our traditional inspection activities to assure that meat and poultry products moving in interstate and foreign commerce are safe, wholesome, and properly labeled.

Results and recommendations implemented from last year's survey of the FY 1983 Program Plan are shown in Appendix D. A comment form appears as the last page of this year's Program Plan. Your comments on the contents of this year's Plan and suggestions for inputs to future such plans are welcome. Thank you!



Donald L. Houston
Administrator
Food Safety and Inspection Service

October 1983
Washington, D.C.

Section II

FSIS Overview

FSIS OVERVIEW

INTRODUCTION

The Food Safety and Inspection Service (FSIS) inspects and analyzes domestic and imported meat, poultry, and meat and poultry food products to assure they are wholesome, not adulterated and properly labeled. The Agency also monitors the meat and poultry industries for violations of inspection laws, establishes standards, and approves recipes, labels and facilities for processed meat and poultry products.

The FSIS Plan for 1984 describes what each component of the Agency plans to accomplish during the fiscal year, and it specifies the money and people planned. Each FSIS program has described its particular responsibilities and has set goals for itself. The responsibilities are derived from the laws administered by FSIS. The goals generally originate from the programs themselves, but they are designed to meet the overall responsibilities of the Agency and to carry out the policies of this Administration. The goals and objectives that appear in the Plan are the consensus of the program staffs and the senior managers. Agency human and dollar resources for 1984 are presented in Table 1. Figures 1 and 2 present the person and dollar resources respectively. This Plan also includes: an organizational chart for FSIS for each of the major program areas; an article on chemical residues; and an Appendix on inter-program area impacts of some program activity goals, objectives, and plans. These inter-program area impacts are grouped and summarized in Appendix A.

This document presents FSIS operational program plans and administrative and staff plans by program areas and their respective major program activities. Each major section of the Plan contains an abstract of the program area and its goals for 1984. The sections are further divided into program activities, which include activity leader, abstract, objectives, and plans for the year. The plans are further expressed in tabular form in terms of: completion schedule (quarter) and activity resources (both person-years and dollars). Materials in this document represent the best estimates of the program and activity leaders as of October 1, 1983, and are subject to revision, as conditions arise that warrant the changes.

Appendix B, "Organization Structure," lists the program areas and program activities presented in the Plan. It also gives the names of organizational subdivisions within each program activity. Appendix C, "Glossary," includes acronyms and definitions of terms used in this publication. Appendix D, "Survey Results and Questionnaire," depict results of the feedback survey conducted for the FY 1983 Program Plan. Also, a questionnaire form is enclosed for your comments and recommendations pertaining to the FY 1984 Program Plan for consideration in the development of the FY 1985 Plan.

TABLE 1 - FSIS RESOURCES PLANNED: FY 1984

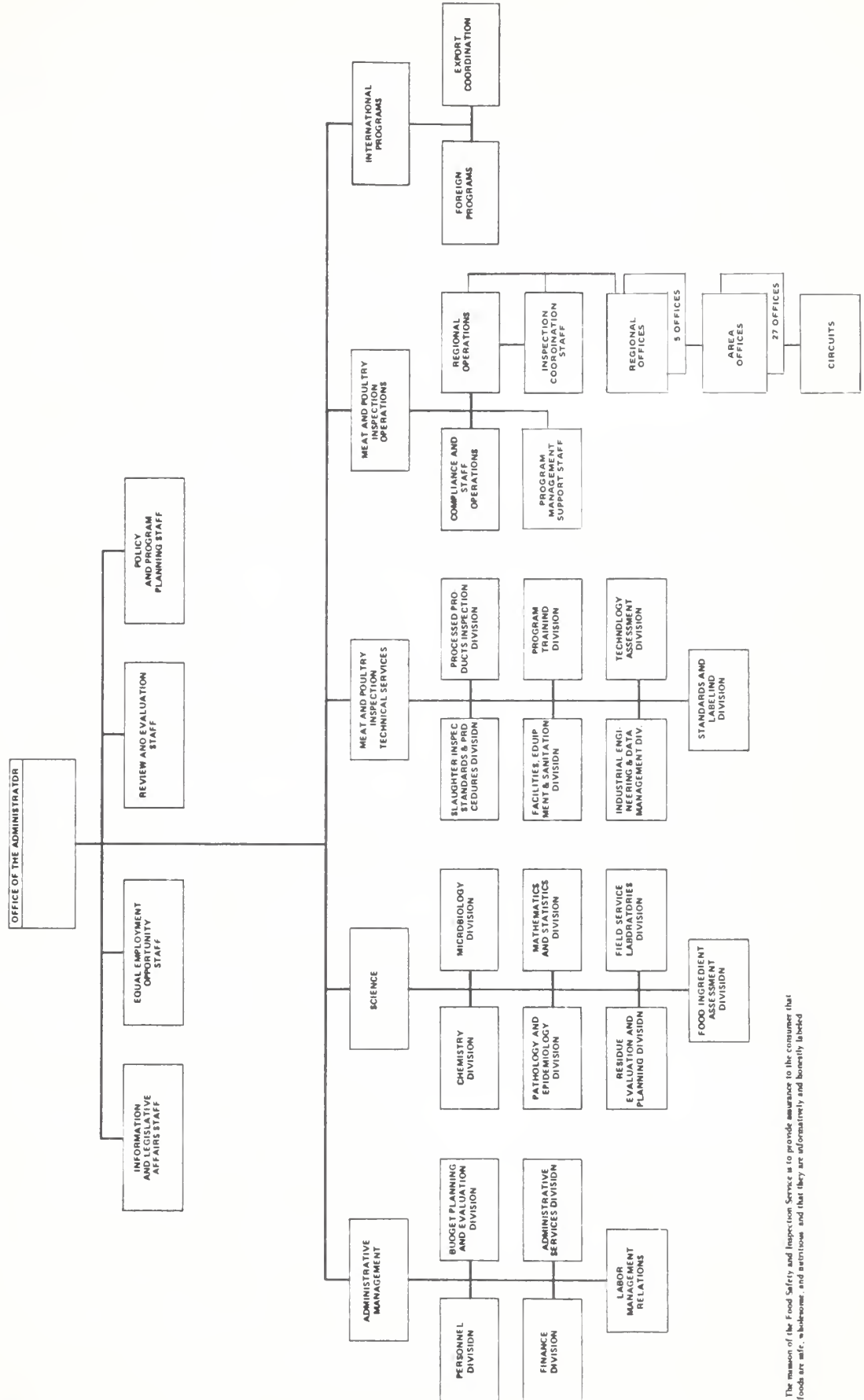
Program Area	FY 1984 Resources			
	Person-Years		Dollars (Millions)	
	Plan	Percent	Plan	Percent
1. International Programs	49	<u>2/</u>	2.9	<u>2/</u>
2. Meat and Poultry Inspection Operations	8,645	89	305.0	84
3. Meat and Poultry Inspection Technical Services	199	2	8.5	2
4. Science	374	4	17.7	5
5. Administrative Management <u>1/</u>	272	3	24.8	7
6. Equal Employment Opportunity Staff	5	<u>2/</u>	.3	<u>2/</u>
7. Information and Legislative Affairs Staff	47	<u>2/</u>	1.9	<u>2/</u>
8. Policy and Program Planning Staff	61	<u>2/</u>	2.3	<u>2/</u>
9. Review and Evaluation Staff	48	<u>2/</u>	2.0	<u>2/</u>
Total	9,700	100	365.3 <u>3/</u>	100

1/ Includes \$15.4 million for central and miscellaneous charges. These funds are for Agency-wide use, and are not prorated among program areas and activities. Includes Office of the Administrator.

2/ Less than one percent.

3/ Total funds include: \$333.7 million appropriation; \$31.0 million reimbursable; and \$.6 million trust funds. Individual program area amounts total \$365.4 million due to rounding.

U.S. DEPARTMENT OF AGRICULTURE
 FOOD SAFETY AND INSPECTION SERVICE

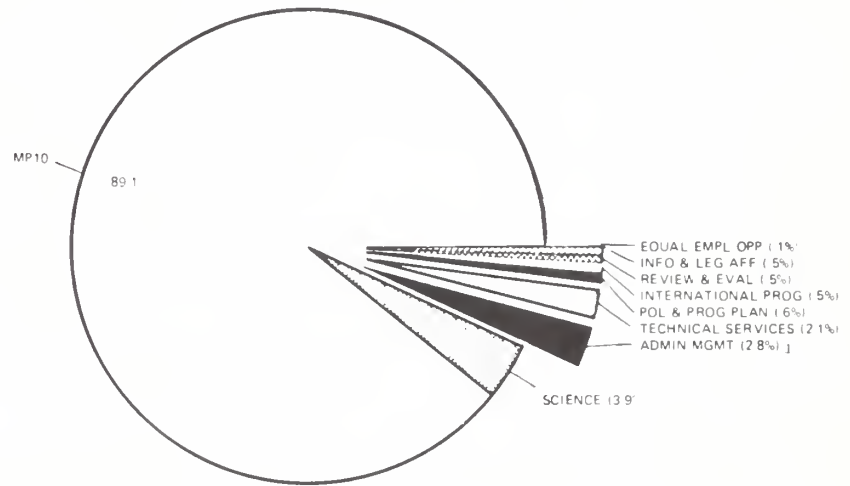


The mission of the Food Safety and Inspection Service is to provide assurance to the consumer that foods are safe, wholesome, and unadulterated and that they are accurately and honestly labeled.

FSIS Resources Planned-FY 1984

Person-Years

Figure 1

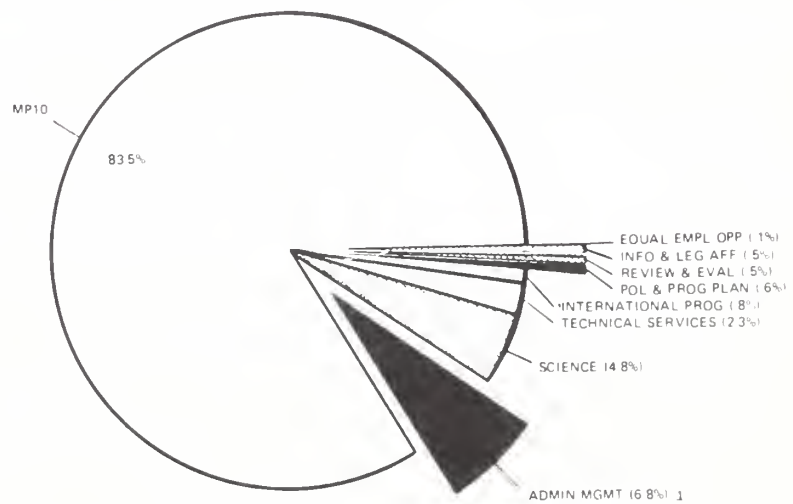


1 Includes Office of the Administrator and Central Support

FSIS Resources Planned-FY 1984

Dollars

Figure 2



1 Includes Office of the Administrator and Central Support

SIGNIFICANT ACCOMPLISHMENTS FOR FY 1983 AND AN OVERVIEW OF
PLANS FOR FY 1984

Livestock and
Poultry Inspected

In FY 1983, an estimated 120 million livestock and 4.6 billion poultry were individually inspected at slaughter for the purpose of detecting and removing diseased, adulterated, or otherwise unwholesome animals from food channels. Federal inspection was carried out in approximately 7,400 meat and poultry slaughtering and processing plants. As a result of the inspection process, an estimated 700 million pounds of unwholesome and/or mislabeled meat and poultry were removed from food distribution channels. The total number of pounds inspected included: Slaughter - 49 billion, Processing - 106 billion, and Imported - 1.5 billion.

FSIS Inspection
Improvements

New Cattle Inspection Procedure

A new cattle inspection procedure, set for implementation in FY 1984, is designed to streamline inspection techniques and realign the inspection job in order to increase inspection efficiency.

The beef carcass online quality control portion of this inspection system will be operated by plant employees with the inspectors monitoring the plant's activity.

The beef carcass online quality control system is set for implementation in FY 1984. This system is designed to replace the current Beef Carcass Acceptance Quality Level (AQL) system and will provide immediate information to plant management and inspection personnel on the types and amount of manufacturing (dressing) defects. It is proposed that this program will place the responsibility of removing dressing defects directly upon the plant with inspection personnel monitoring the plant's activity.

Combined Government and Industry Inspection Procedure for Young Chickens

The Agency will be designing and studying systems in which industry will be offered the opportunity to present populations of broilers to USDA which already meet USDA standards. The level of USDA inspection needed to verify that birds are meeting USDA standards is an important part of this study.

New Line Speed Inspection Procedure for Broilers

The New Line Speed (NELS) inspection procedure is set for implementation in FY 1984. It features four inspectors on each eviscerating line. The feasibility of replacing the fourth inspector with an online quality control system for reinspecting carcasses will be proposed.

New Turkey Inspection Procedures

The New Turkey Inspection Procedures (NTIP) is set for implementation in FY 1984. The procedure is designed for the normal two inspector plant. The procedure can be expanded to a three inspector procedure if plants desire faster line speeds and increased production. The feasibility of replacing the last inspector with an online quality control system for verifying trim on carcasses will be studied.

Combined Carcass/Viscera Inspection Stations in Swine Slaughter Plants

A new swine inspection system which combines the carcass and viscera inspection stations is projected for implementation in FY 1984. This system will allow for better correlation of disease conditions resulting in an increase of inspection effectiveness. The swine carcass online quality control portion of this inspection system will ultimately be operated by plant employees with the inspectors monitoring the plant's activity.

Tests on the swine carcass online quality control system will be completed late in FY 1983 with implementation planned for FY 1984. This system is similar in design and function as the beef carcass system.

Animal Disease Reporting System

The new Animal Disease Reporting System will expand in its capability and enable the Agency to use disposition data in performing trend analysis of disease patterns.

Fat Free Basis

Another major initiative in 1983 was the proposal to establish minimum protein values on a fat free basis (PFF) for cured pork products (hams, shoulders and loins). A part of that proposal was a fully automated centrally controlled compliance system.

Quality Control
Programs

Partial Quality Control

The number of plants with USDA approved quality control programs for parts of their operations (partial quality control) has grown to 1,400 plants.

Late in FY 1983, a quality control system for finished tripe was implemented. Similar systems will be developed for chitterlings, beef tongues, and other beef and swine edible viscera.

Partial quality control (PQC) programs for poultry carcass chilling operations will continue to be evaluated. These PQC programs are designed to reduce certain regulatory burdens while continuing to assure that all regulatory requirements are met. The Agency will accept PQC programs for all allied slaughter activities in combination slaughter/processing plants.

Voluntary Total Quality Control Inspection

The Agency's voluntary total plant quality control is continuing to grow, approved in 212 plants and implemented in 192 plants, as of the end of September 1983. This is more than double last year's number of plants that were approved and implemented. Last year 94 plants were approved, while 83 plants implemented TQC programs. The prospects are good that this effort will maintain steady growth, and the Agency can gain efficiency with no loss in effectiveness and consumer protection.

Discretionary
Processing
Inspection

The Department of Agriculture testified on a bill in the 97th Congress and reintroduced it in the 98th Congress for reconsideration. The bill would amend the meat, poultry, and egg inspection laws to provide authority for the Secretary of Agriculture to determine the appropriate level of inspection in processing plants. The legislative change would allow a more efficient and economical allocation of inspection resources.

Improvements in
International
Programs

In the past year, major steps were taken by FSIS to improve import inspection in order to prevent adulterated product from entering the United States. Specifically these steps included:

- Regulatory procedures were tightened by FSIS as a result of several incidents and disclosures that refused entry meat and poultry products remained in the United States well beyond the period of time (30 days) provided for exportation or other permitted final disposition (i.e., destruction or conversion to animal food).

- FSIS published an interim regulation and issued instructions to field personnel in order to assure continued control of refused entry product until final disposition.
- FSIS developed a formalized training program for all field personnel with import inspection responsibilities to promote uniformity and consistency with the application of import procedures throughout the program.
- A major study conducted in 1983 examined the flow of certified product through U.S. port facilities. It was designed to improve and expedite the export certification process and product acceptance by countries importing U.S. meat and poultry. The study revealed no major problems.
- In April 1983, Czechoslovakia was removed from the list of countries eligible to export meat and meat food products to the United States because they were unable to control PCB residues in canned hams.

During 1984, FSIS will continue concentrating on assuring that foreign inspection and plant procedures in countries eligible to export to the United States are equal to those in the United States. New reporting procedures and new methods of systems reviews will be implemented during the coming year for handling foreign inspection and control systems. An intensive ADP training program will be developed and implemented so that FSIS employees may gain the knowledge and skills necessary for a successful ADP operation. Also scheduled for 1984 is the implementation of an electronic mailing system which will allow practically instantaneous communication between headquarters and other domestic and overseas field offices for more effective operations.

Controlling Residues

Residue Avoidance Program

The Agency implemented as part of its national residue control program, the Residue Avoidance Program--a new concept for reducing consumer exposure to contaminating residues in meat and poultry. This system will gradually shift the emphasis of residue control from a focus on monitoring and reacting to one of prevention at the source. The aim of the Residue Avoidance Program is to encourage producers to make prevention a part of all stages of animal production.

FSIS transferred funding to the Extension Service for 35 projects through contracts to land-grant colleges in 31 states. The contracts include the development of producer-oriented educational information on critical control factors in management practices.

The introduction of the residue avoidance program, in addition to improving producer awareness, has also revitalized an interest in voluntary cooperative residue agreements with FSIS, particularly with the highly integrated poultry industry.

Cooperative residue agreements provide an early alert system for potential problems that may have industry-wide implications and might otherwise go undetected. Furthermore, they increase consumer protection in that residue control becomes an integral part of the production management system. In 1984, FSIS looks forward to continuing efforts with industry and the Extension Service to expand the Residue Avoidance Program.

New and Improved Analytical Methods

New tests have been developed to simplify and speed the detection of adulterants and contaminating residues in meat and poultry products. In 1983, a swab test was developed for inplant screening of sulfonamides in veal calves. It provides rapid (overnight) inplant screening for sulfonamides. This procedure is being modified to enable the producer to test herds and flocks until sufficient withdrawal periods and negative tests assure him his animals will not be condemned when marketed. The sulfa swab test is now undergoing field tests.

Drug Residues in Calves

The new approach to residue control is being tested to resolve an ongoing problem--drug residues in very young veal calves sent to slaughter. Violations indicate sulfonamides as well as antibiotics are being used improperly, mainly in the Northeast and Midwest areas of the United States.

Overnight Rapid Beef Identification Test

The substitution of horse and kangaroo meat for beef in Australia in 1981 and 1982 involved meat from illegitimate sources which was potentially hazardous to human health. A new overnight test has been developed which permits FSIS inspectors to confirm imported or domestic intact beef tissues. Named ORBIT (Overnight Rapid Beef Identification Test), the simple procedure utilizes a small plate containing gel diffusion agar, standard beef antigen and antisera discs, and blank discs for samples.

Prior Labeling
Approval System

FSIS published a final regulation on March 18, 1983 expanding the authority of inspectors-in-charge of official establishments to approve certain labeling and establishing limited types of generically approved labeling that no longer require formal approval from the Department prior to use. The new system, which became effective June 1, 1983, should cut in half the 120,000 labels approved in Washington each year and reduce the time it takes to process a single labeling application. This should result in significant time and money savings for both industry and the Agency. The changes are expected to strengthen the whole label approval process, both with regard to public protection and to helping manufacturers understand what is required of them. The Agency anticipates expanding the new system if a thorough evaluation proves it to be effective.

Information Resources
Management (IRM):
Inspection

Automated meat and poultry information applications are in the process of being modernized and upgraded. Direct benefits derived from these actions are reductions in support costs and more timely accessibility by MPI managers to the various inspection information data files. In FY 1984 special emphasis will be given to the expansion of online data inquiry capabilities and training in retrieval techniques for FSIS staff members.

Work Standards

New and revised staffing criteria for determining off-line slaughter inspection requirements for both meat and poultry plants were developed. Implementation is scheduled to begin in FY 1984. This effort is expected to provide for more equitable and effective utilization of inspection skills and resources.

A staffing predictor was developed for estimating TQC plant staffing prior to completion of a plant's plan of inspection. In FY 1984, activities will be devoted to implementing and updating as required, the TQC standard predictor.

New swine post-mortem inspection work standards were implemented in FY 1983 for plants requiring three or more inspectors. Work standards have also been developed for swine slaughter plants requiring one and two inspectors. These include inspection procedure efficiencies that result in increased inspector productivity. Implementation of these one and two inspector standards is scheduled for late FY 1983 or early FY 1984.

A new inspection procedure for hens and tom turkeys was tested and standards were developed. This procedure for a two-person inspection team significantly increased the inspection line speed.

A New Line Speed (NELS) inspection procedure for young chicken inspection was developed, tested, and standards were developed in 1983. NELS is intended to provide for higher poultry plant line speeds.

New Issuance
System

The Agency is undertaking a long-term project to update and improve its Issuance System. The goals of this project are to: (1) Provide the Agency with an efficient and effective system of issuing written policies and procedures concerning the Meat and Poultry Inspection Program, and (2) provide users of the issuance system with comprehensive, up-to-date Agency instructions that are systematically filed and easy to locate.

Currently, the Agency maintains two issuance systems--one for issuances relating to meat and poultry inspection operations, the other relating to internal management and personnel policies and procedures. A steering committee is now working out the details for the establishment and implementation of a single comprehensive, Agency-wide issuance system. The new system will be phased in over a period of several years, with instructions being provided for disposal of outdated materials as new directives are issued.

Existing materials--mostly those of the inspection program--will in the next few years be reviewed, revised as necessary, and reissued under the new system. Under the consolidated system, all issuances will be either a directive--a standing instruction of indefinite duration, or a notice--a temporary instruction of limited duration.

Each directive or series of directives will provide comprehensive information and instructions on a particular subject. Related instructions on a subject, e.g., relevant provisions of the Federal meat and poultry inspection acts, regulations, and/or related directives will be referenced.

Thus, everything that is currently applicable on a given subject will be contained and/or referenced in the directive.

Meat and Poultry
Hotline

During FY1983, the Agency's Consumer Response System was renamed the Meat and Poultry Hotline. About 1,700 inquiries were handled through the hotline during FY 1983, including 950 calls and 750 letters.

In FY 1984, FSIS will continue its hotline information campaign, and attend several major conventions with the exhibits.

National Food
Safety Poster
Contest
The 1984

The 1983 National Food Safety Poster Contest had approximately 70,000 entries. This was nearly double the number of entries for both of the previous two years. The 1984 contest will be conducted as part of the Department's Food and Fitness Campaign.

Sodium Information
Campaign

This past year, FSIS sent the sodium brochure and other information to 2,100 health writers and 272 Health Maintenance Organizations, and targeted Black, rural, and union audiences for other mailings. More than 100 sets of negatives were distributed to groups wanting to print and distribute their own supply of the brochure.

FSIS publicized the brochure through radio and television public service announcements and through display cards in subways and buses in five major cities.

More radio and TV public service announcements may be released in FY 1984. In addition, bus/subway publicity may be extended to other cities. An indicator of success will be the number of requests received for the Agency's sodium publications.

Emergency Planning
and Defense
Mobilization

FSIS reviewed 121 State, County, and local Radiological Emergency Preparedness plans and prepared written reports of findings for the Federal Emergency Management Agency (FEMA) and officials of the State and local governments. It also participated in 29 exercises as Federal evaluators. The Agency actively participated in the planning and development of the USDA scenario for the nuclear weapons accident exercise, NUWAX 83. That was a joint exercise that involved departments and agencies from both the civilian and military branches of the Federal Government. The Agency developed and implemented an emergency ID card system for key FSIS headquarters and field personnel and coordinated the issuance of their emergency ID cards. During February 1983, members of the staff were placed on alert status for Phases I and II of the uncontrolled reentry of the Soviet Nuclear Powered Satellite COSMOS 1402.

The Agency completed revisions on the USDA Radiological Emergency Response Plan based on new Federal policy which now includes all radiological accidents/incidents. The plan also includes new Standard Operating Procedures for all USDA Agencies that are charged with radiological emergency responsibilities. FSIS will continue to support the expanded Federal Radiological Emergency Preparedness Response program.

Equal Employment
Opportunity

Multi-Year Affirmative Action Plan

The FSIS Program Areas and regional offices Multi-Year Affirmative Action Plans (MYAAP) were implemented. These plans supplement the Agency plan which was implemented in FY 1982.

Progress was made toward the employment goals established for those racial/ethnic/sex groups, who were identified as under-represented on specific occupational series or categories. The most notable accomplishments were the hiring of six (6) Black women as Veterinary Medical Officers and seven (7) Hispanic males as food inspectors. Also, minorities and women,

employed as food inspectors, were promoted to the GS-8 and GS-9 grade level. These promotions accomplished the Agency goal of increasing the applicant pool of minorities and women eligible for Compliance Officer positions.

During FY 1984, the MYAAPs will be clarified to enhance the understanding and utilization of the MYAAP as a management tool for diversifying the workforce. Procedures will be developed for a headquarters MYAAP, which will consolidate the existing individual plans for the program areas with less than 300 employees.

Historically Black Colleges and Universities

The Agency allocated \$92,000 to conduct Continuing Education Programs at Historically Black Colleges and Universities. A two-week program was held in May at Tuskegee Institute, and training was provided to 37 employees.

FSIS participated with the Office of International Coordination and Development, USDA, in an inter-agency workshop conducted for representatives of Historically Black Colleges and Universities. The FSIS workshop informed the representatives of the academic needs for the Agency's continuing education programs to increase their awareness and encourage their participation.

Section III
Feature Article

PREVENTION--A NEW DIRECTION IN REDUCING THE RISK OF CHEMICAL RESIDUES IN MEAT AND POULTRY

In the past, FSIS has relied almost solely on its surveillance and monitoring programs to control violative levels of residues in meat and poultry. Under the monitoring program, inspectors take tissue samples from randomly selected carcasses at slaughter plants and send them to laboratories for analysis. From the analyses, the Agency determines nationwide residue incidence and trends and identifies specific problems.

The monitoring and surveillance efforts have been successful in maintaining a safe and wholesome supply of meat and poultry for consumers. Their emphasis has been on inspection and regulatory action to ensure no meat or poultry with illegal residues reaches consumers. Nonetheless, the programs are designed to detect and control, not prevent, residue problems. Now the Agency is broadening its residue control efforts to focus more heavily on prevention. This is being accomplished through the addition of cooperative agreements with the industry, the Residue Avoidance Program, an education program and the development of screening tests for both carcasses and live animals.

In fiscal year 1984 FSIS will continue its transition from emphasizing end product residue control to emphasizing residue prevention. The Agency's focus will be the prevention of residues at all stages of production--from the birth of an animal to its slaughter and processing. The goal is total residue avoidance to ensure the safety and wholesomeness of the meat and poultry supply.

Control through surveillance and monitoring will still be a critical factor in the Federal meat and poultry inspection program, of course, but it will be relegated to a more effective backup role, serving as a check for prevention efforts. Residue avoidance will be the primary thrust of the Agency.

Residue Avoidance Program

The Residue Avoidance Program (RAP) is a government-industry effort to prevent residues at their source--the farm. Using funds from RAP, scientists at land-grant universities throughout the nation began projects last year to determine potentially critical points in livestock and poultry production cycles where residues could occur, to develop farm management practices that prevent residues and to encourage farmers to adopt those practices. In fiscal year 1984, the first of the 35 initial RAP projects will be completed.

One residue avoidance project that emphasizes the educational focus of RAP is being initiated by the cooperative Extension Service at the University of California at Davis. Extension staff there have put the microcomputer to use in efforts to prevent residues by developing a microcomputer-based audiovisual program that teaches cattle producers the proper use of antibiotics in treating common beef cattle diseases. About 20 microcomputer meetings on residue avoidance have been held since January 1983, and over 30 veterinarians and 40 livestock county extension agents participated in these first training programs, which attracted 350 livestock producers.

Cooperative Residue Agreements

In the first government-industry cooperative agreement of its kind, the National Broiler Council and FSIS several years ago signed a model agreement specifying principles the poultry industry should follow to achieve total residue avoidance. Under the broad guidelines to the agreement, an individual poultry producer can develop a management plan to ensure that birds have no drug or chemical residues at violative levels by recording medication use and controlling environmental contaminants. These producers also have the responsibility for the laboratory testing necessary to monitor for residues.

This very successful program with the poultry industry has laid the groundwork for agreements with other meat and poultry producers. In fiscal year 1984, the Agency hopes to establish similar agreements with many of the major turkey producers in the country. In addition, it plans to expand the cooperative agreement approach to the beef and pork industries.

Drug Residues in Calves

The cooperative approach to residue control is being tested in our effort to deal with a current problem--violative drug residues in veal calves. Excessive levels of residues in calf carcasses have tripled from 500 in 1981 to 1,500 in 1983, and almost all of these violations occurred in newborn calves slaughtered at one day to three weeks of birth.

The problem is caused primarily by a small number of dairy farmers who improperly give sulfa or antibiotic drugs to newborn calves that will be marketed and slaughtered within several weeks. Newborn calves typically suffer a 20 percent mortality rate if they do not receive adequate care at birth. With proper care, the death rate falls below 5 percent. For those calves going directly to slaughter and receiving little or no care, sulfa or antibiotics are used to keep them alive until they are sold. The withdrawal time has not been met, and the drugs are not sufficiently depleted in the animals' systems at slaughter.

In response to this problem, the Residue Avoidance Program formed a committee made up of representatives from FSIS, FDA and affected industry groups to address this problem. The committee encouraged the farm press to publish articles about the drug residue problem (in these calves) so that farmers will become aware of the problem and adopt management practices that help avoid residues. The committee also plans to send letters containing regulatory and educational information to all sulfa drug violators. These letters will cover the legal implications of marketing calves with violative residues, special animal testing requirements for violators and good management practices that help avoid residues.

By looking at the drug violation rate among calves in the middle third of fiscal year 1984, FSIS will be able to judge the success of its efforts. If successful, this program could serve as a future model for solving residue problems through government-industry cooperation rather than solely by increased inspection and regulatory actions.

On-The-Farm
or In-Plant
Tests for
Residues

For several years FSIS has focused much of its research effort on finding economical screening methods that determine if meat and poultry tissue samples contain violative levels of drug residues. Inspectors now use, for example, the Swab Test on Premises--STOP--to test for illegal antibiotic residues in livestock right at the slaughter plant. Most important from a prevention stance, FSIS just developed an animal urine test--the Live Animal Swab Test, or LAST. Adapted from STOP, this test allows farmers to check animals they plan to market for illegal antibiotic residues.

During fiscal year 1984, LAST should help reduce the number of livestock that go to slaughter with illegal antibiotic residues. Farmers can do this easy-to-perform test themselves with only a home-made incubator and an inexpensive test kit. They can determine overnight, whether animals are free of excessive residues and ready for slaughter. The test can now be done on urine from cows, calves, and heifers, but the Agency hopes to expand it's use to other animal species in the near future.

These quick and inexpensive tests on the farm and at the slaughter plant make inspection easier, cheaper and more effective. They will enable the Agency to focus more effectively on reducing the risk of chemical residues in the nation's meat and poultry supply.

**Section IV
International
Programs**

FY 1984 PROGRAM AREA PLAN
FOR INTERNATIONAL PROGRAMS

PROGRAM LEADER: P. F. Stolfa, Acting

PROGRAM ABSTRACT: International Programs (IP) carries out the requirements of Section 20 of the Federal Meat Inspection Act, Section 17 of the Poultry Products Inspection Act, and the Wholesome Meat Act of 1967 to assure the wholesomeness of imported meat and poultry products. This unit is also responsible for carrying out and coordinating activities to reduce regulatory barriers to the export of U.S. meat and poultry products and maintain a favorable trade picture for these products in foreign markets. IP handles liaison activities with other Federal agencies involved in international policy development and with industry representatives involved in international trade in meat and poultry products. The Deputy Administrator for IP manages program activities carried out by the Veterinary Attache to the European Economic Community, the Export Coordination Division, and the Foreign Programs Division.

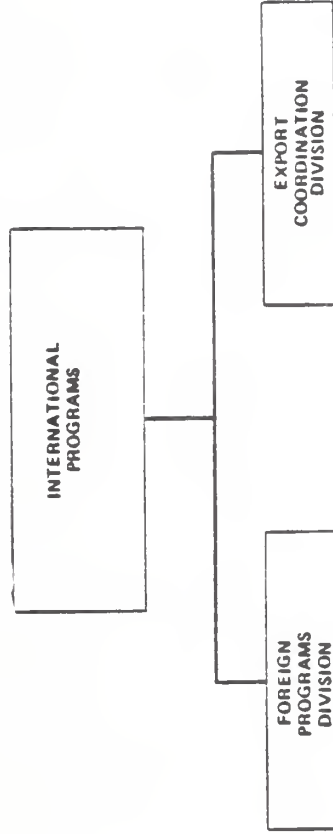
- PROGRAM GOALS:
1. Develop and implement a coordinated international strategy for meat and poultry product regulatory controls so that U.S. import standards are maintained and U.S. exports are facilitated.
 2. Review and develop strengthened policies, procedures and technological support of inspection of imported products.
 3. Complete implementation of new approach to foreign inspection system reviews; develop technological bases for maintaining new system.
 4. Assist in integrating the export coordination function into the overall mission of the Agency.
 5. Expand activities to enable U.S. meat and poultry products to move into key export markets.

TABLE 2 - INTERNATIONAL PROGRAMS:
RESOURCES PLANNED FOR FY 1984

Program Activity	FY 1984 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator, including Veterinary Attache <u>1/</u>	6	12	325	11
Export Coordination Division	9	18	465	16
Foreign Programs Division	34	70	2,160	73
Total Program Area	49	100	2,950	100

1/ The Veterinary Attache resources are included as part of the Office of the Deputy Administrator.

**FOOD SAFETY AND INSPECTION SERVICE
INTERNATIONAL PROGRAMS**



The function of International Programs is to plan, formulate, and implement policies, programs, and activities of FSI to assure the wholesomeness of imported meat and poultry products and to enhance US access to foreign markets.

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
VETERINARY ATTACHE TO THE
EUROPEAN ECONOMIC COMMUNITY, IP

ACTIVITY LEADER: H. M. Steinmetz

ACTIVITY ABSTRACT: The Veterinary Attache is responsible for the on-site presentation of the International Programs perspective and position on matters of mutual concern to USDA (principally FSIS and the Animal and Plant Health Inspection Service officials and those of the European Economic Community (EEC) and its member States. In addition, the Veterinary Attache provides broad veterinary expertise for the U.S. diplomatic mission to the EEC, thus establishing a sound technical foundation for the consideration and resolution of issues of interest. The Veterinary Attache is also responsible for communication to and from FSIS on matters of mutual interest. Resources for this activity are budgeted as part of the Office of the Deputy Administrator.

- ACTIVITY OBJECTIVES:
1. Develop effective relationships with EEC and other officials to facilitate informal exchange of views and information.
 - a. Establish and maintain an effective FSIS presence with veterinary and other officials in the EEC, member States, and other third countries. (Ongoing)
 - b. Carry out informal exchange of views and information necessary to forward the Agency objective of seeking to secure understanding with EEC officials in regards to its directives affecting trade in livestock and meat and poultry and their products. (Ongoing)
 - c. Establish and maintain contacts with veterinary officials in member States so that issues between U.S. and individual countries can be resolved with minimum difficulty. (Ongoing)
 2. Provide technical expertise on veterinary issues of interest within the U.S. diplomatic mission, either through direct interpretation of technical data or through appropriate official to other USDA veterinary officials. (Ongoing)

3. Provide a communication link between USDA veterinary officials and those of the EEC.
 - a. Interpret to EEC officials U.S. policies and program objectives in regard to laws and regulations on the export of livestock, meat and poultry and their products. (Ongoing)
 - b. Develop, evaluate, and provide status reports on proposals made by U.S. and EEC officials to harmonize veterinary controls on livestock, meat and poultry products. (Ongoing)

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
EXPORT COORDINATION DIVISION, IP

ACTIVITY LEADER: W. Leary

ACTIVITY ABSTRACT: The Division is responsible for providing assistance to the U.S. meat and poultry industry in meeting the requirements of foreign markets and for holding discussions with foreign governmental officials at home and abroad concerning requirements which differ from those of the United States. The Division identifies and analyzes foreign inspection requirements in terms of comparability with U.S. standards and procedures. Foreign requirements are disseminated to inspection personnel and to potential exporting firms. Interpretation of foreign standards is provided to FSIS personnel, individual establishments, and industry organizations as a means of facilitating the export of U.S. products. The Division coordinates and evaluates the export certification program through periodic reviews of field export procedures. A data base is maintained to provide information on meat and poultry exports to help the Division set priorities and to answer Agency information needs. The Division is also responsible for planning, scheduling, and coordinating reviews of U.S. plants by foreign officials with respect to certifying the plants as eligible to export.

- ACTIVITY OBJECTIVES:
1. Enter into discussions with foreign officials to encourage acceptance of U.S. inspection procedures and program policies and to reduce regulatory restrictions on the export of U.S. meat and poultry product to those countries.
 - a. In conjunction with the Veterinary Attache, seek a policy of equivalency between inspection requirements of the European Economic Community and the United States. (IV)
 - b. Provide appropriate representation through meetings or other means with government officials in those countries receiving significant and potentially significant amounts of U.S. export product to obtain, discuss, and clarify special import requirements common to the region or country, i.e., the Mideast, the Far East, and S.E. Asia. (IV)
 - c. Meet with other foreign government officials to discuss the interpretation and correlation of inspection requirements. (Ongoing)
 - d. Maintain liaison with U.S. Government agencies in American Embassies to coordinate activities concerning export opportunities and foreign country requirements. (Ongoing)

- e. Develop, update, and disseminate current information on the requirements of foreign countries governing their import of U.S. meat and poultry products. (Ongoing)
2. Coordinate the export certification process in Meat and Poultry Inspection Operations (MPIO) regions to assure the uniform application of foreign requirements.
- a. Develop and update policies, procedures, and documents relating to export certification. (Ongoing)
 - b. Maintain liaison with FSIS units, including MPITS Training Center, to assure understanding of adherence to and continuity of program policy with regard to export certification. (Ongoing)
 - c. Consult with meat and poultry industry organizations on a regular, planned basis, as well as on an intermittent basis as the occasion demands, to explain export certification requirements and resolve conflicts in interpretation. (Ongoing)
 - d. Serve as a resource for plant management officials, U.S. export firms, and MPIO field personnel to assist in compliance with foreign export requirements. (Ongoing)
 - e. Evaluate export certification program in the U.S. by periodic reviews of field export procedures. (Ongoing)
3. Establish and maintain an export data base to respond to Division, Program, and Agency needs.
- a. Determine export information needs. (IV)
 - b. Establish data base using MP-130A and other available systems to respond to data needs. (IV)
 - c. Maintain data system and answer ongoing data needs. (Ongoing)
 - d. Continuously review and revise system, as needed, to anticipate any new information needs that may arise. (Ongoing)

4. Administer reviews of U.S. plants by foreign officials.
 - a. Continue efforts to elevate the importance of foreign plant reviews with MPIO Washington and field staffs. (Ongoing)
 - b. Draft and confirm itineraries with all concerned parties. (As Scheduled)
 - c. Accompany foreign officials on plant reviews. (As Scheduled)
 - d. Disseminate report information and file corrective actions. (As Scheduled)
5. Conduct Special Projects.
 - a. Continue work on Halal slaughter requirements. (As Assigned)

TABLE 3 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
EXPORT COORDINATION DIVISION, IP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Liaison with Foreign Officials		1.5	66
a. - U.S. Equivalency with EEC	IV		
b. - Meet with Foreign Officials	IV		
c. - Obtain Foreign Import Requirements	Ongoing		
d. - Liaison with Foreign-based U.S. Agencies	Ongoing		
e. - Disseminate Export Requirements	Ongoing		
Objective 2 - Coordinate Export Certification	Ongoing	3.0	150
a. - Develop Export Policies, Procedures, and Documents			
b. - Liaison with Domestic U.S. Agencies			
c. - Consult with U.S. Industry Organizations			
d. - Resource for Inspection, Management, Export Personnel			
e. - Evaluate Export Certification Program			
Objective 3 - Establishment and Maintain Export Data Base		1.0	100
a. - Determine Export Data Needs	IV		
b. - Establish Data Base	IV		
c. - Maintain Data System and Respond to Data Needs	Ongoing		
d. - Review and Revise Data System	Ongoing		
Objective 4 - Conduct Plant Reviews with Foreign Officials		3.0	126
a. - Develop External Plant Reviews	Ongoing		
b. - Plan, Confirm Itineraries	As Scheduled		
c. - Accompany Foreign Officials	As Scheduled		
d. - Disseminate and File Reports of Plant Reviews	As Scheduled		
Objective 5 - Conduct Special Projects	As Assigned	.5	23
a. - Halal Slaughter Requirements			
TOTAL		9.0	465

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
FOREIGN PROGRAMS DIVISION, IP

ACTIVITY LEADER: G. Clark

ACTIVITY ABSTRACT: This Division carries out USDA responsibility for assuring that meat and poultry products imported into this country are produced under an inspection system that is at least equal to that of the United States and that the products meet U.S. requirements. This is accomplished by reviewing laws and regulations for equivalency, conducting periodic reviews of plants certified to export to the U.S., and evaluating the operations of the foreign inspection system. Officials of the Foreign Programs Division confer with officials of foreign inspection programs regarding findings of plant reviews, results of product inspection at port-of-entry inspection to establish overall compliance of imported product and to evaluate and improve the Automated Import Information System (AIIS) to assure that imported product is being inspected in accordance with current procedures applied to domestic product.

- ACTIVITY OBJECTIVES:
1. Assure that foreign inspection programs and plant procedures in 45 countries eligible to export meat and poultry products to the U.S. are equal to those in the United States.
 - a. Conduct approximately 2,500 inspections of certified facilities currently authorized to export to the United States and report thereon. (Ongoing)
 - b. Notify each foreign country of significant defects found in their inspection system and verify that satisfactory followup has been carried out by the foreign inspection program. Special attention will be placed on country compliance to Farm Bill requirements. (Ongoing)
 - c. Prepare material regarding foreign inspection activities for the annual report to Congress. (II)
 - d. Maintain contact with foreign inspection officials regarding U.S. import requirements and assure that equivalency is maintained. (Ongoing)
 - e. Assure that the laws and regulations of countries eligible to export to the United States are equal to those governing meat and poultry production in the United States. Have all countries except EEC within 85 percent completion. (Ongoing)

2. Review and improve support for import inspection procedures for imported product.
 - a. Review, evaluate, and disseminate data from inspection of imported product to determine compliance status of product from each country. (Ongoing)
 - b. Develop procedures to facilitate exchange of information between import inspection and foreign reviewers regarding status of product being exported. (Ongoing)
 - c. Continually review AIIS to assure it meets program objectives. (Ongoing)
 - d. Provide guidance and set policy to assure uniform and proper procedures are used for the inspection of imported product. Complete action needed on issue raised by GAO and Task Force regarding skip lot, proportional sampling, and validation of sampling plans. (Ongoing)
3. Fully integrate new approaches and procedures for review, evaluation, and reporting of foreign inspection and control systems.
 - a. Implement new reporting procedures for plant reviews. (I)
 - b. Introduce new systems reviews for controlling risk to product acceptability of major exporting countries and complete profiles on top 20 exporters plus any other critical countries. (III)
4. Expand the use of ADP in all phases of FPD operations.
 - a. Develop scheme to automatically integrate port-of-entry data and country review data for both assignment and data storage purposes. (II)
 - b. Test the feasibility of more diverse communications modes with overseas personnel. (Ongoing)
 - c. Develop scheme to automate regulatory comparability data. (II)
 - d. Automate routine office reports. (Ongoing)
5. Expand employee development to facilitate implementation of changes.
 - a. Develop training on automated system use. (Ongoing)
 - b. Develop FPD training manual. (III)

- c. Design rotation pattern for FPD assignments. (II)
- d. Develop FPD training on system review. (Ongoing)

TABLE 4 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
FOREIGN PROGRAMS DIVISION, IP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Assure Equal to Status of Foreign Plants		25	1,510
a. - Conduct Inspection Reviews of Foreign Certified Facilities	Ongoing		
b. - Notify Foreign Governments of Violations	Ongoing		
c. - Prepare Report to Congress	II		
d. - Maintain Contact with Foreign Officials	Ongoing		
e. - Assure Equal to Status of Foreign Laws and Regulations	Ongoing		
Objective 2 - Improve Support for Import Inspection	Ongoing	2	100
a. - Review and Disseminate Data from AIIS			
b. - Develop Procedures to Facilitate Information Exchange			
c. - Modify AIIS			
d. - Provide Guidance for Uniform Inspection Procedures			
Objective 3 - Implement New Foreign Review Procedures		5	400
a. - Implement Compliance Review Procedures	I		
b. - Introduce New Systems Review Approach	III		
Objective 4 - Expand ADP Capabilities		1	100
a. - Integrate Port-of-Entry and Country Review Data	III		
b. - Explore Overseas Communications Methods	Ongoing		
c. - Automated Regulatory Comparability Data	II		
d. - Automated Routine Reports	Ongoing		
Objective 5 - Expand Employee's ADP Knowledge		1	50
a. - Develop Overall Training Plan	Ongoing		
b. - Write Training Manual	III		
c. - Design Rotation Assignment Pattern	II		
d. - Develop System Review Training	Ongoing		
TOTAL		34	2,160

**Section V
Meat and Poultry
Inspection Operations**

FY 1984 PROGRAM AREA PLAN FOR
MEAT AND POULTRY INSPECTION OPERATIONS

PROGRAM LEADER: R. J. Prucha

PROGRAM ABSTRACT: Meat and Poultry Inspection Operations (MPIO) carries out the requirements of the Federal Meat Inspection Act (FMIA) and Poultry Products Inspection Act (PPIA) to (1) inspect the slaughter of certain domestic livestock and poultry and the domestic processing of meat and poultry products, and (2) assure that domestic and imported meat and poultry products distributed to consumers are safe, wholesome, not adulterated, and honestly and informatively labeled. It is also responsible for assessing the effectiveness of State inspection programs to assure that States, under their jurisdiction, apply meat and/or poultry inspection standards that are at least equal to those applied under the FMIA and the PPIA.

MPIO is also responsible for review and enforcement activities designed to assure that domestic meat and poultry operations are being carried out in a manner that is consistent with established legal and regulatory standards. It also carries out systematic nationwide monitoring of businesses engaged in interstate food marketing and distribution of both domestic and imported products.

MPIO is responsible for coordinating activities and providing guidance and expertise in the implementation of the Equal Employment Opportunity (EEO) Program.

PROGRAM GOALS: 1. Plan, provide leadership, formulate and coordinate policies and direct the administration of MPIO programs and activities to assure that meat and poultry products moving in interstate, intrastate, and foreign commerce are wholesome and not adulterated or misbranded; and the administration of enforcement activities to assure that compliance and enforcement activities are consistent with requirements of the FMIA and PPIA.

SPECIAL EMPHASIS GOALS: 2. Direct the expansion and application of automated data processing capabilities to program, resource, and administrative management activities within MPIO, with primary emphasis on the automation of MPIO's staffing and position management system.

3. Continue the emphasis on correlating the effectiveness and quality of basic field inspection procedures and supervision, and the upgrading of general standards of pre-operational and operational sanitation.

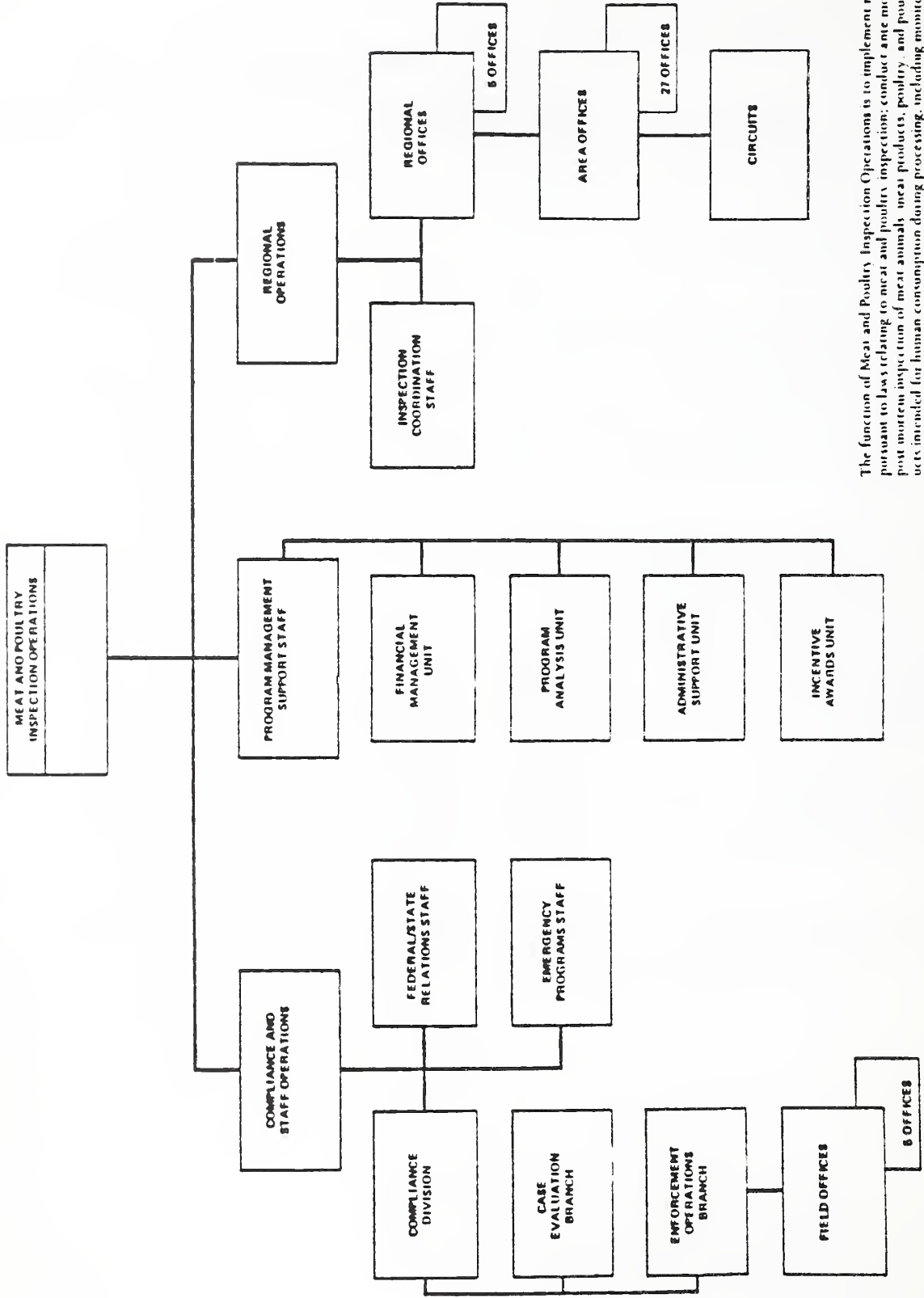
4. Select and implement recommendations of the interim MPIO Training Oversight Board examining supervisory and managerial training for field supervisory personnel on Supervision of Performance System (SPS) theory, impact of supervisory styles, human relations, and managerial change and organizational dynamics.
5. Improve the effectiveness of the Labor Management Relations (LMR) Program by encouraging a mutual problem solving relationship with the National Joint Council (NJC).
6. Assure the continued growth and continuity of the TQC mode of inspection.
7. Enhance the organizational effectiveness of MPIO through improved communications in areas such as: (a) the conduct of "townhall" meetings at Washington and field locations to permit interaction and dialogue between senior management officials and employees on program goals and objectives, (b) expansion of supervisory notes newsletter to all supervisory levels and (c) completion of MPIO Management Improvement Program.
8. Direct the initial implementation phase of the employee integrity training program to increase employee awareness and upgrade employee performance in the area of "ethics and conduct."
9. Continue emphasis on import inspection by using correlation techniques to identify and correct situations where there is lack of uniformity in the application of existing import inspection procedures.
10. Direct the operation of an effective EEO Program within MPIO to ensure that the objectives of the Agency Affirmative Action Plan are met.

TABLE 5 - MEAT AND POULTRY INSPECTION OPERATIONS PROGRAM AREA:
RESOURCES PLANNED FOR FY 1984

Program Activity	FY 1984 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator	4	<u>1/</u>	210	<u>1/</u>
Resource Management and Analysis Staff	19	<u>1/</u>	553	<u>1/</u>
Office of the Assistant Deputy Administrator, Compliance and Staff Operations (CSO):	2	<u>1/</u>	105	<u>1/</u>
Compliance Division	113	<u>1</u>	4,500	<u>1</u>
Emergency Programs Staff	6	<u>1/</u>	255	<u>1/</u>
Federal-State Relations Staff	2	<u>1/</u>	100	<u>1/</u>
Office of the Assistant Deputy Administrator, Regional Operations (RO):	2	<u>1/</u>	204	
Inspection Coordination Staff	16	<u>1/</u>	1,002	<u>1/</u>
Regional Offices	8,481	98	298,048	98
Western	(1,225)	(14)	(40,154)	(13)
Southwestern	(2,044)	(24)	(61,340)	(20)
North Central	(1,544)	(18)	(51,162)	(17)
Southeastern	(2,444)	(28)	(70,844)	(23)
Northeastern	(1,224)	(14)	(40,033)	(13)
Grants-to-State	-	-	(34,505)	(12)
Total Program Area	8,645	100	304,977	100

1/ Less than one percent of total.

FOOD SAFETY AND INSPECTION SERVICE
MEAT AND POULTRY INSPECTION OPERATIONS



The function of Meat and Poultry Inspection Operations is to implement regulations pursuant to laws relating to meat and poultry inspection; conduct ante mortem and post mortem inspection of meat animals, meat products, poultry, and poultry products intended for human consumption during processing, including monitoring accuracy of labels; monitor plants, other facilities, and individuals for compliance with legal orders; inspect for compliance with humane slaughter acts; and monitor equal to inspection programs of states.

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
RESOURCE MANAGEMENT AND ANALYSIS STAFF, MPIO

ACTIVITY LEADER: L. G. Skufe

ACTIVITY ABSTRACT: The Resource Management and Analysis Staff provides analytical and administrative services to the Deputy and his assistants in the: (1) management of assigned people and dollar resources; (2) coordination, review, and development of program work plans; (3) coordination and development of program strategies for carrying out program requirements within assigned resources; (4) integration of the MPIO management process of planning, budgeting and execution; (5) development of program administrative policies and procedures on a variety of subjects; (6) development of the MPIO position on proposed Agency administrative policies and procedures; and (7) administration of the MPIO Incentive Awards Program.

ACTIVITY OBJECTIVE: 1. Conduct a resource planning, analysis, and allocation program of MPIO's assigned and required dollars, and develop improved systems for overseeing the use of financial resources.

Maintenance Areas:

- a. Coordinate the preparation and submission of the MPIO annual budget request. (Ongoing)
- b. Allocate and monitor the status of funds assigned to MPIO organizational units. (Ongoing)
- c. Serve as the program focal point on matters associated with reimbursable practices and procedures. (Ongoing)
- d. Coordinate the preparation and clearance of cooperative and reimbursable agreements. (Ongoing)
- e. Coordinate the review of State program budget requests and the execution of same, including the maintenance of personpower, plant, and productivity data. (Ongoing)
- f. Coordinate the MPIO overtime reconciliation program. (Ongoing)

Special Emphasis
Areas:

g. Design and develop (with Finance Division and NFC assistance) an automated audit system for MP-11 and Time and Attendance (T&A) reconciliation for all personnel; including the capability of identifying high overtime earners. (IV)

2. Conduct a resource planning, analysis, and allocation program of MPIO's assigned and required human resources and develop improved systems for overseeing the use of human resources.

Maintenance Areas:

a. Prepare analyses of human resource utilization and staffing practices (inplant and circuit supervisor structure). (Ongoing)

b. Monitor the impacts on staffing of implementation of new inspection procedures. (Ongoing)

c. Allocate and monitor personnel ceilings assigned to MPIO organizational units. (Ongoing)

d. Monitor and forecast the effects of the demands for inspection service on MPIO's staffing requirements. (Ongoing)

e. Evaluate circuit realignment proposals and monitor to determine the adequacy and balance of the field structure--area and circuit levels. (Ongoing)

Special Emphasis
Areas:

f. Initiate the development of a practitioner's handbook on applying MPIO's inplant human resource utilization policies and practices; outline a mechanism and procedures for routinely establishing, revising, and deleting staffing policies contained in the handbook. (Ongoing)

3. Conduct a program and management analysis program in support of ongoing MPIO activities.

Maintenance Areas:

a. Coordinate the development of MPIO's operating alternatives and strategies to maximize assigned resources. (Ongoing)

b. Provide staff support to MPIO SES employees in the documentation of performance accomplishments. (Ongoing)

c. Coordinate the preparation, submission, and maintenance of the annual program plan. (Ongoing)

d. Coordinate and develop MPIO's administrative policies, procedures, and requirements. (Ongoing)

e. Coordinate and develop MPIO's position on proposed FSIS administrative policies and procedures. (Ongoing)

f. Conduct management analysis review of the area office functions. (I)

g. Coordinate the use and application of automated data goals: processing capabilities to extract and analyze organization and staffing data with primary focus on automating the MP-490 system; and improve the handling of high-volume program and administrative paperwork in MPIO regions. (Ongoing)

h. Develop a revised set of productivity indicators; identify and correlate data elements to support revised indicators. (III)

i. Implement a new staffing structure for the regional office administrative staff. (III)

4. Provide general management advisory assistance and services to MPIO field and headquarters units.

a. Administer MPIO's Incentive Awards Program. (Ongoing)

b. Provide day-to-day administrative services (i.e., personnel, procurement, budget, finance, and EEO) to MPIO Headquarters units. (Ongoing)

Special Emphasis
Areas:

TABLE 6 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 RESOURCE MANAGEMENT AND ANALYSIS STAFF, MPIO

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Conduct a Financial Resource Planning, Analysis, and Allocation Program		5	146
<u>Maintenance Areas</u>			
a. - Coordinate MPIO Budget Request	Ongoing		
b. - Status of Funds	Ongoing		
c. - Reimbursable Practices and Procedures	Ongoing		
d. - Coordinate Cooperative and Reimbursable Agreements	Ongoing		
e. - Coordinate Review of State Budget Requests	Ongoing		
f. - Coordinate Over-Time Reconciliation Program	Ongoing		
<u>Special Emphasis Areas</u>			
g. - Develop Automated Audit System (MP-11 and T&A's)	IV		
Objective 2 - Conduct a Human Resource Planning, Analysis, and Allocation Program	Ongoing	3	87
<u>Maintenance Areas</u>			
a. - Analyses of Human Resource Utilization			
b. - Monitor Impact of New Inspection Procedures			
c. - Allocate and Monitor Personnel Ceilings			
d. - Monitor and Forecast the Effects of the Demands for Inspection on Staffing			
e. - Evaluate Circuit Realignment Proposals			
<u>Special Emphasis Areas</u>			
f. - Develop a Practitioner's Handbook on Resource Utilization			

TABLE 6 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 RESOURCE MANAGEMENT AND ANALYSIS STAFF, MPIO - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 3 - Conduct a Program/Management Analysis Program <u>Maintenance Areas</u>		3	87
a. - Coordinate the Development of Operating Alternatives	Ongoing		
b. - Document Performance Accomplishments	Ongoing		
c. - Coordinate the Annual Program Plan	Ongoing		
d. - Develop MPIO's Administrative Policies, Procedures, and Requirements	Ongoing		
e. - Develop MPIO's Position on FSIS Administrative Policies	Ongoing		
<u>Special Emphasis Areas</u>			
f. - Conduct Review of Area Office Functions	I		
g. - Coordinate Automated Data Goals (MP-490's)	Ongoing		
h. - Develop Revised Productivity Indicators	III		
i. - Implement New Regional Administra- tive Office Staffing Structure	III		
Objective 4 - Management Advisory Assistance	Ongoing	8	233
a. - Incentive Awards Program			
b. - Day-to-Day Administrative Services			
TOTAL		19	553

FY 1984 PROGRAM ACTIVITY PLAN FOR
THE OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR
FOR COMPLIANCE AND STAFF OPERATIONS, MPIO

ACTIVITY LEADER: M. L. Goodman

ACTIVITY ABSTRACT: The Office of the Assistant Deputy Administrator, Compliance and Staff Operations, participates with the Deputy Administrator, MPIO, in formulating policy for: (1) enforcement activities assuring compliance with the FMIA and PPIA; (2) responses to major food contamination incidents; and (3) assuring that the "equal to" requirements of the FMIA and PPIA are carried out in State inspection programs.

- PROGRAM GOALS:
1. Participate with the Deputy Administrator, MPIO, in the planning and formulation of policies and programs of Compliance, Emergency Programs, and Federal/State Relations activities.
 2. Plan, provide leadership, and administer activities in conducting:
 - Surveillance and enforcement program;
 - Emergency programs; and
 - Federal/State relations program.
 3. Direct, coordinate, and integrate the activities of subordinate levels and serve as the policy level for interfacing with officials of FSIS, USDA, other government agencies, industry, trade organizations, National Association for Federal Veterinarians (NAFV), and the Association for Technical and Supervisory Personnel (ATSP).
- SPECIAL EMPHASIS GOALS:
4. Participate with Regional Directors and compliance officers-in-charge to assure that close, cooperative working relationships are maintained.
 5. Assure and maintain a close liaison with the Office of the Inspector General (OIG) and the Office of the General Counsel to ensure fairness and uniformity.
 6. Direct the operation of an effective EEO Program within Compliance and Staff Operations to ensure that the objectives of the headquarters Affirmative Action Plan are met.

FY 1984 PROGRAM ACTIVITY PLAN FOR
THE COMPLIANCE DIVISION, CSO, MPIO

ACTIVITY LEADER: R. W. Gonter

ACTIVITY ABSTRACT: The Compliance Division provides the primary regulatory control over businesses engaged in the transportation, storage, and distribution of meat and poultry products after leaving the federally inspected establishment. The Division also has the authority to act when violations occur inside federally inspected plants. The conduct of regulatory compliance activities is carried out through a network of five field area offices and 75 compliance officers who review firms in the meat and poultry inspection allied industries and provide investigatory assistance to inspection officials becoming aware of alleged violations involving distribution of meat and poultry products.

Additionally, the Division cooperates with States in the maintenance of compliance programs for intrastate products and businesses and monitors State compliance programs to assure that they meet "equal to" requirements of the FMIA and PPIA.

ACTIVITY OBJECTIVES: 1. Provide professional and technical direction to the conduct of field compliance activities for (a) monitoring all types of businesses engaged in marketing and distribution of meat and poultry products, and (b) detecting and documenting violations of inspection laws and regulations.

Maintenance Areas:

- a. Schedule, provide support to, and conduct semi-annual correlation meetings with compliance officers-in-charge. (Ongoing)
- b. Schedule and coordinate approximately 40,000 planned and random reviews of firms in the allied industries. (Ongoing)
- c. Coordinate field activities relating to detentions and seizures, recalls, and other actions necessary to control violative products. (Ongoing)
- d. Participate in meetings with other government agencies to discuss Program policy and enforcement requirements. (Ongoing)

Special Emphasis Areas:

- e. Coordinate Compliance staff assistance to other MPIO officials during food contamination incidents involving residue detection and food contamination affecting public health. Coordinate retail sampling necessary to monitor distribution of suspect product in market channels. (Ongoing)

- f. Coordinate the control and prompt disposal of "refused entry" meat and poultry products to preclude diversion of adulterated/misbranded imported food products into the domestic food chain. (Ongoing)
2. Coordinate the reviews and analyses of State compliance programs to assure that State programs meet the "equal to" provisions of meat and poultry inspection laws.

Maintenance Areas:

- a. Cooperate with States in the development and maintenance of compliance programs for intrastate products and businesses including the design of operating compliance systems, methods, guidelines, and procedures for enforcing laws and regulations. (Ongoing)
 - b. Meet with State compliance officials at area and/or national meetings to coordinate uniform application of enforcement requirements. (Ongoing)
 - c. Conduct management and program assessments of State compliance programs including onsite reviews. (Ongoing)
3. Initiate prescribed sanctions in accordance with FSIS case disposition guidelines. Based on past trends, this will result in approximately 800 warning letters and 100 referrals for criminal, civil, or administrative action.

Maintenance Areas:

- a. Maintain close liaison with the Office of the Inspector General (OIG) and the Office of the General Counsel (OGC) to ensure fairness and uniformity. (Ongoing)
- b. Monitor consistency and clarity of case documentation and recommend improvements. (Ongoing)

TABLE 7 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
COMPLIANCE DIVISION, CSO, MPIO

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Direction to Field Compliance Activities Maintenance Areas	Ongoing	101	4,022
a. - Conduct Semi- Annual Correlation Meetings			
b. - Coordinate Planned and Random Reviews in Allied Industries			
c. - Coordinate Field Activities Concerning Violative Products			
d. - Participate in Meetings with Government Agencies			
Special Emphasis Areas			
e. - Coordinate Staff Assistance for Food Contamination Incidents and Coordinate Retail Sampling			
f. - Coordinate the Control and Disposal of "Refused Entry" Product			
Objective 2 - Coordinate Reviews of State Compliance Programs Maintenance Areas	Ongoing	3	119
a. - Cooperate with States			
b. - Meet with State Officials			
c. - Assess State Compliance Programs			
Objective 3 - Initiate Sanctions Maintenance Areas	Ongoing	9	359
a. - Liaison with OGC			
b. - Monitor Case Documentation			
TOTAL		113	4,500

FY 1984 PROGRAM ACTIVITY PLAN
COMPLIANCE DIVISION, MPIO
FIELD AREA OFFICES

ACTIVITY LEADERS:

A. L. Eidsvig
Alameda, CA Field Office

R. Campos
Dallas, TX Field Office

W. J. Carpenter
Des Moines, IA Field Office

B. G. Lott
Atlanta, GA Field Office

J. D. Priore
Moorestown, NJ Field Office

PRIMARY ACTIVITY
OBJECTIVE:

To direct regulatory compliance activities among assigned resources monitoring the activities of businesses engaged in transportation, storage, and distribution of meat and poultry products.

SUPPORTING
OBJECTIVES:

1. Coordinate field compliance activities for (a) monitoring all types of businesses engaged in marketing and distribution of meat and poultry products and (b) preventing violations of inspection laws and regulations.

Maintenance Areas:

a. Conduct planned and random reviews of firms in the allied industries through the Planned Compliance Program. (Ongoing)

b. Document violations of laws and regulations and submit report of findings to appropriate officials for corrective action. (Ongoing)

c. Direct resources to handling detentions and seizures, recalls, and other actions necessary to control violative products. (Ongoing)

d. Participate in meetings with other government agencies, industry, consumer groups, and educational institutions to discuss Program policy and enforcement requirements. (Ongoing)

- e. Participate with Regional Directors in establishing and directing joint inspection/compliance efforts to assure the most effective regulatory approach to industry operations. (Ongoing)
2. Monitor and certify "equal to" status of State compliance programs.

Maintenance Areas:

- a. Review and analyze State compliance programs to assure that they meet "equal to" provisions of meat and poultry inspection laws. (Ongoing)
- b. Meet with State compliance officials at least annually to discuss State compliance efforts and coordinate uniformity in the application of Federal/State enforcement requirements. (Ongoing)

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
EMERGENCY PROGRAMS STAFF, CSO, MPIO

ACTIVITY LEADER: E. E. Montgomery

ACTIVITY ABSTRACT: The Emergency Programs Staff coordinates the FSIS response to emergency situations affecting the acceptability of meat and poultry products for human consumption. Emphasis is directed to situations where meat and poultry products are contaminated with drug or chemical residues, other adulterants or microbiological contamination that would require the recall of affected products. The Emergency Programs Staff is a focal point for reporting all contamination problems, including radiological, that are identified by MPIO field personnel, other FSIS programs, other Federal and State government agencies and industry. This Staff also directs and coordinates FSIS Contamination Response System (CRS) teams, which provide expertise in resolving emergency contamination problems, and provides guidance to MPIO field personnel in determining the critical nature of contamination situations.

ACTIVITY OBJECTIVES: 1. Carry out the responsibilities of MPIO in response to residue violations.

Maintenance Areas:

- a. Coordinate activity of CRS team on every residue finding which meets CRS criteria. (Ongoing)
- b. Provide guidance to MPIO field personnel in determining the appropriate response to residue contamination incidents and coordinate these actions with Regional Operations and other FSIS units. (Ongoing)

Special Emphasis Areas:

- c. Assess, maintain, and coordinate MPIO field activities in the implementation of Science residue programs to assure that they are conducted uniformly and appropriately. (III)
- d. Participate with other FSIS units in developing a tripartite agreement among FSIS, the Food and Drug Administration (FDA) and the Environmental Protection Agency (EPA) on the field residue program. (IV)

2. Improve CRS activities.

Maintenance Areas:

- a. Review what residue findings are covered by CRS and maintain the active status of the CRS team. (Ongoing)
- b. Cooperate with FDA and EPA in establishing contact within State governments for reporting residue problems. (Ongoing)

Special Emphasis
Areas:

- c. Prepare and implement FSIS procedures for the Agency's response to CRS problems. (IV)
 - d. Prepare and implement plans for a permanent headquarters based CRS Control Center. (IV)
 - e. Prepare and implement plans for an onsite CRS logistical support Control Center. (IV)
3. Establish and maintain a system for responding to food contamination problems other than residues.

Maintenance Areas:

- a. Implement FSIS procedures for the Agency's response to recall situations including determining the need for the recall. (Ongoing)
 - b. Coordinate the FSIS team action in response to emergency situations. (Ongoing)
 - c. Plan, coordinate, and serve as MPIO's liaison with Agency officials for activities related to the Federal Emergency Management Agency. (Ongoing)
4. Plan and develop proposals for automated systems needed for CRS and MPIO case response.

Maintenance Areas:

- a. Manage and account for resources utilized in response to CRS and other emergency situations. (Ongoing)

Special Emphasis
Areas:

- b. Identify management information requirements utilizing available data from MARCIS (Microbiological and Residue Computer Information System). (IV)
- c. Expand current Electronic Mail System capabilities of the staff to include communication links with the MPIO regional and field offices. (IV)

TABLE 8 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
EMERGENCY PROGRAM STAFF, CSO, MPIO

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Respond to Residue Violations <u>Maintenance Areas</u>		2	85.0
a. - Coordinate CRS Team Activity	Ongoing		
b. - Provide Guidance to MPIO Field Personnel	Ongoing		
<u>Special Emphasis Areas</u>			
c. - Correlate MPIO Field Activities in Residue Programs	IV		
d. - Strengthen Existing MOU's with FDA and EPA	IV		
Objective 2 - Improve CRS Activities <u>Maintenance Areas</u>		2	85.0
a. - Review Findings	Ongoing		
b. - Federal/State Liaison	Ongoing		
<u>Special Emphasis Areas</u>			
c. - Procedures for Agency Response to CRS Problems	IV		
d. - Headquarters CRS Control Center	IV		
e. - On-Site Field CRS Control Center	IV		
Objective 3 - Establish and Maintain a System for Other Food Contamination Problems		1	42.5
<u>Maintenance Areas</u>			
a. - Implement FSIS Recall Procedures	Ongoing		
b. - Coordinate Response to Emergency Situations	Ongoing		
c. - FEMA Activities	Ongoing		
Objective 4 - Develop Proposals for Automated Systems		1	42.5
<u>Maintenance Areas</u>			
a. - Management Resource Utilization	Ongoing		
<u>Special Emphasis Areas</u>			
b. - Identify Management Information Requirements	IV		
c. - Expand Electronic Mail System	IV		
TOTALS		6	255.0

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
FEDERAL-STATE RELATIONS STAFF, CSO, MPIO

ACTIVITY LEADER: C. O. McCullough

ACTIVITY ABSTRACT: This Staff provides leadership and technical assistance to MPIO Regional Directors and State officials in States conducting inspection programs for meat and poultry products that will be sold only within the State. Such State intrastate inspection programs must be at least "equal to" the Federal system. To determine the continuing adequacy of State programs in maintaining at least equal programs, State laws and regulations, appropriations, staffing and enforcement, and plants are reviewed on a continuing basis. This Staff coordinates policy interpretation and determinations with other headquarters staffs on custom-exempt operations, caterers, retailers and similar operations. This Staff provides technical input on inspection activities for state operations under the Cooperative Inspection Program during the financial development and allocation process.

ACTIVITY OBJECTIVES: 1. Provide information and guidelines concerning State inspection programs.

Maintenance Areas:

- a. Meet with State program directors at regional and/or national meetings to coordinate uniform application of inspection requirements and obtain their ideas and suggestions. (Ongoing)
- b. Assure that State program directors receive and are given the opportunity where appropriate to comment on proposed changes in Federal laws, regulations, procedures and directives. (Ongoing)
- c. Participate in meetings with other government agencies, industry organization, consumer groups, educational institutions and other interested groups to discuss program policy and procedures, and obtain input for enhancing the program. (Ongoing)
- d. Enhance available resource and reference data concerning State programs by expanding the collection of State plant data. (Ongoing)
- e. Coordinate with other headquarters' staffs to assure that State program concerns are considered in the decision making process. (Ongoing)

2. Coordinate the reviews and analyses of State inspection programs to assure that State programs meet the "equal to" provisions of the meat and poultry inspection laws.

Maintenance Areas:

- a. Coordinate the selection of plants to be reviewed with the Regional Directors based on category rating of the State programs. (Ongoing)

- b. Review and analyze State review reports to determine the status of the State programs. (Ongoing)

Special Emphasis Areas:

- c. Conduct management and programs assessments of State inspection programs including on-site reviews accompanied by regional personnel. (Ongoing)

- d. Confer with other headquarters' staffs to determine if State programs are meeting "equal to" provisions. (Ongoing)

3. Conduct special projects.

Maintenance Areas:

- a. Coordinate activities associated with State designations, difficulties in administering State programs, and pending State legislation. (Ongoing)

- b. Complete revision of directive 910.1 (Review of Certified State Meat and Poultry Inspection Programs) by combining with directives 915.3 (Reviewing Custom Operations Purportedly Exempt from Inspection under the Federal Meat Inspection Act and "At Least Equal" State laws), 915.7 (Reviewing Poultry Operations Purportedly Exempted from Inspection), 9020.1 (Establishments Requiring Additional Inspection Effort), and part of 915.2 (Policy for Designating States and Establishments). (II)

TABLE 9 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 FEDERAL-STATE RELATIONS STAFF, CSO, MPIO

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Guidance for State Inspection <u>Maintenance Areas</u> a. - Meet with State Directors b. - State Input on Changes c. - Meet with Agencies/Industries d. - Enhance/Expand State Program Data Base e. - Headquarters Coordination	Ongoing	.9	43.8
Objective 2 - Assure States Meet the "Equal To" Provisions of MPI Laws <u>Maintenance Areas</u> a. - Coordinates Plants to Review b. - Analysis of State Programs <u>Special Emphasis Areas</u> c. - On-Site Reviews d. - Determine "Equal To" Status of States	Ongoing	.9	43.8
Objective 3 - Special Projects a. - Activities within State b. - Complete Revision of Directive	Ongoing II	.2	12.4
TOTAL		2.0	100.0

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR FOR
REGIONAL OPERATIONS, MPIO

ACTIVITY LEADER: W. S. Horne

ACTIVITY ABSTRACT: The Office of the Assistant Deputy Administrator, Regional Operations (RO), participates with the Deputy Administrator, MPIO, in formulating policy for inspection procedures and resource management in all regional operations. The conduct of regulatory inspection activities is carried out through a network of five regional offices, subordinate areas, and inspection circuits, as well as professional and technical headquarters support.

- PROGRAM GOALS:
1. Participate with the Deputy Administrator, MPIO, in the planning and formulation of policies and programs related to inplant inspection activities and field supervisory/management structure and responsibilities.
 2. Plan, provide leadership, and administer activities in conducting a national meat and poultry inspection program.
 3. Direct, coordinate, and integrate the activities of subordinate levels and serve as the policy level for interfacing with the Congress, officials of FSIS, USDA, other government agencies, industry, trade organizations, American Federation of Government Employees (AFGE), National Association of Federal Veterinarians (NAFV), and Association for Technical and Supervisory Professionals (ATSP).
- SPECIAL EMPHASIS GOALS:
4. Direct the implementation of recommendations for handling work overload at the Veterinary Inspector-in-Charge (IIC) level.
 5. Improve the effectiveness of the Labor Management Relations (LMR) Program by encouraging a mutual problem solving relationship with the National Joint Council (NJC) AFGE.
 6. Participate and provide staff resources in the development, implementation, and maintenance of automated data processing applications for program, resource, and administrative management activities within Regional Operations.
 7. Continue the emphasis on correlating the effectiveness and quality of basic field inspection procedures, supervision, and general in-plant sanitation standards.
 8. Coordinate regional execution of a program which assures the continuity and growth of the TQC mode of inspection. Includes education of line personnel on the viability of

TQC, marketing of TQC to industry operators, technical assistance to industry operators in the development of TQC systems, continuing assessment of inspection activities in plants under TQC mode of inspection, and monitoring of the resource implications to TQC inspection.

9. Monitor the initial implementation phase of the employee integrity training program to increase employee awareness and upgrade employee performance in the area of "ethics and conduct."
10. Continue emphasis on import inspection by using correlation techniques to identify and correct situations where there is lack of uniformity in the application of existing import inspection procedures.
11. Coordinate and direct the implementation of selected recommendations of the interim MPIO Training Oversight Board examining supervisory and managerial training for field supervisory personnel on Supervision of Performance System (SPS) theory, impact of supervisory styles, human relations, managerial change, and organizational dynamics.
12. Coordinate the transfer and integration of certain export coordination staff activities from International Programs to the MPIO Regional Offices.
13. Direct the operation of an effective EEO Program within the MPIO regions to ensure that the objectives of the Regional Affirmative Action Plans are met.

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
INSPECTION COORDINATION STAFF, MPIO

ACTIVITY LEADER: M. L. Huggins

ACTIVITY ABSTRACT: The Inspection Coordination Staff provides professional and technical support to all field levels and coordinates programs and activities for the inspection of meat and poultry products. This includes (a) ante-mortem and post-mortem inspection; (b) processed products inspection including partial and total quality control systems; (c) control of inedible and condemned products; (d) humane slaughter; (f) and application of criteria and standards relating to sanitation, labeling, marking, packaging, pathology, microbiology, toxicology, chemistry and residues; (f) import inspection; and (g) export certification.

- ACTIVITY OBJECTIVES: 1. Provide professional and technical direction and coordinate field inspection activities for the inspection of meat and poultry products involving:
- Ante-mortem and post-mortem inspection, moisture control, and allied slaughter inspection
 - Processed products inspection;
 - Quality control inspection activities;
 - Import inspection activities;
 - Residue surveillance activities;
 - Humane slaughter and;
 - Export inspection activities.

Maintenance Areas:

- a. Schedule, provide support, and conduct two correlation meetings and six conference calls with regional staff assistants for red meat and poultry slaughter and export inspection activities. (Ongoing)
- b. Schedule, provide staff support and conduct one correlation meeting with Regional Processing Staff Assistants. (II)
- c. Schedule, provide staff support and conduct one TQC/PQC meeting and six conference calls with regional processing staff assistants and TQC specialist. (III)

d. Participate with regional staff assistants in the review of In-Plant Performance Systems (IPPS) to correlate standards. (Ongoing)

e. Attend and participate in selected regional/area supervisors meeting. (Ongoing)

f. Monitor regional implementation of Agency directives on cross-utilization. (Ongoing)

g. Review modified traditional inspection of young chickens to examine uniformity of inspection procedures and facility requirements. (IV)

h. Coordinate the implementation of revised TQC work standards and recommendations of the task force on TQC staffing. (IV)

Special Emphasis Areas:

2. Provide technical consultation and guidance to other program areas:

Maintenance Areas:

a. Participate with Technical Services in the development and revision of inspection procedures; LMR staff, Employee Relations Branch and EEO staff in maintenance of effective employee relations, labor-management relations and EEO programs; and Program Training Division and Employee Development Branch to identify training needs. (Ongoing)

b. Participate with Emergency Programs Staff in responding to problems and making determinations about recalls; and with CRS teams when an emergency response is triggered. (Ongoing)

3. Coordinate response to industry complaints and concerns.

a. Maintain liaison with industry officials and trade organizations at the national level. (Ongoing)

b. Respond to industry appeals which have escalated to the National level; and investigate unusual problems and recommend corrective action. (Ongoing)

4. Maintain uniformity of inspection for foreign meat and poultry products offered for entry into the U.S., increase control and identification of refused entry product and maintain uniformity of inspection and certification of meat and poultry products offered for export.

Maintenance Areas:

- a. Schedule, provide staff support, and conduct one correlation meeting with regional staff assistants for processing to assure uniform interpretation and application of import inspection policies and procedures. (III)
- b. Participate with international programs in the development of import and export inspection policies and procedures. (Ongoing)
- c. Coordinate the application of import and export inspection policies and procedures with regional staffs to assure national uniformity. (Ongoing)
- d. Implement revised import inspection procedures to assure that only wholesome, unadulterated, accurately identified, and properly certified foreign products from acceptable sources enter the U.S. commerce for human consumption. (Ongoing)

Special Emphasis Areas:

- e. Review import inspection facilities at major port-of-entry (POE) and destination locations to assure they are acceptable and that import inspection procedures and policies are applied efficiently and uniformly. (IV)
- f. Coordinate program efforts to plan, develop and present formal training to import application examiners. (Ongoing)

- 5. Inform MPIO management about applicable sections of the Department's health and safety program including statistics on injuries and accidents within Regional Operations.

Maintenance Areas:

- a. Review approximately 1,400 reports of MPIO employee health programs, first aid treatment, inplant and motor vehicle accidents; distribute a national MPIO health/safety report to MPIO management and regional offices. (Ongoing)
 - b. Coordinate and participate in a training program to inform all MPIO employees of on-the-job accident prevention procedures and safe working practices. (Ongoing)
- 6. Carry out special projects: FOIA and Privacy Act. (As Assigned)

TABLE 10 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
INSPECTION COORDINATION STAFF, MPIO

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Direction and Coordinate Field Inspection Program Maintenance Areas		6.0	378
a. - Provide Staff Support to Regional Staff (Slaughter, Export)	Ongoing		
b. - Provide Staff Support to Regional Staff (Processing, Imports)	II		
c. - Provide Staff Support to Regional Staff (TQC)	III		
d. - Review IPPS	Ongoing		
e. - Participate in Regional/Area Supervisors Meetings	Ongoing		
f. - Coordinate Implementation of Cross Utilization	Ongoing		
Special Emphasis Areas			
g. - Review MTI Procedures/Facility Requirements	IV		
h. - Coordinate Implementation of TQC Work Standards	IV		
Objective 2 - Provide Technical Consultation and Guidance Maintenance Areas		3.0	188
a. - Other FSIS Units	Ongoing		
b. - Recalls	Ongoing		
Objective 3 - Coordinate Responses to Industry Maintenance Areas		1.5	93
a. - Maintain Industry Liaison	Ongoing		
b. - Industry Appeals and Investigate Unusual Problems	Ongoing		
Objective 4 - Maintain Uniformity of Inspection for Foreign Products		2.5	156
a. - Conduct an Export/Import Correlation Meeting	III		
b. - Participate with International Programs	Ongoing		
c. - Coordinate Import Inspection Procedures	Ongoing		
d. - Implement Revised Import Inspection Procedures	Ongoing		

TABLE 10 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
INSPECTION COORDINATION STAFF, MPIO - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
<u>Special Emphasis Areas</u>			
a. - Review Import Inspection Activities	IV		
b. - Coordinate Support Training	Ongoing		
Objective 5 - Provide Direction to MPIO's Health and Safety Efforts		2.5	156
<u>Maintenance Areas</u>			
a. - Review and Analyze Health/Safety/ Accident Reports	Ongoing		
b. - Coordinate Accident Prevention Training Program	Ongoing		
Objective 6 - Carry out Special Projects FOIA & PA	As Assigned	<u>0.5</u>	<u>31</u>
TOTAL		16.0	1,002

FY 1984 PROGRAM ACTIVITY PLAN
REGIONAL OPERATIONS, MPIO
REGIONAL OFFICES

ACTIVITY LEADERS: D. C. Breeden
Western Region

N. B. Isom
Southwestern Region

K. O. McDougall
North Central Region

J. D. Willis
Southeastern Region

M. C. McNay
Northeastern Region

PRIMARY ACTIVITY OBJECTIVE (Regional Level): Direct the application of inspection policies and manage assigned resources to maintain an efficient and effective program.

SUPPORTING OBJECTIVES: 1. Maintain a mandatory program for the inspection of meat and poultry products intended for human consumption.

Maintenance Areas:

- a. Provide inspection service to meat and poultry slaughtering and processing plants; issue withdrawals, temporary suspensions from inspection, or other significant modifications to the basic grant of inspection. (Ongoing)
- b. Participate in meetings with industry, consumer groups, and educational institutions to discuss program policy and requirements. (Ongoing)
- c. Participate with industry representatives and FSIS personnel in testing new or revised inspection procedures. (Ongoing)
- d. Participate with Compliance Officers-in-Charge in establishing and directing joint inspection/compliance efforts to assure the most effective regulatory approach to industry operations. (Ongoing)

2. Direct and monitor the integration of inspection policy into operational programs; evaluate the supervision and direction provided to the circuit and the inplant performance system (IPPS) levels by the area level of the organization; and monitor the effectiveness of efforts to upgrade general in-plant sanitation standards.

Maintenance Areas:

- a. Conduct at least quarterly work unit meetings with area supervisors. (Ongoing)
- b. Attend at least one work unit meeting with circuit supervisors in each area per year. Regional staff official(s) will attend selected work unit meeting(s) with circuit supervisors in each area. (Ongoing)
- c. Conduct two correlation meetings (slaughter and processing) with area and circuit supervisory personnel. (Ongoing)
- d. Conduct in-plant reviews to assess the effectiveness and uniformity of application of the following activities in at least five percent of each area's federally inspected plants per year: (Ongoing)
 - (1) Ante-mortem and post-mortem inspection and disposition.
 - (2) Processing inspection.
 - (3) Partial and total quality control inspection programs.
 - (4) Moisture control programs for poultry.
 - (5) Acceptable quality level inspection programs.
 - (6) Plant improvement (sanitation) programs.
- e. Monitor the field residue sampling and testing programs, take appropriate follow-up actions as directed by headquarters, and document associated costs. (Ongoing)
- f. Coordinate regional resources to respond to and contain emergency food contamination incidents as directed by Contamination Response System (CRS) teams or Emergency Programs Staff. (Ongoing)

Special Emphasis Areas:

- g. Direct the execution of a program which assures the continuity and growth of the TQC mode of inspection. Includes education of line personnel on the viability of TQC, marketing of TQC to industry operators, technical assistance to industry operators on the development of TQC systems, continuing assessment of inspection activities in the plants, and monitoring of the resource implications to TQC inspection. (Ongoing)

h. Continue emphasis on import inspection by using correlation techniques to identify and correct situations where there is lack of uniformity in the application of existing import inspection procedures. (Ongoing)

i. Initiate regional export coordination activities upon the transfer of those activities from International Programs. (Ongoing)

j. Implement selected recommendations of the interim MPIIO Training Oversight Board examining supervisory and managerial training for field supervisory personnel. (Ongoing)

3. Provide technical advice and financial assistance to State inspection programs.

Maintenance Areas:

a. Monitor and certify the "equal to" status of State programs where appropriate and meet at least annually with State program officials. (Ongoing)

b. Recommend action on State budget requests and assess progress towards implementing recommendations for cost avoidance/reduction. (Ongoing)

4. Coordinate integration of resource management decisions into operational programs.

Maintenance Areas:

a. Provide for inspection service to all plants operating under Federal inspection. (Ongoing)

b. Evaluate on at least a monthly basis the need for staffing changes as a result of industry and program changes, and take appropriate corrective action on changes recommended as a result of indepth, comprehensive plant reviews. (Ongoing)

c. Regional Directors will evaluate on at least a monthly basis the use of assigned funds to support the accomplishment of program inspection priorities. (Ongoing)

d. Maintain an effective overview of area and circuit alignment within the region and take necessary action when required. (Ongoing)

Special Emphasis Areas:

e. Implement selected recommendations for handling work overload at the Veterinary Inspector-in-Charge (IIC) level. (IV)

f. SOUTHWESTERN REGION ONLY: Develop and conduct a two-day intensive training program for circuit supervisors on administrative matters, including preparation of T&A reports, travel vouchers and MP-11's. (IV)

5. Direct and monitor personnel and general management programs.

Maintenance Areas:

a. Conduct and maintain an effective EEO program, including development of an affirmative action plan in accordance with EEOC guidelines and schedule regional EEO committee meetings at least two times annually. (Ongoing)

b. Conduct and maintain an effective regional LMR Program in accordance with law and agency rules. (Ongoing)

c. Conduct and maintain a safety and health program in accordance with published guidelines, executive orders, and the Occupational Safety and Health Act of 1970. (Ongoing)

Special Empahsis Areas:

d. Direct the initial implementation phase of the employee integrity training program to increase employee awareness and upgrade employee performance in the area of "ethics and conduct." (IV)

e. Participate and provide staff resources in the development, implementation, and maintenance of automated data processing applications for program, resource, and administrative management activities within Regional Operations. (Ongoing)

f. NORTHEASTERN REGION ONLY: Review each area office's files and records maintenance practices. (Ongoing)

FY 1984 PROGRAM ACTIVITY PLAN
REGIONAL OPERATIONS, MPIO
AREA OFFICES

ACTIVITY LEADER: The 26 Area Offices are strategically located around the country to provide needed managerial support and supervisory direction to inspection activities.

PRIMARY ACTIVITY OBJECTIVE: Manage inspection and human resource activities for a group of circuits and assure consistency in the direction, approach, and application of regulatory inspection policy on the affected industry.

SUPPORTING OBJECTIVES: 1. Monitor the integration of inspection policy into operational programs and evaluate the supervision and direction provided to the inplant performance system (IPPS); and evaluate efforts to upgrade general in-plant sanitation standards.

Maintenance Areas: a. Perform an on-site assessment of each circuit supervisor's review of an IPPS three times per year to assure the effectiveness of the Supervision of Performance System (SPS), determine the cause of any performance deficiencies, and formulate corrective actions. (IV)

b. Evaluate the indepth, comprehensive plant review by circuit supervisors, and assume appropriate corrective action, including recommendations for staffing changes, is initiated. (Ongoing)

c. Monitor dispositions made during each slaughter IPPS review with veterinary circuit supervisors and correlate disposition decisions on a quarterly basis. (Ongoing)

d. Monitor processing inspection procedures (including product labeling) by observing each circuit supervisor's review of at least five different products three times per year. (Ongoing)

e. Conduct, at least quarterly, work unit meetings with circuit supervisors. (Ongoing)

Special Emphasis Areas:

f. Discuss and promote quality control (QC) concepts with circuit supervisors. Make onsite evaluations of the effectiveness of TQC plans of inspection and circuit supervisors' reviews of TQC IPPS to assure effectiveness of supervision over inplant TQC mode of inspection. (Ongoing)

2. Provide technical direction to efforts insuring the maintenance of States "equal to" status.

Maintenance Areas :

- a. Meet quarterly with State program officials, as appropriate, to coordinate, discuss, and document States "equal to" status and inspection program efforts. (Ongoing)

- b. Conduct an annual correlation meeting, as appropriate, with circuit supervisors and State program officials concerning the application of review criteria in State plants. (Ongoing)

3. Maintain liaison with industry officials to enhance the effectiveness of regulatory inspection activities.

Maintenance Areas:

- a. Respond to appeals from industry plant management concerning specific decisions and actions by subordinate levels. (Ongoing)

- b. Maintain contact with industry officials and trade associations and inform them of pending and/or anticipated changes in policy or procedures. (Ongoing)

Special Emphasis Areas:

- c. Promote the acceptance of TQC and provide necessary staff support to expedite the development and approval of plant TQC systems. (Ongoing)

4. Manage assigned people and dollar resources.

Maintenance Areas:

- a. Respond to requests for inspection service or initiate action to effect suspension and/or withdrawal in inoperative plants within time frames specified by MPIO directives and the regional office. (Ongoing)

- b. Manage inspection requirements by assuring assignments are accurately described and properly staffed. (Ongoing)

- c. Utilize intermittent employee hours with assigned allocation levels. Requests for additional allocation will be promptly submitted to regional officials and allocations shall not be exceeded without prior approval. (Ongoing)

- d. Review reimbursable overtime usage, as requested by regional officials, to assure that inspection staffing and services rendered are consistent with established policy guidelines. (Ongoing)

5. Participate with FSIS and other government agency officials concerning cooperative efforts in the review, assessment, or development of effective regulatory activities.
 - a. Respond in accordance with established procedures to reviews made by other FSIS units of inplant inspection and/or management activities within their areas of responsibility. (Ongoing)
 - b. Participate in the field testing of new or revised inspection policies and procedures by coordinating the availability of inspection resources in plants identified for test purposes. (Ongoing)
 - c. Participate, as required, with other government agency officials in cooperative regulatory activities. (Ongoing)

FY 1984 PROGRAM ACTIVITY PLAN
REGIONAL OPERATIONS, MPIO
CIRCUIT SUPERVISORY LEVEL

ACTIVITY LEADER: The 203 geographically-dispersed circuit supervisors represent a mobile, second-line unit to assure the uniformity in regulatory inspection activities.

PRIMARY ACTIVITY OBJECTIVE: To provide supervisory control and direction of the inplant performance system (IPPS) which assures uniformity in the application of regulatory inspection policy and procedures on the affected industry.

SUPPORTING OBJECTIVES: 1. Evaluate the effectiveness of the IPPS.

Maintenance Areas:

a. Visit each IPPS 11 times per year to review conformance with established procedures and policies, determine the cause of any performance deficiencies, and formulate corrective actions with the IIC's. Reviews to be conducted in accordance with criteria outlined in MPI Directive 910.1, and may include review of adequacy of assigned permanent full time (PFT) and other staffing and work standards documentation. (Ongoing)

b. Conduct an indepth, comprehensive review of each plant every 18 months. At least 20 percent of these reviews are to be completed each quarter. Reviews are to cover inspectional activities establishment review guide items, (including efforts to upgrade general in-plant sanitation standards), adequacy of assigned PFT and other staffing and work measurement documentation. (Ongoing)

c. Veterinary circuit supervisors: conduct quarterly correlations on carcass dispositions with subordinate veterinarians and will observe line inspection performance during each slaughter IPPS review. Includes evaluation of veterinary professional expertise in determining reportable disease conditions. (Ongoing)

d. Observe processing inspection procedures (including product labeling) during each processing IPPS review. (Ongoing)

e. Conduct semiannual work unit meetings with IIC's. (Ongoing)

2. Assess "equal to" status of State inspection programs and other federally-exempt establishments.

Maintenance Areas:

- a. Conduct a review of assigned State plants each quarter, in accordance with MPI Directive 910.1. (Ongoing)
 - b. Conduct quarterly reviews of all custom exempt plants (designated States). (Ongoing)
3. Maintain liaison with industry officials to enhance the effectiveness of regulatory inspection activities.

Maintenance Areas:

- a. Respond to appeals from industry plant management concerning specific IPPS decisions and actions. (Ongoing)
- b. Assist applicants for Federal inspection with understanding regulatory requirements for facilities, equipment, and inspection services provided. (Ongoing)

Special Emphasis Areas:

- c. Promote the acceptance of TQC and provide supervisory direction to the implementation of TQC systems in affected plants. Includes assistance in the development of a TQC plan of inspection (PI) and the evaluation of PI effectiveness. (Ongoing)

Section VI
Meat and Poultry
Inspection Technical
Services

FY 1984 PROGRAM AREA PLAN FOR
MEAT AND POULTRY INSPECTION TECHNICAL SERVICES

PROGRAM LEADER: M. A. Nelson

PROGRAM ABSTRACT: Meat and Poultry Inspection Technical Services (MPITS) is responsible for a broad range of functions in support of the inspection program. These functions include: (1) developing procedures for inspecting livestock, poultry, and their processed products; (2) coordinating the development of facility, equipment, and sanitation requirements; (3) assessing the food safety and public health implications of emerging agricultural practices and technology; (4) developing inspection work standards; (5) providing data/information to FSIS management and other users; (6) developing training materials and delivery of training to inspection personnel; (7) developing meat and poultry product standards; and (8) carrying out label approval and labeling policy development functions to assure that meat and poultry product labels are truthful and not misleading. The Deputy Administrator for Meat and Poultry Inspection Technical Services manages meat and poultry inspection program activities for the following Divisions: Facilities, Equipment and Sanitation; Industrial Engineering and Data Management; Processed Products Inspection; Program Training; Slaughter Inspection Standards and Procedures; Standards and Labeling; and Technology Assessment.

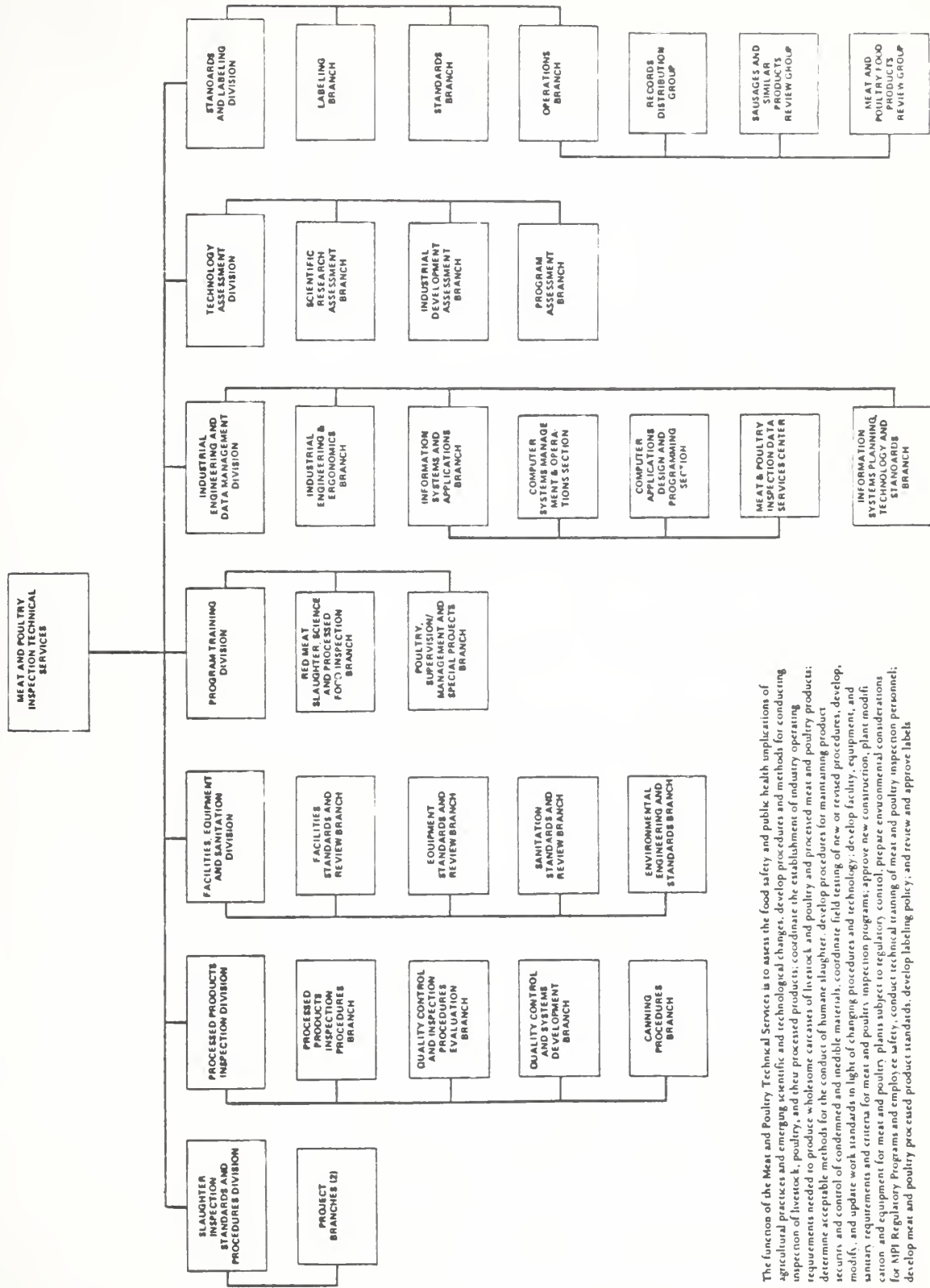
- PROGRAM GOALS:
1. Continue the development of inspection procedures that require less labor without reducing consumer protection.
 2. Support the implementation of total quality control (TQC) in meat and poultry processing plants by providing:
(a) policy support for industry and program direction;
(b) work measurement that estimates the work required at each plant and (c) QC training for meat and poultry inspectors and supervisors.
 3. Develop and implement methods and means to streamline label approval procedures and develop, maintain, and publish product standards and labeling requirements.
 4. Provide for the review of blueprints and specifications for both facilities and equipment for meat and poultry plants.
 5. Continue to seek ways to reduce the regulatory burden without jeopardizing program responsibility.

6. Implement the Inspection Information Resources Management (IRM) System and oversee automated data processing (ADP) activities throughout the inspection program so that requests are serviced in an economical manner.
7. Provide support for the U.S. position in Codex Alimentarius activities relating to processed meat and poultry, food labeling, and meat hygiene.
8. Provide support for resolving sanitation problems in inspection.

TABLE 11 - MEAT AND POULTRY INSPECTION
 TECHNICAL SERVICES PROGRAM AREA:
 RESOURCES PLANNED FOR FY 1984

Program Activity	FY 1984 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator	12	6	630	7
Facilities, Equipment and Sanitation Division	23	11	952	11
Industrial Engineering and Data Management Division	43	22	1,856	22
Processed Products Inspection Division	23	11	1,028	12
Program Training Division	38	19	1,707	20
Slaughter Inspection Standards and Procedures Division	16	8	825	10
Standards and Labeling Division	39	20	1,315	16
Technology Assessment Division	5	3	187	2
Total Program Area	199	100	8,500	100

FOOD SAFETY AND INSPECTION SERVICE
MEAT AND POULTRY INSPECTION TECHNICAL SERVICES



The function of the Meat and Poultry Technical Services is to assist the food safety and public health implications of agricultural practices and emerging scientific and technological changes, develop procedures and methods for conducting inspection of livestock, poultry, and their processed products; coordinate the establishment of industry operating requirements needed to produce wholesome carcasses of livestock and poultry and processed meat and poultry products; determine acceptable methods for the conduct of humane slaughter; develop procedures for maintaining product security and control of condemned and inedible materials; coordinate field testing of new or revised procedures, development, and update work standards in light of changing procedures and technology; develop facility, equipment, and sanitary requirements and criteria for meat and poultry inspection programs; approve new construction, plant modification, and equipment for meat and poultry plants subject to regulatory control; prepare environmental considerations for NPI Regulatory Programs and employ for safety; conduct technical training of meat and poultry inspection personnel; develop meat and poultry processed product standards; develop labeling policy; and review and approve labels.



FY 1984 PROGRAM ACTIVITY PLAN FOR THE
FACILITIES, EQUIPMENT AND SANITATION DIVISION, MPITS

ACTIVITY LEADER: B. T. Woods

ACTIVITY ABSTRACT: The Facilities, Equipment and Sanitation Division (FESD) is primarily responsible for: (1) the review and approval of blueprints and specifications of meat and poultry facilities to determine if design, sanitation, and construction comply with standards; (2) the review of blue prints and parts-material lists for equipment approval; (3) the review of sanitation, pest control, water conservation programs and policies, and energy and natural resource saving proposals; (4) the development of regulations, standards, and guidelines pertaining to facilities, equipment, and sanitation; and (5) acting as a resource to other MPI units on engineering questions concerning building materials, construction, plumbing, lighting, ventilation, refrigeration, condensation, and electrical safety.

- ACTIVITY OBJECTIVES:
1. Facilities and equipment review.
 - a. Review an estimated 3,000 sets of blueprints and specifications for facilities within 10 workdays, and reply to correspondence within 5 workdays. (Ongoing)
 - b. Review an estimated 2,000 blueprints and parts-material lists for equipment within 10 workdays, and reply to correspondence within 5 workdays. (Ongoing)
 2. Monitor the review and evaluation of new or revised microbiological control and monitoring programs by the regions.
 - a. Review and evaluate 10 programs. (Ongoing)
 - b. Make necessary adjustments to programs based on reviews. (Ongoing)
 3. Review and evaluate the sanitation parts of Total Quality Control programs.
 - a. Review and evaluate 200 sanitation control programs. Achieve a maximum turnaround time of 5 workdays on sanitation control programs and 5 workdays on correspondence. (Ongoing)
 4. Develop regulations, standards, and guidelines for facilities, equipment, and sanitation.
 - a. Prepare and publish three editions of "Accepted Meat and Poultry Equipment (MPI-2)." This publication lists equipment that has been accepted for use in federally inspected meat and poultry plants and also contains conditions of use. (Ongoing)

- b. Collect data for updating Agricultural Handbook 570, a guide to meat and poultry plant construction and layout at a later date. (Ongoing)
 - c. Evaluate pest control procedures. (III)
 - d. Evaluate the microbiological, chemical, and esthetic qualities of brine, propylene glycol, and water reused to chill product. (IV)
 - e. Provide support to other divisions within MPITS to carry out objectives involving any facets of facilities, equipment and sanitation. Some examples are combining rail and viscera inspection stations and developing facility requirements for the NEw Line Speed inspection (NELS) broiler procedure. (Ongoing)
 - f. Develop facility criteria for import inspection at destination plants. (II)
5. Review proposals for energy and natural resource savings.
- a. Review 50 proposals for reuse of water. (Ongoing)
 - b. Develop 10 energy savings programs in plants that volunteer to participate. (Ongoing)
6. Complete activities that are in process.
- a. Continue work on the lighting study through a contract with the National Bureau of Standards (NBS). (IV)
 - b. Continue work on metal detector standards and test sample development. (I)
7. Develop applications for utilization of HP-125 in processing (storage and retrieval) data essential to accomplishing program mission.
- a. Plant layout profile. (III)
 - b. Material component data storage and retrieval. (III)
8. Study the design of the work place for inspection force to improve the work station. (IV)

TABLE 12 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
FACILITIES, EQUIPMENT AND SANITATION DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Facility and Equipment Review a. - Review Facility Prints and Specifications b. - Review Equipment Prints and Parts Lists	Ongoing	12	526.0
Objective 2 - Monitor Microbiological Programs a. - Review and Evaluate Microbiological Programs b. - Make Necessary Adjustments	Ongoing	1	39.2
Objective 3 - Total QC Programs a. - Sanitation Control Programs	Ongoing	2	78.4
Objective 4 - Develop Regulations, Standards and Guides a. - Publish Tri-Annually "Accepted Meat and Poultry Equipment" b. - Agricultural Handbook c. - Pest Control d. - Evaluate Chill Media e. - Provide Technical Support f. - Import Inspection Facilities	Ongoing Ongoing III IV Ongoing II	3	122.4
Objective 5 - Energy and Natural Resource Savings a. - Review 50 Proposals b. - Develop 10 Energy Savings Programs	Ongoing	1	39.2
Objective 6 - Complete Activities a. - Monitor NBS Lighting Study b. - Metal Detector Standards	IV I	2	78.4
Objective 7 - Develop Utilization of HP-125 a. - Plant Layout Profile b. - Storage and Retrieval	III	1	34.2
Objective 8 - Work Place Design	IV	<u>1</u>	<u>34.2</u>
TOTAL		23	952.0

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, MPITS

ACTIVITY LEADER: C. S. Smithson

ACTIVITY ABSTRACT: The Industrial Engineering and Data Management Division (IEDM) has a principal role in formulation and implementation of policies and practices pertaining to industrial engineering and computer based information activities within the various food safety and inspection programs. Functional responsibilities of the Division include the following: (1) develop work measurement analysis standards consistent with human engineering factors and allowances; (2) establish productivity performance measures (3) design and maintain a computerized resource information network responsive to FSIS management objectives; (4) organize and present annual inspection program data for Agency officials and other interest groups; and (5) provide technical assistance and services on matters relating to "management science" techniques and methodologies.

- ACTIVITY OBJECTIVES: 1. Develop and apply work standards for inspection operations and technical services activities to determine appropriate staffing requirements.
- a. Participate in development of the TQC work measurement standards. (IV)
 - b. Complete work measurement standards for the revised one and two inspector cattle slaughter inspection procedures. (III)
 - c. Complete work measurement standards for the revised three inspector and up, cows and bulls slaughter inspection procedures. (III)
 - d. Provide work measurement and motion analysis support for study of swine inspection procedures incorporating hanging viscera presentation. (IV)
 - e. Provide work measurement and motion analysis support for study of swine inspection procedures combining the carcass and viscera presentation. (IV)
 - f. Provide work measurement and motion analysis support for a new roaster chicken inspection procedure. (III)
 - g. Assist MPIO with the implementation (impact analyses, training, etc.) of staffing criteria for allocating inspector-in-charge (IIC) resources to meet requirements in slaughter inspection plants. (IV)

- h. Audit the slaughter inspection work measurement standards to ensure consistency with procedural requirements and conditions. (Ongoing)
- 2. Maintain and deliver professional services involving application of the various industrial engineering disciplines.
 - a. Develop new and improved inspection workplace specifications using ergonomic principles and human factor concepts. (Ongoing)
 - b. Provide support to the Lighting Task Force. (IV)
 - c. Brief FSIS employee organization members on work measurement and related industrial engineering methodologies. (Ongoing)
 - d. Work with FSIS management officials as applicable in support of consultation and negotiation actions pertaining to the collective bargaining and labor-management relations process. (Ongoing)
- 3. Organize and implement the Agency process for approving Information Resources Management (IRM) requirements and allocation of supporting resources for FSIS.
 - a. Carry out Information Resources Management Review Board (IRMRB) recommendations on FSIS policies and organization for Information Resources Management (IRM) support. (II)
 - b. Provide an Agency framework for development of IRM plans that interface with the Department's long-range IRM planning process. (I)
 - c. Respond to Departmental directives and special guidance concerning IRM and related matters. (Ongoing)
- 4. Develop, implement, and maintain automated data processing systems in response to FSIS needs.
 - a. Develop and institute ADP security controls for inspection resource information system applications. (II)
 - b. Provide authorized FSIS automated data file users an interactive inquiry and retrieval capability. (III)

- c. Design and maintain a computer system monitoring program to ensure efficient utilization of system resources as well as assist in the forecast of expanding computer requirements. (III)
 - d. Process recurring source data inputs and update and maintain FSIS automated data bases. (Ongoing)
 - e. Redesign and convert the FSIS Management and Communication System (FCMS) from the Washington Computer Center (WCC) to interactive update and retrieval system on HP-3000, including distributed processing on Regional Office HP-125 microprocessors. (II)
 - f. Provide operational and technical support necessary to maintain the ongoing Automated Import Information System (AIIS). (Ongoing)
5. Analyze, design, program and maintain FSIS computer system applications.
- a. Identify, prepare plans, obtain guidance and accomplish ongoing and new IRM projects. (IV)
6. Analyze, coordinate, and release operational and management statistics on FSIS domestic and international operations.
- a. Summarize data on FSIS operations and personnel for various publications and reports throughout the year (e.g. the MPI Statistical Summary, the Annual Report to Congress, and explanatory notes accompanying FSIS budget request). (Ongoing)
 - b. Respond to special requests for data and data analyses on FSIS activities. (Ongoing)
 - c. Provide direction and monitor the automated system supporting publication of MPI Directory. (Ongoing)
7. Apply management science techniques and methodologies (e.g., computer modeling, simulation, network concepts, etc.) to the quantitative analysis of FSIS resource management alternatives:
- a. Develop a computerized inspection staffing model using automated FSIS management information file. (IV)

TABLE 13 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Develop Work Standards and Perform Methods Analysis		7.5	360
a. - TQC Staffing Standards Implementation	IV		
b. - One and Two Inspector Cattle Procedure	III		
c. - Three or More Inspector Cows and Bulls Procedure	III		
d. - Hanging Viscera Swine Inspection	IV		
e. - Combined Swine Carcass and Viscera Inspection	IV		
f. - Roaster Chicken Inspection	III		
g. - IIC Staffing Criteria	IV		
h. - Audit Slaughter Inspection Standards	Ongoing		
Objective 2 - Provide Industrial Engineering Services		1.5	55
a. - Develop Inspection Workplace Specification	Ongoing		
b. - Assist Lighting Task Force	IV		
c. - Employee Organization Briefings	Ongoing		
d. - NJC Consultation	Ongoing		
Objective 3 - IRM Requirements and Support Allocation		2.0	75
a. - IRM Policies and Organization	II		
b. - IRM Long-Range Planning	I		
c. - Departmental IRM Requirements	Ongoing		
Objective 4 - Computer Systems Management and Operations		18.0	876
a. - ADP Security Control	II		
b. - User Inquiry and Retrieval	III		
c. - Computer System Utilization	III		
d. - ADP Operations and Source Data Processing	Ongoing		
e. - Redesign and Convert FMCS	II		
f. - Support AIIS	Ongoing		
Objective 5 - Design and Program Computer Application	IV	10.0	350
a. - Determine Approved Application Requirements			

TABLE 13 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
INDUSTRIAL ENGINEERING AND DATA
MANAGEMENT DIVISION, MPITS - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Analyze and Present Management Information and Statistics a. - Recurring Reports and Statistics b. - Special Request and Analytical Studies c. - Publication of MPI Directory	Ongoing	2.0	70
Objective 7 - Application of Management Science Methodologies a. - Develop Computerized Inspection Staffing Model	IV	2.0	70
TOTAL		43.0	1,856

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
PROCESSED PRODUCTS INSPECTION DIVISION, MPITS

ACTIVITY LEADER: B. F. Dennis

ACTIVITY ABSTRACT: The Processed Products Inspection Division (PPID) is primarily responsible for establishing good manufacturing practices and inspection criteria and methods necessary to assure that processed meat and poultry products are safe, wholesome, unadulterated, and correctly labeled. This is achieved by: (1) conducting studies of potential hazards; (2) determining the nature and kinds of defects that occur; (3) evaluating industry's quality control procedures and practices; (4) providing technical guidance to industry; and (5) developing inspection procedures, sampling plans and techniques, and criteria for interpreting laboratory analyses. PPID also serves other agency units as subject matter experts.

- ACTIVITY OBJECTIVES:
1. Continue development and expansion of quality control concepts.
 - a. Provide technical quality control assistance to the Regional Offices. (Ongoing)
 - b. Review new total quality control systems (200). (Ongoing)
 - c. Review revisions of and amendments to total quality control systems (135). (Ongoing)
 - d. Review and approve acceptable partial quality control programs (350). (Ongoing)
 - e. Review and approve acceptable revisions of amendments to partial quality control programs (150). (Ongoing)
 - f. Review and update, if necessary, all partial quality control programs in effect for five years. (IV)
 - g. Evaluate Regional approval of partial quality control programs. (Ongoing)
 - h. Continue development of partial quality control evaluation checklists and guidelines so that approval authority can be delegated to the Regional Offices. Evaluate checklists and guidelines already in place for completeness and applicability. (Ongoing)

- i. Periodically compile and distribute to TQC inspectors additions to their TQC policy book. (Ongoing)
 - j. Provide technical assistance in developing and presenting training in quality control concepts. (Ongoing)
 - k. Continue efforts to make continuing education in quality control concepts available to FSIS personnel. (Ongoing)
2. Conduct special and major ongoing projects.
- a. Review process deviation evaluations in canned products (200). (Ongoing)
 - b. Coordinate the handling of abnormal container incidents in canned products (125). (Ongoing)
 - c. Provide assistance to International Programs on policy/procedural matters, including, at Foreign Programs request as a part of their evaluation of a country's system, assessing the adequacy of process schedules used to control production of import canned product. (Ongoing)
 - d. Provide technical support to the MPITS Program Training Division for developing and presenting a course for canning inspectors. (Ongoing)
 - e. Provide technical review of documents/specifications prepared by the Agricultural Marketing Service (AMS) for shelf stable "canned" items in the retort pouch and the tray pack for U.S. military procurement. (Ongoing)
 - f. Provide technical assistance in CODEX matters dealing with processed meat and poultry. (Ongoing)
 - g. Evaluate potential for use of alpha tocopherol in dry cured bacon. (IV)
 - h. Continue evaluation of the coextrusion process for sausage and casing in terms of safety, consumer expectancy, and need for regulatory controls. (Ongoing)
 - i. Continue evaluation of proposed procedures to handle product contaminated with hard particles, such as metal, plastic, and glass. (Ongoing)

- j. Evaluate MP-404 quarterly report. (Ongoing)
 - k. Evaluate Program needs of MP-404/536 System. (II)
 - l. Conduct detailed study of imported boneless manufacturing meat to evaluate defect criteria and sampling plan. (IV)
 - m. Participate in interpreting and implementing regulations on cured pork products. (IV)
 - n. Form a task group and develop plans for TQC a data collection system. (III)
3. Develop policies, procedures, and regulations.
- a. Develop audit procedure for uniform review of total quality control plants. (I)
 - b. Work with Program Training Division to prepare an instrument on metrology for use by MPIO. (II)
 - c. Prepare proposed regulations for the control of boneless manufacturing meat. (II)
 - d. Prepare proposed regulations for control of bone in canned boned poultry. (I)
 - e. Prepare revised regulations for control of canned products. (III)
 - f. Prepare guidelines/instructions to aid MPIO in interpreting and implementing revised regulations for canned product. (III)
 - g. Revise defect criteria and associated forms used to conduct condition of container examinations of canned product. (III)
 - h. Prepare final regulations for control of trichina. (II)
 - i. Prepare proposed regulations for the control of fermented sausage. (III)
 - j. Prepare final regulations for imported cured pork products. (II)
 - k. Issue proposal, analyze comments, and issue final regulation for shipping product during overtime by TQC plants. (II)
 - l. Issue regulation to authorize "skip-lot." (II)

TABLE 14 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 PROCESSED PRODUCTS INSPECTION DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Continue QC Assistance		13	515
a. - Provide Technical Assistance	Ongoing		
b. - Review New TQC System	Ongoing		
c. - Review Revisions and Amendments to TQC System	Ongoing		
d. - Review and Approve PQC Program	Ongoing		
e. - Review Revisions and Amendments to PQC System	Ongoing		
f. - Review and Update Old PQC Programs	IV		
g. - Evaluate Regional Approvals of PQC Program	Ongoing		
h. - Decentralize Approval of PQC	Ongoing		
i. - Distribute TQC Information Policy	Ongoing		
j. - Assist in Presentation of Quality Concepts	Ongoing		
k. - Provide Continuing Education on Quality Concepts	Ongoing		
Objective 2 - Conduct Special and Major Projects		5	238
a. - Review Process Deviation Evaluations	Ongoing		
b. - Handling of Abnormal Container Incidents	Ongoing		
c. - Assist International Programs Evaluation of Process Schedules	Ongoing		
d. - Assist in Developing Training for Canning Inspectors	Ongoing		
e. - Reviewing Specifications for Shelf Stable Canned Items	Ongoing		
f. - Provide Assistance in Codex Matters	Ongoing		
g. - Evaluate Use of Alpha Tocopherol	IV		
h. - Evaluate Coextrusion Process	Ongoing		
i. - Evaluate Detecting Hard Particles	Ongoing		
j. - MP-404 Quarterly Report	Ongoing		
k. - Evaluate MP-404/526 Needs	II		
l. - Conduct Study of Imported Boneless Meat	IV		
m. - Implemented Cured Pork	IV		
n. - TQC Data Collection System	II		

TABLE 14 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 PROCESSED PRODUCTS INSPECTION DIVISION, MPITS - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 3 - Develop Policies, Procedures, and Regulations		5	275
a. - Develop TQC Audit Procedure	I		
b. - Assist in Development of Instrument on Metrology	II		
c. - Prepare Propose Regulations for Boneless Meat	II		
d. - Prepare Regulations for Bone-in Canned Boned Pcultry	I		
e. - Prepare Revised Regulations for Canned Product	III		
f. - Prepare Canning Inspection Guidelines	III		
g. - Revise Criteria for Can Defects	III		
h. - Prepare Trichina Regulation	II		
i. - Prepare Fermented Sausage Proposal	III		
j. - Prepare Imported Cured Pork Proposal	II		
k. - Proposed TQC Lot Regulations	II		
l. - Issue Skip-Lot Regulations	II		
TOTAL		23	1,028

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
PROGRAM TRAINING DIVISION, MPITS

ACTIVITY LEADER: M. A. Simmons

ACTIVITY ABSTRACT: The Program Training Division participates in the planning and formulation of all training policies, programs, and activities of the Meat and Poultry Inspection Program. This is achieved through the design of human performance systems. This Division (1) reviews existing and proposed criteria and procedures for slaughter and processed products inspection, as well as facilities, equipment, and sanitation systems requirements, in order to determine how effectively and efficiently they utilize human resources; (2) participates in the administration, planning, development, and evaluation of programs for training of Federal, State, and other personnel engaged in meat and poultry inspection; (3) participates in training foreign nationals to meet requirements of the meat and poultry inspection program, in consultation with the Foreign Review Staff, the Pan American Health Organization and other international organizations, as appropriate; (4) cooperates with other FSIS personnel, State inspection officials, industry representatives, university officials, and others in planning and conducting training programs; (5) maintains liaison with professional and technical institutions; and (6) assists in developing Agency-wide training programs.

- ACTIVITY OBJECTIVES:
1. Design and develop performance systems, instructions systems, and instructional aids for the technical training of MPI employees.
 - a. Update training materials for the following:
 - (1) Employee Development Guides for veterinarians and food inspectors. (Ongoing)
 - (2) Basic processing and basic slaughter courses. (Ongoing)
 - (3) Other training materials as appropriate when policy and regulations change. (Ongoing)
 - b. Conduct a curriculum study in the area of processed food inspection, identifying areas of responsibility, related duties and tasks, and the knowledge and skills needed to carry out these tasks. (I)

c. Develop a proposed multi-year training and development program for processing inspectors and supervisors. This program would be designed to develop the skills and knowledge needed to carry out their assignments and to keep inspectors and supervisors abreast of the latest changes related to processing inspection. The program would be a combination of formal training, on-the-job application, correspondence courses, readings, self-instructional and guidance programs, and other appropriate training development approaches. (II)

d. Develop self-instructional programs that meet Agency needs in scientific, technical, and supervisory management areas. Programs will be developed for:

- (1) New line speed inspection procedures for broilers. (I)
- (2) Combined viscera-carcass inspection at one station. (II)
- (3) Redesigned poultry AQL system. (II)
- (4) New turkey inspection procedure. (I)
- (5) New cattle inspection procedure. (II)
- (6) Beef carcass online quality control system. (II)
- (7) Swine carcass online quality control system. (II)
- (8) Implementation of:
 - (a) New standards for beef and swine edible viscera. (IV)
 - (b) Beef tongue standard and a corollary quality control inspection system. (I)
 - (c) Uniform chitterling standard and inspection procedure. (I)
- (9) Implementation of canning inspection standards and procedures. (III)
- (10) New PFF requirements and procedures.
 - (a) Domestic (I)
 - (b) Import (II)

- (11) Inspection responsibilities related to calibration of equipment. (IV)
- (12) Labeling inspection program. (IV)
- (13) Development of computer programmers. (II)
- (14) Development of an understanding of work measurement theory. (IV)
- (15) Implementation of the:
 - (a) ORBIT test. (I-IV, 2 phases)
 - (b) Onsite sulfa test. (III)
- (16) Development of blueprint-reading skills. (IV)
- (17) Documents Examiner's inspection responsibilities. (I)
- (18) Export inspector's and supervisor's responsibilities. (II)
- (19) Foreign Programs Officer's Handbook. (IV)
- (20) Carrying out of supervisory and management responsibilities. (IV)
- (21) National residue program. (IV)
- (22) Quality Assurance Handbook. (IV)
- (23) Development of foreign inspection criteria and assessment. (IV)
- (24) Plans of Inspection, Schedules and Logs for the TQC proposal. (III)
- (25) Special topics
 - (a) CUSUM, (IV)
 - (b) Random sampling. (IV)
 - (c) Condensation. (IV)
 - (d) STOP (IV)
- (26) Other training programs as agency needs dictate.

e. Develop and update or revise existing instructional aids for:

(1) MPI Safety poster program. (Ongoing)

(2) Safe driver training. (I)

2. Deliver technical training to the target population.

a. Conduct quality control training for 250 food inspectors and supervisors. (Ongoing)

b. Supply individual employees with training and learning resources as follows:

(1) Process 1,300 requests for audiovisual programs in basic educational programs. Safety and health programs, supervision/management programs, animal disease programs, processed products programs, MPI technical programs, and MPI informational programs. (Quarterly)

(2) Process 1,960 correspondence courses in basic education subjects, basic scientific subjects, statistics, MPI subjects and defensive driving. (Quarterly)

(3) Programmed instruction and job guides for slaughter, processed products and supervisory jobs. (Ongoing)

c. Conduct trainee-paced training courses for cross training and induction training for food inspectors and veterinarians in red meat and poultry slaughter and basic processed products inspection. (Ongoing)

d. Conduct training courses for assembled groups in Supervision/Management, carcass disposition, VMO plant responsibilities, MPI overviews and orientation. (Ongoing)

e. Conduct special training courses, on request, for large Program groups and for nonprogram groups and individuals, such as State inspectors, university professionals and students, and foreign nationals. (Ongoing)

f. Conduct a work study practicum for the regional veterinary college, Virginia Polytechnical Institute and the University of Maryland. Classes to be held every other month for a selected class of students. (Ongoing)

g. Develop and/or obtain resources for the FSIS continuing education program. These resources will include university-based and tailored courses, self-development and on-the-job approaches. Presently available instructional materials will be used when possible. The following areas will be covered: Public Health and Preventive Medicine, Life Sciences, Food Technology, Chemistry, Management Sciences, Mathematics, Quality Systems, Safety Management, and Poultry Science. (IV)

h. In conjunction with the Employee Development Branch, Personnel Division, continue the University-based training program for food inspectors. (Ongoing)

3. Provide assistance to MPI managers and other FSIS organizational units in the analysis of human performance problems, including the development and selection of appropriate solutions.

a. Promote use of the model team to assist organizational units with problem solving sessions for performance problems. (Ongoing)

b. Evaluate this approach to problem solving and make changes that will improve effectiveness of the team. (Ongoing)

c. Develop a plan of operation for dealing with plants that have continuing sanitation problems. (I)

TABLE 15 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PROGRAM TRAINING DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Design and Develop Technical Training		21.2	957
a. - Update All Training Materials	Ongoing		
(1) Employee Development Guides			
(2) Basic Processing and Slaughter			
(3) Other Training Materials			
b. - Conduct Curriculum Study	I		
c. - Long-Term Processing Training Program	II		
d. - Develop Self-Instructional Programs			
(1) NELS--Broilers	I		
(2) Combined Viscera-Carcass Inspection	II		
(3) Redesigned Poultry AQL System	II		
(4) New Turkey Inspection	I		
(5) New Cattle Inspection	II		
(6) Beef Carcass Online QC System	II		
(7) Swine Carcass Online QC System	II		
(8) Implementation of:			
(a) Beef and Swine Edible Viscera Standards	IV		
(b) Beef tongue Standard--QC Inspection	I		
(c) Chitterling Standard--Inspection	I		
(9) Canning Inspection Standards And Procedures	III		
(10) PFF Requirements and Procedures			
(a) Domestic	I		
(b) Import	II		
(11) Calibration of Equipment	IV		
(12) Labeling Inspection Program	IV		
(13) Computer Programmers	II		
(14) Work Measurement Theory	IV		
(15) Implementation of:			
(a) ORBIT Test	I-IV (2 phases)		
(b) Onsite Sulfa Test	III		
(16) Blueprint Reading	IV		
(17) Documents Examiner	I		
(18) Export Responsibilities	II		
(19) FPO Handbook	IV		
(20) Supervision and Management	IV		
(21) National Residue Program	IV		
(22) Quality Assurance Handbook	IV		
(23) Foreign Inspection Criteria and Assessment	IV		

TABLE 15 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PROGRAM TRAINING DIVISION, MPITS -Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
(24) PI, Schedule, and Logs for TQC Proposal	III		
(25) Special Topics:			
(a) CUSUM	IV		
(b) Random sampling	IV		
(c) Condensation	IV		
(d) STOP	IV		
(26) Other Training Programs			
e. - Develop Instructional Aids			
(1) MPI Safety Poster Program	Ongoing		
(2) Safe Driver Training	I		
Objective 2 - Deliver Training		13.8	575
a. - Quality Control Training	Ongoing		
b. - Supply Training Materials to Individuals			
(1) Audiovisual Programs	Quarterly		
(2) Correspondence Programs	Quarterly		
(3) Programmed Instruction	Ongoing		
c. - Trainee-Paced Course Delivery	Ongoing		
d. - Conduct Assembled Training	Ongoing		
e. - Conduct Special Group Training	Ongoing		
f. - VPI/U. of MD Practicum	Ongoing		
g. - Continuing Education	IV		
h. - University-Based Training	Ongoing		
Objective 3 - Analysis of Human Performance		3.0	175
a. - Promote Model Team Approach in Problem Solving	Ongoing		
b. - Evaluate Results			
c. - Plan to Deal with Sanitation Problems	I		
TOTAL		38.0	1,707

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
SLAUGHTER INSPECTION STANDARDS AND
PROCEDURES DIVISION, MPITS

ACTIVITY LEADER: J. C. Prucha

ACTIVITY ABSTRACT: The Slaughter Inspection Standards and Procedures Division is responsible for designing, testing, and assisting in the implementation of standards and procedures for: (1) the inspection of livestock and poultry at slaughter; (2) the reinspection of food animal carcasses and parts of carcasses subsequent to slaughter; (3) the control of condemned and inedible meat and poultry at inspected establishments; and (4) ensuring the humane handling and slaughter of livestock. Related to these primary responsibilities, the Division is also responsible for furnishing technical guidance as requested, and for the evaluation of industry, consumer, and other Government agencies' proposals in its areas of primary responsibility.

- ACTIVITY OBJECTIVES: 1. Modernize slaughter inspection procedures.
- a. Publish a final rule and participate in the implementation of the New Line Speed (NELS) Inspection Procedure for Broilers. (II)
 - b. Manage the Animal Disease Reporting System including continually evaluating reported data, conducting special surveys, and issuing periodic reports on animal diseases and conditions. (Ongoing)
 - c. Complete effectiveness testing and publish a final rule on a swine inspection system which combines viscera and carcass inspection at one station. (II)
 - d. Redesign the poultry AQL system and incorporate it with an online quality control system for reinspecting poultry carcasses to ensure they are properly trimmed. (II)
 - e. Publish a final rule and participate in the implementation of the New Turkey Inspection Procedure. (II)
 - f. Publish a final rule and participate in the implementation of the New Cattle Inspection Procedure. (II)
 - g. Design a young chicken inspection procedure to maximize the use of Agency resources by utilizing the poultry industry's ability to grow exceptionally healthy birds and process them under controlled conditions. (II)

- h. Review and update livestock ante-mortem inspection procedures. (III)
2. Develop slaughter inspection standards.
- a. Develop and participate in the implementation of the beef carcass online quality control system. (II)
 - b. Develop and participate in the implementation of the swine carcass online quality control system. (II)
 - c. Develop standards for beef and swine edible viscera. (IV)
 - d. Develop a beef tongue standard and a corollary quality control inspection system. (I)
 - e. Design a system which inspectors can effectively use to make selected dispositions of food animal carcasses. (IV)
3. Provide regulatory relief to industry.
- a. Develop, test, and participate in the implementation of a uniform chitterling standard and inspection procedure. (I)
 - b. Evaluate industry moisture absorption partial quality control programs and develop inspection procedures designed to monitor the programs. (Ongoing)
 - c. Evaluate various systems for reducing poultry chiller water usage such as diatomaceous. (Ongoing)
 - d. Evaluate various systems for reconditioning food animal carcasses. (Ongoing)
 - e. Design and test effective and efficient alternate inspection systems which accommodate new slaughter technology. (Ongoing)

TABLE 16 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 SLAUGHTER INSPECTION STANDARDS AND PROCEDURES DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1: Modernize Slaughter Inspection Procedures		8.0	395
a. - Publish New Line Speed Inspection Procedure	II		
b. - Manage Animal Disease Reporting System	Ongoing		
c. - Publish Viscera/Rail Swine Final Rule	II		
d. - Poultry AQL System	II		
e. - Publish New Turkey Procedures	II		
f. - Publish New Cattle Inspection Procedures	II		
g. - Develop and Test Young Chicken Inspection Procedures	II		
h. - Update Livestock Ante-Mortem Inspection Procedures	III		
Objective 2: Develop Slaughter Inspection Standards		4.5	228
a. - Beef Carcass AQL	II		
b. - Swine Carcass AQL	II		
c. - Beef and Swine Standards	IV		
d. - Beef Tongue Standard	I		
e. - Dispositions	IV		
Objective 3: Provide Regulatory Relief to Industry		3.5	202
a. - Implement Uniform Chitterling Standard	I		
b. - Evaluate Industry Moisture Control AQL Systems	Ongoing		
c. - Evaluate Poultry Chiller Water Systems	Ongoing		
d. - Evaluate Systems for Reconditioning Food Animal Carcasses	Ongoing		
e. - Evaluate Alternate Inspection Systems	Ongoing		
TOTAL		16.0	825

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
STANDARDS AND LABELING DIVISION, MPITS

ACTIVITY LEADER: R. Hibbert

ACTIVITY ABSTRACT: The Standards and Labeling Division carries out the Department's label approval and auditing function for all labels that are used on federally inspected meat and poultry products. The Division reviews all complex labeling prior to its use on meat and poultry and monitors these labels that are approved in the field. The Division conducts reviews to assure that meat and poultry products are formulated with safe and suitable ingredients, that their labels are truthful and not misleading, and that those labels show all required information. Formal product standards are developed to specify meat content and/or usual ingredients of meat and poultry products when industry members or consumers show particular interest in increasing uniformity among products using the same product name. Development of rules to permit or restrict the uses of various food additives is the responsibility of this office. Other regulations in the food labeling area are also developed by the Division, and the Division provides support and advice relating to assigned activities of Codex Alimentarius.

- ACTIVITY OBJECTIVES:
1. Assure that meat and poultry products are formulated with safe and suitable ingredients and that their labeling is truthful, informative, and not misleading.
 - a. Review/audit approximately 120,000 labels for approval. (Ongoing)
 - b. Review and process all appeals of labeling decisions. (Ongoing)
 2. Develop policies, procedures, regulations, and guidelines relative to the standards and labeling of meat and poultry products.
 - a. Develop general labeling policies to ensure truthful labeling practices. Issue policy memos as appropriate. (Numbers will depend upon issues raised during the year.) (Ongoing)
 - b. Publish final rules under new FSIS procedural regulations for approval of FDA-approved substances, (e.g., inorganic chlorides, caseinates, etc. Numbers will depend on number of petitions received and on FDA responses to FSIS inquiries.) (Ongoing).
 - c. Publish a final regulation for the establishment of a standard for cooked poultry sausage. (IV)

- d. Publish a final rule for the establishment of a standard for ground pork. (I)
- e. Publish a final rule to amend the standard for Italian sausage to allow curing ingredients and clarify the definition of cooked Italian sausage. (II)
- f. Develop a proposal concerning the definition of partially defatted meat products that will promote honesty and fair dealing in the trade of these products. (III)
- g. Develop options and recommendations for the use of sorbates in meat and poultry products and implement Agency decision. (IV)
- h. Develop and implement policies for the labeling of cooked poultry products (other than turkey ham) containing solutions with recommendations for regulatory action when indicated. (IV)
- i. Develop and implement uniform labeling policy for raw and cooked red meat to which solutions are added. (III)
- j. Publish a proposal that would provide standards of composition for various meat and poultry products. (II)
- k. Develop a final regulation to establish criteria for exempting certain meat and meat food products from Federal inspection. (IV)
- l. Implement Agency decision concerning the petition to revoke titanium dioxide requirement as a marker in meat food products. (II)
- m. Develop a proposal to expand the prior label approval system in TQC establishments. (II)
- n. Resolve two petitions concerning the use of fish in meat and poultry products. (IV)

3. Streamline and improve Division functions.

- a. Maintain a quality control program for label approvals with the goal of reducing the error rate. (Ongoing)

- b. Maintain audit activity to monitor approvals granted in the field and develop a monitoring system for generically approved labels. (Ongoing)
 - c. Assess IRM needs of the Division. Continue to develop in-house computing capacity (HP-125) as needed. Continue efforts to expedite the coding of approved labels. (Ongoing)
4. Accomplish special projects on an ad hoc and ongoing basis.
- a. Develop recommendations for Codex Alimentarius issues. (Ongoing)
 - b. Provide technical and analytical support for mechanically-separated poultry (MSP) rulemaking. (I)
 - c. Participate in the development and implement the Department's policy regarding the sodium labeling of meat and poultry products. (Ongoing)
 - d. Administer Food Technology/Science discipline in the FSIS Continuing Education Program. (Ongoing)
 - e. Provide assistance to International Programs on policy/procedural matters. (Ongoing)

TABLE 17 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
STANDARDS AND LABELING DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Label Integrity Assurance	Ongoing	19	698
a. - Review/Audit 120,000 Labels			
b. - Process Appeals			
Objective 2 - Standards and Labeling Policy Development			
a. - Issue Labeling Policy Memos	Ongoing	15	430
b. - Publish Final Rule Establishing Procedures for Approval of Substances	Ongoing		
c. - Publish a Final Regulation for Cooked Poultry Sausage	IV		
d. - Publish a Final Rule for Ground Pork Standard	I		
e. - Publish Final Rule to Amend Standard for Italian Sausage	II		
f. - Develop a Proposal for Definition of Partially Defatted Meat Products	III		
g. - Develop Options and Recommendations for the Use of Sorbates	IV		
h. - Develop Policies for Solutions in Cooked Poultry	IV		
i. - Develop Policy for Solutions in Raw and Cooked Red Meat	III		
j. - Publish a Proposal for Standards of Composition for Meat and Poultry Products	II		
k. - Develop Final Regulation to Establish Criteria for Exempting Certain Meat and Meat Food Products	IV		
l. - Implement Agency Decision Concerning the Petition to Revoke Titanium Dioxide Requirement As A Matter In Meat Food Products	II		
m. - Develop Proposal to Expand Prior Label Approval System in TQC Establish- ments	II		
n. - Resolve Two Petitions Concerning the Use of Fish In Meat and Poultry Products	IV		
Objective 3 - Streamline Division Functions	Ongoing	3	120
a. - Maintain Quality Control Program for Label Approvals			
b. - Maintain Audit Activity and Develop a Monitoring System for Generically Approved Labels			

TABLE 17 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 STANDARDS AND LABELING DIVISION, MPITS - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
c. - Assess IRM Needs of the Division			
Objective 4 - Accomplish Special Projects on an Ad Hoc or Ongoing Basis		2	67
a. - Develop Recommendations for Codex Alimentarius Issues	Ongoing		
b. - Provide Technical and Analytical Support for Mechanically Separated Poultry (MSP) Rulemaking	I		
c. - Develop and Implement Policy on Sodium Labeling	Ongoing		
d. - Administer Food Technology/Science Discipline in the Continuing Education Program	Ongoing		
e. - Provide Assistance to International Programs on Policy/Procedural Matters	Ongoing		
TOTAL		39	1,315

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
TECHNOLOGY ASSESSMENT DIVISION, MPITS

ACTIVITY LEADER: B. M. Calvi

ACTIVITY ABSTRACT: The Technology Assessment Division (TAD) identifies and maintains sources of information on meat and poultry research innovations. It serves as a clearinghouse for research information from a network of domestic and international monitoring stations.

The Division analyzes scientific, technological, and industrial research findings in terms of their relevance to FSIS's regulatory functions. Issues with potentially high impact, either beneficial or detrimental, on FSIS, the industry, or the consumer, are assessed and appropriate options are presented to the Agency.

To communicate information, the Division sponsors a series of knowledge-building seminars on technology-related issues relevant to meat and poultry. A quarterly Memorandum of Screening and Surveillance (MOSS) informing Agency personnel of TAD's assessment topics, and an annual report summarizing the Division's activities are published.

- ACTIVITY OBJECTIVES:
1. Identify and develop sources of information on meat and poultry research and innovations.
 - a. Establish and maintain monitoring stations in U.S. and at strategic points in foreign countries. (Ongoing)
 - b. Participate in approximately twenty conferences during the year. (Ongoing)
 - c. Conduct literature searches and monitor current publications. (Ongoing)
 2. Communicate relevant scientific and technical information to the Agency.
 - a. Publish a quarterly Memorandum of Screening and Surveillance. (Quarterly)
 - b. Prepare an Annual Report of the Technology Assessment Division. (I of FY 1985)
 - c. Present technical seminars. (Quarterly)

3. Provide support to the Technology Assessment Steering Committee (TASC)
 - a. Prepare information paper for consideration by the committee. (Ongoing)
 - b. Develop a draft statement of operation for the committee. (I)
 - c. Develop agenda for the first organization meeting of the committee. (1)
 - d. Participate in technology assessment as directed by the committee. (Ongoing)
 - e. Prepare for a substantive meeting of the committee. (III)

TABLE 18 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
TECHNOLOGY ASSESSMENT DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Research and Innovation Information Acquisition	Ongoing	1.5	60
a. - Establish Monitoring Stations			
b. - Participate in Scientific Conferences			
c. - Search Literature			
Objective 2 - Information Dissemination			
a. - Publish Quarterly Memorandum of Screening and Surveillance	Quarterly	1.5	60
b. - Publish Annual Technology Assessment Report	I of FY 1985		
c. - Conduct Technical Seminars	Quarterly		
Objective 3 - Support TASC		2.0	67
a. - Prepare Information Papers	I		
b. - Prepare Statement of Operation	I		
c. - Develop Organization Meeting Agenda	I		
d. - Conduct Technology Assessments	Ongoing		
e. - Hold TASC Meeting	III		
TOTAL		5.0	187

Section VII
Science

FY 1984 PROGRAM AREA PLAN FOR SCIENCE

PROGRAM LEADER: R. E. Engel

PROGRAM ABSTRACT: The Science Program serves to provide the Agency with scientific guidance and support in chemistry, epidemiology, microbiology, pathology, toxicology, nutrition, parasitology, and mathematics and statistics. The support services are designed to assure product safety from disease, harmful chemicals, toxins and food poisoning microorganisms, as well as to prevent economic fraud and insanitary preparation.

The Science Program area works to develop and maintain closer ties with national and international scientific laboratories and communities in order to keep abreast of scientific and technological advances and to open new avenues for the exchange of scientific information; participates with other components of FSIS in developing and reviewing policies and procedures relating to FSIS programs; coordinates nutrition activities for FSIS; operates a food-borne hazard reporting system; identifies, recommends, and coordinates the establishment and conduct of appropriate research projects; operates the FSIS regulatory field service laboratories to support program needs; evaluates the safety of food additives for use in meat and poultry products; operates a safety program for FSIS laboratories; assists in the development and implementation of science-related training programs; and coordinates activities and provides guidance and expertise in the implementation of the Equal Employment Opportunity (EEO) Program.

- PROGRAM GOALS:
1. To continue implementation of the Residue Avoidance Program as part of the ongoing National Residue Program to control contaminating residues in the meat and poultry supply.
 2. To support the FSIS program for control of contaminating residues in imported products.
 3. To carry out laboratory support of the FSIS inspection program.
 4. To coordinate nutrition activities for FSIS.
 5. To operate an effective Science EEO Program.
 6. To coordinate a safety program for FSIS laboratories.
 7. To conduct a quality assurance program in FSIS, contract and accredited non-FSIS laboratories.

8. To develop new chemical and microbiological methods and improve existing methods.
9. To conduct a comprehensive microbiological monitoring and surveillance program.

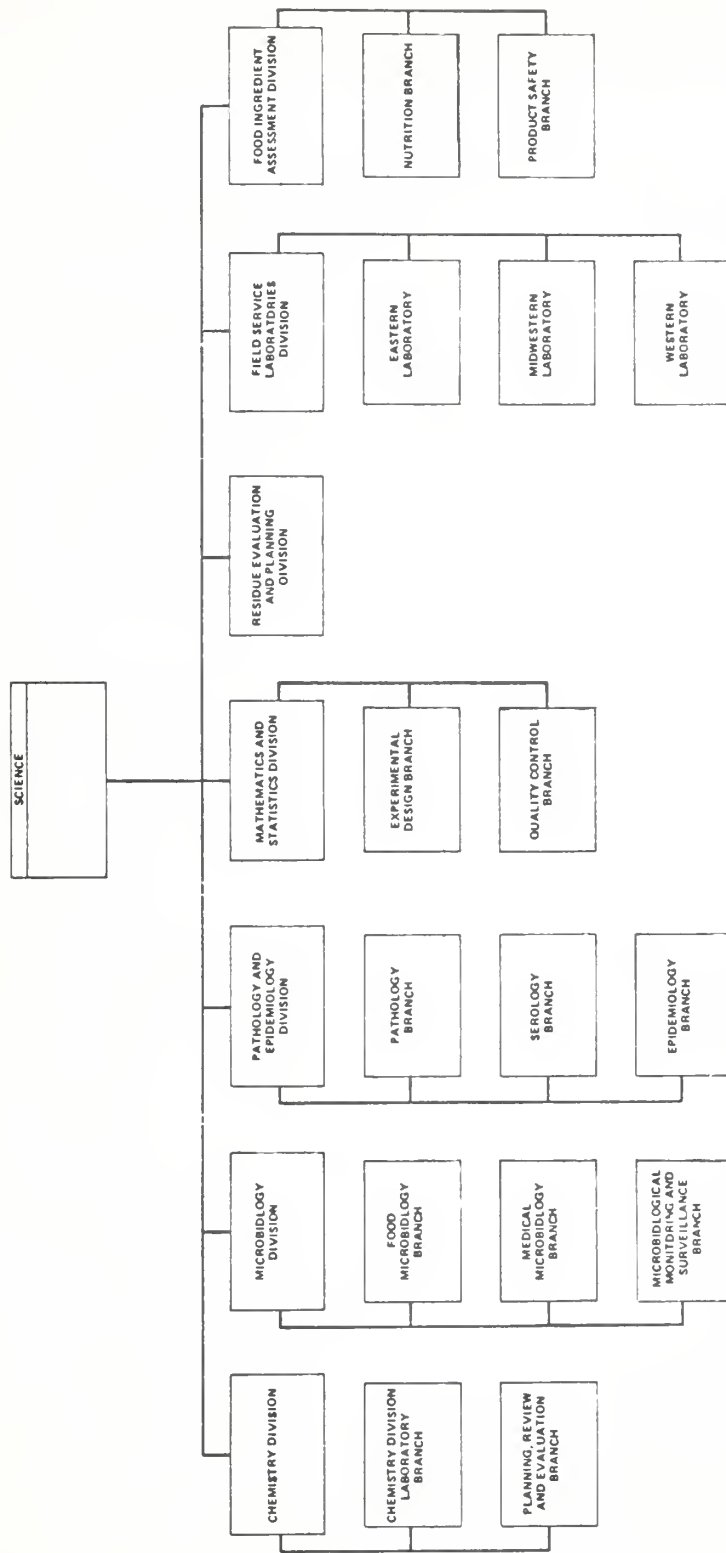
TABLE 19 - SCIENCE PROGRAM AREA:
RESOURCES PLANNED FOR FY 1984

Program Activity	FY 1984 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator <u>1/</u>	(10)	--	(518)	--
Administrative Staff <u>1/</u>	(11)	--	(259)	--
Chemistry Division	45	12	2,036	12
Field Service Laboratories Division	188	50	8,921	50
Food Ingredient Assessment Division	31	8	1,103	6
Mathematics and Statistics Division	19	5	714	4
Microbiology Division	47	13	2,024	11
Pathology and Epidemiology Division	22	6	1,183	7
Residue Evaluation and Planning Division	22	6	1,719 <u>2/</u>	10
Total Program Area	374	100	17,700	100

1/ Resources for these support activities are prorated over the resources of the other program area activities in Washington, DC, Beltsville, MD, Athens, GA, St. Louis, MO, and San Francisco, CA.

2/ Includes \$1.0 million for Extension Service - Residue Avoidance Program.

FOOD SAFETY AND INSPECTION SERVICE
SCIENCE



The function of Science is to provide scientific guidance and support for FSIS programs; develop and operate a Food Borne Hazard Reporting System; identify, recommend, and coordinate the establishment and conduct of appropriate research projects; operate the FSIS Regulatory Field Service Laboratories; maintain liaison with national and international laboratories; conduct a program, intramurally or through contract(s), of scientific data collection and review; coordinate the establishment of agency nutritional policies; and, approve use of food additives in meat and poultry products.

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
OFFICE OF DEPUTY ADMINISTRATOR FOR SCIENCE

PROGRAM LEADER: R. E. Engel

ACTIVITY ABSTRACT: This activity provides managerial, staff, and support services for the Science Program. These services include direction and guidance on scientific matters and administrative management support.

- ACTIVITY OBJECTIVES:
1. Carry-out a Laboratory Renovation and Safety Program.
 - a. Renovate and occupy the Alameda, CA Laboratory. (III)
 - b. Complete fume hood upgrading at Athens, GA. (II)
 - c. Improve building environmental systems, solvent storage facility and loading dock at St. Louis, MO. (IV)
 - d. Make safety and other needed improvements in facilities at Beltsville, MD. (IV)
 - e. Coordinate a laboratory safety education and training program. (Ongoing)
 2. Provide opportunities consistent with available funding and personnel ceilings for career advancement of women, minorities and handicapped persons.
 - a. Conduct activities to meet objectives established by the Affirmative Action Plan (AAP) for all major job series. (Ongoing)
 - b. Conduct activities to emphasize Special Hiring programs and training for minorities and women. (Ongoing)

TABLE 20 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
OFFICE OF DEPUTY ADMINISTRATOR FOR SCIENCE

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Renovation and Safety		(1)	(200)
a. - Alameda	III		
b. - Athens	II		
c. - St. Louis	IV		
d. - Beltsville	IV		
e. - Laboratory Education and Training	Ongoing		
Objective 2 - Provide EEO Opportunities	Ongoing	(7)	(182)
a. - AAP			
b. - Special Hiring Programs			
TOTAL		(8) ^{1/}	(382) ^{1/}

^{1/} All resources for objectives 1 and 2 plus all other support activities of the Office of Deputy Administrator are included in the resources of other Program activities.

FY 1984 PROGRAM ACTIVITY PLAN
FOR THE CHEMISTRY DIVISION, SCI

ACTIVITY LEADER: R. L. Ellis

PROGRAM ABSTRACT: The Chemistry Division is responsible for developing the most economically feasible new and improved analytical chemical methods with increased capacity, greater sensitivity, and accuracy to determine the presence of environmental contaminants and drug residues for inclusion in the ongoing Science program. The staff also determines the presence of food additives and nutritional value of meat and poultry products. The impact of this responsibility is both national and international in its scope and significance, since domestic and imported or exported meat and poultry products are analyzed. The Division:

Manages the Accredited Laboratory Program designed to increase the effectiveness of the field inspection program and assure quality and integrity of the results generated through use of private sector laboratories; conducts a quality assurance program to assure continuous acceptable quality of analytical work; develops and evaluates new and ongoing control processes in laboratories.

Participates in reviewing submitted technical information to assess its accuracy and validity. Conducts reviews, and prepares responses for consideration in FSIS policy decisions. Provides professional development and training in existing and newly developed chemical methods and techniques for division personnel and accredited laboratory reviewers, as well as Agency, Federal, industry and foreign analysts.

Fulfills the needs of FSIS, Science, for exceptionally complex analyses and special studies. Participates with FDA to evaluate residue analytical procedures with each New Animal Drug Application (NADA). Analytical methods developed by the Division are subjected to review and inter-laboratory studies to assure that the laboratory methods withstand review and challenge from other agencies, industries and consumer oriented groups before implementation into FSIS residue and food chemistry programs.

Conducts highly complex chemical analyses of approximately 4,000 samples of meat and poultry products.

ACTIVITY OBJECTIVES: 1. Develop analytical methods suitable for the FSIS regulatory program and transfer technology to field laboratories when appropriate.

- a. Assess the occurrence and metabolism of the synthetic pyrethrins and their synergists dipropyl isocinchromeronate and piperonyl butoxide in species and tissues of interest. Develop an analytical methodology proposal based on the report assessment. (VI)
- b. Complete development of an analytical assay for selected nitroimidazole coccidiostats and their primary metabolites in edible swine and poultry tissue. (II)
- c. Complete development of an analytical method for the quantitation of tylosin in species and tissues of interest. (II)
- d. Develop and document confirmatory methods using mass spectrometry for residue compounds of interest in accordance with Program and Agency needs. (Ongoing)
- e. Conduct a feasibility study, for the evaluation of semiautomated gel permeation-gas chromatography system for organohalide pesticide and contaminant analysis in adipose tissue. (III)
- f. Evaluate and revise as necessary, a screen/assay for the analysis of selected carbamates, e.g., aldicarb and related insecticides in selected species and tissues of interest. (IV)
- g. Review status of analytical methodology and initiate development of an assay for selected benzimidazoles in tissues and species of interest. (IV)
- h. Develop mass spectrometry analytical methods for contamination response, consumer complaint and industrial pollutant issues in accordance with Program and Agency needs. (Ongoing)
- i. Improve analytical methods for the analysis of domestic and/or imported meat and poultry, as requested by the Agency. (Ongoing)
- j. Continue to review the feasibility of rapid tests to determine moisture, protein, fat and/or salt contents consistent with Agency needs, and conduct appropriate surveys necessary to determine economic feasibility. (Ongoing)

2. Maintain a Laboratory Accreditation Program.
 - a. Provide technical liaison for the pre-accreditation reviews of laboratories. (Ongoing)
 - b. Arrange for incorporation of the Accredited Laboratory Operations Manual into a bound notebook and continue to update the Manual in accordance with rule-making provisions of the Accredited Laboratory Program. (Ongoing)
 - c. Ensure that each Laboratory Staff Officer is familiar with the Accredited Laboratory Operations Manual and laboratory review procedures by providing appropriate training. (Ongoing)
 - d. Determine accredited laboratory analytical capability by performing onsite reviews in accordance with standard operating procedures. (Ongoing)
 - e. Coordinate the Accredited Laboratory Program, including any necessary revision of report forms, determination of accredited laboratory analytical capability, and providing computer feedback reports. (Ongoing)
 - f. Revise existing computer support, as necessary, for a more comprehensive evaluation of the Accredited Laboratory Program utilizing MARCIS. (Ongoing)
3. Conduct a Quality Assurance Program.
 - a. Review Chemistry sections in the three Field Service Laboratories (FSL's) and provide evaluation reports including any major deviations in methodology. (Ongoing)
 - b. Review Contract Laboratories and provide evaluation reports including any major deviations in methodology. (Ongoing)
 - c. Provide the support for the review of the AMS Laboratories and provide an evaluation report including any major deviations in methodology. (Ongoing)
 - d. Prepare a comprehensive quarterly quality assurance report to include both residue and food chemistry analyses in FSIS, contract, and accredited laboratories and QA activities that are of a special or intermittent nature. (Ongoing)

e. Operate check sample programs on an ongoing basis for FSIS, contract, AMS, and the Accredited Laboratory Programs to evaluate their overall analytical proficiency. (Ongoing)

f. Develop and implement quality assurance plans for new methods as well as existing methods that do not have an established plan. (Ongoing)

g. Define the performance criteria for each analytical method developed as well as methods used by FSL's that do not have established criteria. (Ongoing)

h. Update the Chemistry Laboratory Guidebook and the Chemistry Quality Assurance Handbook to reflect current analytical and quality assurance activities. (Ongoing)

i. Maintain and expand the present drug and chemical reference standards repository. (Ongoing)

j. Assure, prepare, maintain and distribute check samples for conducting Division quality assurance, special studies, and methods development activities. (Ongoing)

4. Provide Agency support needs.

a. Plan and participate in exploratory surveillance and monitoring programs with other divisions within Science when requested. (Quarterly)

b. Coordinate methods development projects with the FSLD to address program objectives. Participate in studies with other Federal agencies and private institutions which will aid in expanding present methodology. (Quarterly)

c. Develop new and maintain existing contacts with foreign governments, other Federal agencies, and institutions concerning analytical methodology. (Quarterly)

d. Develop protocols and execute special studies as assigned. (Quarterly)

e. Plan and coordinate one Chemist-In-Charge (CIC) meeting. (I)

f. Prepare and update the Chemistry Division policy book. (Ongoing)

- g. Conduct analyses, as requested, in response to the contamination response system and consumer complaints. (Ongoing)
 - h. Continue monitoring activities of the contracts for screening methods for the anabolic steroids and anthelmintic drugs. (Quarterly)
 - i. Participate in the review of residue control programs in foreign countries. (Ongoing)
5. Coordinate activities for methods introduction.
- a. Participate with industry, FSLD and FDA laboratories for the appropriate review and validation of analytical methods for New Animal Drug Applications (NADA's) in animal tissues. (Ongoing)
 - b. Plan and conduct validation and/or collaborative studies for FSIS developed methods. (Ongoing)
 - c. Prepare, maintain and distribute samples for the qualification of FSIS Science analysts, and for the accreditation of laboratories regarding analytical methods. (Ongoing)
 - d. Publish results of special studies and analytical methods according to standard operating procedures (SOP). Conduct peer reviews of publications, as requested. (Ongoing)
 - e. Participate in the technical aspects of developing onsite sulfonamide test kits and requisite literature for the Residue Avoidance Program, based on recently developed technology. (III)

TABLE 21 - FY 1984 PROGRAM ACTIVITY OBJECTIVES
CHEMISTRY DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Analytical Methods Development		19	911
a. - Pyrethrins	IV		
b. - Nitroimidazoles	II		
c. - Tylosin	II		
d. - Confirmatory Methods for Residues	Ongoing		
e. - Organohalide Feasibility Study	III		
f. - Carbamates	IV		
g. - Benzimidazoles	IV		
h. - Mass Spectrometry	Ongoing		
i. - Method Improvements	Ongoing		
j. - Rapid Test Methods	Ongoing		
Objective 2 - Laboratory Accreditation	Ongoing	5	225
a. - Technical Liaison for Pre-Accreditation			
b. - Review Operation Procedures			
c. - Reviewer Training			
d. - On-Site Reviews			
e. - Program Coordination			
f. - Computer Support			
Objective 3 - Quality Assurance	Ongoing	7	300
a. - Review FSLD Chemistry Sections			
b. - Review and Evaluate Contract Laboratories			
c. - Support AMS Laboratories Review			
d. - Quarterly QA Reports			
e. - Conduct Check Sample Programs			
f. - Develop Quality Assurance Plans for New Methods			
g. - Develop Performance Criteria for New Analytical Methods			
h. - Update Chemistry Laboratory Guidebook and QA Handbook			
i. - Expand Drug and Chemical Reference Repository			
j. - Check Sample Preparation			
Objective 4 - Agency Support		7	300
a. - Surveillance and Monitoring	Quarterly		
b. - Coordinate Methods Development Projects/Studies	Quarterly		
c. - Liaison for Analytical Methodology	Quarterly		
d. - Develop Protocol and Special Studies	Quarterly		
e. - CIC Meeting	I		

TABLE 21 - FY 1984 PROGRAM ACTIVITY OBJECTIVES
CHEMISTRY DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
f. - Prepare Chemistry Division Policy Book	Ongoing		
g. - Conduct Analysis for CRS Complaints	Ongoing		
h. - Continue Contract Monitoring for Screening Methods	Quarterly		
i. - Support Review of Foreign Residue Programs	Ongoing		
Objective 5 - Methods Introduction		7	300
a. - Participate in Review and Validation of Analytical Methods for NADA	Ongoing		
b. - Conduct Collaborative and Validation Studies	Ongoing		
c. - Analyst and Laboratory Qualification Studies	Ongoing		
d. - Publications	Ongoing		
e. - Test Kits and Literature	III		
TOTAL		45	2,036

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
FIELD SERVICE LABORATORIES DIVISION, SCI

ACTIVITY LEADER: N. J. Whitney

ACTIVITY ABSTRACT: The Field Service Laboratories Division (FSLD) provides analytical service support in chemistry, microbiology, and pathology. These services are provided by field laboratories located in Athens, Georgia; St. Louis, Missouri; and San Francisco, California. FSLD also acquires analytical support from non-Federal accredited laboratories. The Division:

Provides support in response to the program needs of other Science and FSIS Programs. Conducts chemical analyses which produce data to determine the presence of food additives, environmental and drug contaminants, the nutritional value of meat and poultry products, and economic fraud; provides diagnostic services to identify disease, parasites, and related conditions; conducts microbiological investigations on the quality and safety of meat and poultry products; and provides, upon request of FSIS field staff, technical support in the areas of microbiology and pathology by onsite visits.

Supports a major FSIS monitoring and surveillance program intended to prevent animals and poultry containing illegal drug and chemical residues from entering commerce.

Conducts laboratory analyses on over 38,000 residue and 95,000 non-residue samples randomly selected from meat and poultry carcasses at slaughtering plants throughout the country. Accomplishes analyses of an additional 3,600 residue and 60,000 non-residue samples through contracts with non-FSIS laboratories.

- ACTIVITY OBJECTIVES: 1. Continue the Field Service Laboratories (FSL) analytical program. Provide analytical services in the monitoring areas of chemistry, microbiology, and pathology supporting the National Residue Program, Contamination Response System, and MPI Operations. Manage the chemistry program carried out by contract laboratories. Conduct laboratory reviews and quality assurance analyses for the Accredited Laboratory Program.
- a. Conduct special projects requested by other FSIS or USDA programs. (As Requested)
 - b. Provide training to domestic and foreign nationals. (As Requested)
 - c. Conduct analyses and field reviews for the Science Accredited Laboratory Program. (As Requested)

- d. Provide continuing analyses of meat and poultry and related products as identified in Science's FY 1984 Performance Indicator goals. (Ongoing)
2. Establish contracts with qualified laboratories to accomplish the FY 1985-86 food and residue chemistry analytical program.
 - a. Develop Statement-of-Work. (I)
 - b. Advertise for Bids (proposals). (II)
 - c. Evaluate bidders. (III)
3. Implement new analytical methods and evaluate NADA's in collaboration with other Science Program Divisions.
 - a. Provide an evaluation of each new method; recommend to the Program Divisions necessary modifications to meet special environmental needs of each FSL. (As Required)
 - b. Assure completion within schedule. (As Required)
4. Maintain proficiency of the rapid response analytical group(s).
 - a. Continue training in state-of-the-art technology and techniques. (Ongoing as available)
 - b. Establish an Emergency Response Mass Spectrometry Group(s) for the designated FSL (St. Louis and/or Athens) (II)
5. Implement new Laboratory Sample Flow Sample (LSFS) initiatives established by the Science LSFS Task Force.
 - a. Provide an evaluation of the task force initiatives in collaboration with other program divisions. (I)
 - b. Establish implementation protocol. (II)

TABLE 22 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
FIELD SERVICE LABORATORIES DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources ^{1/}	
		Person- Years	Dollars (000)
Objective 1 - FSL Analytical Program		188	8,921
a. - Special Projects	As Requested		
b. - Analytical Training	As Requested		
c. - Accredited Laboratory Program Support	As Requested		
d. - Sample Analysis	Ongoing		
Objective 2 - Competitive Procurements for Analytical Laboratory Support		<u>1/</u>	<u>1/</u>
a. - Develop Statement-of-Work	I		
b. - Advertise for Bids	II		
c. - Evaluate Bidders	III		
Objective 3 - New Methods Implementation and Evaluation	As Required	<u>1/</u>	<u>1/</u>
a. - Method Evaluation			
b. - Completion			
Objective 4 - Rapid Response Analytical Group		<u>1/</u>	<u>1/</u>
a. - Hi-Technology Training	Ongoing As Available	<u>1/</u>	<u>1/</u>
b. - Emergency Response MS Group	II	<u>1/</u>	<u>1/</u>
Objective 5 - LSFS Initiatives			
a. - Evaluation of Initiatives	I	<u>1/</u>	<u>1/</u>
b. - Establish Implementation Protocol	II	<u>1/</u>	<u>1/</u>
TOTAL		188	8,921

^{1/} Operational costs and person-years to complete all objectives are included in Objective 1.

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
FOOD INGREDIENT ASSESSMENT DIVISION, SCI

ACTIVITY LEADER: G. G. Armstrong

ACTIVITY ABSTRACT: The Food Ingredient Assessment Division (FIAD) is responsible for providing analytical, consultative, and planning services in the areas of food ingredients, nutrition, and product safety. The Division also provides management for monitoring programs that assess ingredients and nutrients in meat and poultry products. The impact of the work performed by the Division is national and international in scope and significance, since the evaluations of ingredients, nonfood compounds and packaging materials used in official establishments involve imported, exported, and domestic meat and poultry products. The Division:

Conducts food consumption studies and, with other Science Divisions, conducts evaluations of exposure and estimates of health and safety impacts of food ingredients, additives, and residues.

Coordinates the formulation of FSIS nutrition policy, recommends necessary nutritional and food safety research, and serves as the FSIS information source on nutrition and product safety related subjects.

Develops nutritional and food safety criteria for use in formulating FSIS policy, particularly for meat and poultry products; develops technical information and criteria for methods to be used in assay of nutrients.

Conducts approximately 10,000 paper evaluations of packaging materials, chemical compounds, and direct and indirect food additives used for foods regulated by FSIS, to determine if they meet established safety requirements. Packaging materials are evaluated both as a service to industry and as a means of verifying manufacturer's written guarantees that packaging materials comply with the Federal Food, Drug, and Cosmetic Act. Evaluation of nonfood compounds and direct and indirect food additives prior to their use is mandatory.

- ACTIVITY OBJECTIVES: 1. Plan and coordinate projects to monitor and assess ingredients, nutrients and other constituents, either added to or naturally present in meat and poultry products.
- a. Coordinate the analysis of the data generated by inspector-submitted verification samples of mechanically separated (species) [MS(S)]. (Ongoing)
 - b. Coordinate a survey of approximately 10 plants producing MS(S) to establish baseline data on product composition. Additional plants will be surveyed in future fiscal years. (IV)

- c. Coordinate the operation of the program to monitor the sodium and potassium content of processed meat and poultry products. (Ongoing)
 - d. Develop and obtain sodium values for unprocessed poultry products and compare data to values in Agriculture Handbook 8. Data from other species will be compared in future fiscal years. (IV)
 - e. Determine nutrients listed on nutrition labels and compare with data collected by PPID from quality control programs. (IV)
- 2. Serve as a source of information for the Agency on nutrition-related topics; coordinate nutrition-related activities with other Agencies and Departments; coordinate clearance of Agency publications for accuracy of nutrition information; and provide nutrition evaluations to FSIS staff, as needed. (Ongoing)
- 3. Conduct food consumption studies and plan and coordinate health, safety, and exposure assessments of selected components of meat and poultry products.
 - a. Develop procedures for combining food consumption and food frequency data bases for making exposure assessments. (III)
 - b. Test the procedures developed in Plan a, and implement by making consumption studies and exposure assessments as needed. (IV)
- 4. Prepare a table of values for protein quality, as determined by animal bioassay, of ingredients used in meat and poultry products. Survey the published literature to identify sources of information useful in developing benchmark values. (IV)
- 5. Provide paper assessments of additives, packaging materials, and nonfood compounds to determine if they meet established safety requirements for use in the meat and poultry supply. Maintain adequate records and initiate actions necessary to publish the "List of Proprietary Substances and Nonfood Compounds."
 - a. Evaluate proprietary additive mixtures, such as branding inks and smoke flavors, submitted by industry, with a 4-week turnaround time. (Ongoing)
 - b. Evaluate nonfood compounds submitted by industry with a 6-week turnaround time. (Ongoing)

- c. Evaluate packaging materials submitted by industry with a 6-week turnaround time. (Ongoing)
 - d. Operate and maintain a monitoring system to verify manufacturer's written guarantees that packaging materials comply with the Federal Food, Drug, and Cosmetic Act. (Ongoing)
 - e. Operate and maintain the automated system to notify approximately 300 firms per quarter of the requirement to review the list of their authorized compounds and advise FSIS of their status. (Quarterly)
6. Develop and disseminate information about additives and nonfood compounds. Develop criteria to formulate Agency policy on the use of these products for meat and poultry.
- a. Publish a list of direct and indirect additives for meat and poultry that have been accorded prior sanction by FSIS. (IV)
 - b. Review with FDA the food additive status of compounds used to clean and destain shell eggs. (IV)
 - c. Review the manufacture and use of smoke flavorings and prepare a background paper on whether, and to what extent, FSIS needs to be concerned about their use in meat and poultry products. (IV)
7. Provide toxicological evaluation of food constituents and nonfood compounds to determine the degree of hazard involved in their intended use. (Quarterly)
8. Cooperate with the FSIS training specialists in development of educational material in toxicology to train Agency personnel. (Quarterly)

TABLE 23 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
FOOD INGREDIENT ASSESSMENT DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Ingredient Monitoring and Assessment			
a. - MS(S) Verification Sample	Ongoing		
b. - MS(S) Composition Survey	IV		
c. - Sodium and Potassium Content	Ongoing		
d. - Sodium Data Verification	IV		
e. - Nutrition Label Validation	IV		
Objective 2 - Nutrition Information and Counsel	Ongoing	3	105
Objective 3 - Health and Safety Assessments		2	70
a. - Combine Food Consumption and Frequency Data Bases	III		
b. - Test Procedures	IV		
Objective 4 - Protein Quality Benchmarks	IV	1	35
Objective 5 - Chemical Safety Assessments		20	718
a. - Evaluate Proprietary Additives Mixtures	Ongoing		
b. - Evaluate Nonfood Compounds	Ongoing		
c. - Evaluate Packaging Materials	Ongoing		
d. - Operate Packaging Materials Monitoring System	Ongoing		
e. - Quarterly Automated Review	Quarterly		
Objective 6 - Safety Criteria, Additives and Nonfood Compounds	IV	1	35
a. - Prior Sanction			
b. - Additive Status			
c. - Smoke Flavorings			
Objective 7 - Toxicological Evaluation	Quarterly	1	35
Objective 8 - Toxicology Educational Material	Quarterly	1	35
TOTAL		31	1,103

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
MATHEMATICS AND STATISTICS DIVISION, SCI

ACTIVITY LEADER: B. Levy

ACTIVITY ABSTRACT: The Mathematics and Statistics Division provides mathematical and statistical support to all organizational segments of FSIS. The supportive service covers the areas of experimental design and quality control, and includes staff support for designing acceptance sampling schemes and inspection procedures for the program; design of sampling surveys for product standard studies; support in the development of residue monitoring and surveillance studies in cooperation with other staffs; analysis and summarization of data developed within the Agency, including delineation of the limits of warranted inferences, and participation in the reviews and assessment of scientific studies performed outside the program in support of regulatory actions.

- ACTIVITY OBJECTIVES:
1. Expand the utilization of the Microbiological and Residue Computer Information System (MARCIS) and the Laboratory Sample Flow System (LSFS).
 - a. Implement a data quality control system in both MARCIS AND LSFS. (II)
 - b. Convert the accredited laboratory information system from the contractor's system to MARCIS. (I)
 - c. Conduct a study of Science Information systems and requirements. (I)
 - d. Implement recommendations of the Science Information Study where appropriate in FSIS Field Laboratories and National Staff Laboratory. (III)
 - e. Develop short and long term strategy for LSFS. (I)
 - f. Develop short and long term strategy for MARCIS. (III)
 2. Provide mathematical and statistical services to other Science and FSIS units. (Ongoing)

TABLE 24 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 MATHEMATICS AND STATISTICS DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Expand Utilization of MARCIS and LSFS		<u>1/</u>	<u>1/</u>
a. - Data QC	II		
b. - Convert Accredited Labs Information System to MARCIS	I		
c. - Information System Study	I		
d. - Implement Study Recommendations	III		
e. - Develop Short and Long Range Strategy for LSFS	I		
f. - Develop Short and Long Range Strategy for MARCIS	III		
Objective 2 - Provide Mathematical and Statistical Support	Ongoing	<u>19</u>	<u>714</u>
TOTAL		19	714

1/ Operational costs and person years to complete all objectives are included in Objective 2.

FY 1984 PROGRAM ACTIVITY PLAN
FOR THE MICROBIOLOGY DIVISION, SCI

ACTIVITY LEADER: R. W. Johnston

ACTIVITY ABSTRACT: The Microbiology Division is responsible for development of analytical methods for microbiological and biological applications, for planning programs to monitor and survey meat and poultry for microbiological and biological trends, for assurance of accuracy of microbiological and analytical procedures used in Science laboratories, and for advising FSIS officials of the significance of Laboratory results. Microbiological/biological analyses may be pertinent to assessment of food quality, the detection of public health hazards, insect contamination, determination of the efficacy and safety of food additives and the detection of antibiotic residues in excess of legal tolerances. The Division:

Develops economical laboratory screening methods that permit the examination of sample numbers sufficiently large so that even a small number of potentially violative samples will be detected.

Develops or selects laboratory reference methods which will withstand challenges from scientists, industry, and others.

Executes special investigations on process or product safety and quality.

Participates with other units in FSIS and other agencies in the review of submitted technical information so as to advise on the accuracy and validity of such information.

Conducts a Quality Assurance Program for the Microbiology Section in each Science Field Service Laboratory to maintain high standards of accuracy.

Conducts a microbiological monitoring and surveillance program for selected meat and poultry products and assesses the trends for sanitation and potential public health hazards.

Conducts microbiological analyses of approximately 10,000 samples of meat and poultry products.

- ACTIVITY OBJECTIVES:
1. Complete incidence study final report for Salmonella in calf mesenteric lymph nodes to evaluate the use of these nodes as markers to identify Salmonella infections. (I)
 2. Conduct incidence study for Salmonella in swine mesenteric lymph nodes to determine the use of these nodes as markers for identifying Salmonella infections.

- a. Conduct literature review. (I)
 - b. Obtain protocol approval. (II)
 - c. Analyze samples. (III)
 - d. Submit final report. (IV)
3. Complete development and implement ELISA for staphylococcus enterotoxin D (SED) system.
 - a. Prepare or obtain SED reagents and complete laboratory development phase. (III)
 - b. Implement Enzyme Linked Immunosorbent Assay (ELISA) staphylococcal enterotoxin test system at Beltsville. (IV)
 - c. Train personnel and implement, FSLD. (II of FY 1985)
 4. Complete development of immunoassay for tylosin in tissues and body fluids for use in laboratory identification and quantification of the drug.
 - a. Complete method development. (I)
 - b. Conduct pilot study using incurred residue samples. (II)
 - c. Submit final report. (IV)
 - d. Train FSLD personnel and implement at FSLD. (I of FY 1985)
 5. Develop method for detecting bovine species in cooked meat foods for use in laboratory identification.
 - a. Assess available methods and select most promising. (I)
 - b. Prepare anti-cooked beef sera. (III)
 - c. Conduct trial with cooked product. (IV)
 - d. Submit final report. (I of FY 1985)
 6. Complete development of a more reliable and valid quantitative laboratory method for low levels of streptomycin residues in tissues and fluids for laboratory use.

- a. Complete method development. (I)
 - b. Conduct trial with incurred residue tissue and fluids. (II)
 - c. Submit final report. (III)
 - d. Train personnel and implement, FSLD. (I of FY 1985)
7. Complete development of bioassay for laboratory use for detecting and confirming chloramphenicol in incurred tissues and fluids at 0.1 ppm.
- a. Complete method development. (I)
 - b. Conduct trial with incurred residue tissues and fluids. (II)
 - c. Submit final report. (III)
 - d. Train personnel and implement, FSLD. (IV)
8. Develop preservation/maintenance system for nonsporeforming microorganisms thereby expanding capability of use in-plant or on-farm for detecting incurred antibiotic residues in tissues and fluids.
- a. Develop preservation system. (II)
 - b. Conduct laboratory trial - Beltsville. (III)
 - c. Submit final report. (IV)
9. Determine the minimal detectable levels (MDL's) of selected antimicrobials with the sulfa swab test systems for expanding STOP program capabilities in-plant and on farm.
- a. Determine the MDL's of selected antimicrobials with the sulfa swab test systems and STOP. (III)
 - b. Assess results. (IV)
 - c. Submit final report. (I of FY 1985)
10. Investigate enzyme immunoassay (EIA) methods which have been developed elsewhere, for adaptation in the recovery of salmonellae from meat and meat products.

- a. Conduct literature review. (I)
 - b. Obtain protocol approval. (II)
 - c. Apply the EIA method to cooked meat products to develop a rapid screening procedure (24-36 hrs) for salmonellae that would allow an early alert about problem product. (III)
 - d. Submit final report. (IV)
11. Continue enzyme method development for detection of urea and rodent urine residue in meat and poultry products.
 - a. Conduct laboratory trials of the method developed in FY 1983. (II)
 - b. Submit final report. (II)
 12. Develop an electrophoretic method for determining Maximum Internal Temperature (MIT) in cooked red meat products. A reliable laboratory test is needed to detect violations in imported cooked meat. Internal temperatures are required by the Animal and Plant Health Inspection Service (APHIS) in some countries to prevent the entry of exotic animal diseases.
 - a. Conduct literature review. (I)
 - b. Obtain protocol approval. (I)
 - c. Investigate the use of thin-layer iso-electric focusing and thin-layer agarose gel electrophoresis with cooked beef and with cured cooked pork products to verify that adequate cooking temperatures were used. (IV)
 - d. Submit final report. (IV)
 13. Develop a laboratory procedure for Clostridium perfringens enterotoxin identification or detection in food and bacterial culture. At present, our method of detecting the enterotoxin is a live animal' test which is not suitable for field lab use.
 - a. Prepare antiserum from donated purified toxin. (I)
 - b. Produce crude and purified toxin by published methods and verify by guinea pig inoculation and precipitation on agar gel plate. (III)

- c. Develop a standardized assay. (IV)
 - d. Submit report. (IV)
14. Develop procedures using x-ray for the detection of extraneous materials in meat products. A reliable non-destructive method of detecting and evaluating extraneous materials in meat products is needed to replace the time consuming digestions currently used. Soft x-ray appears to offer a means of analysis that will be reliable, quick and economical.
- a. Evaluate various observation and presentation media, in terms of sensitivity, resolution and cost. (I)
 - b. Set up procedures for the detection of high density extraneous material in ground and unground meat products. (II)
 - c. Set up procedures for the detection of low density extraneous material in ground and unground meat products. (III)
 - d. Submit report. (IV)
15. Continue development of a simple, rapid method started in FY 1983 for determination of aerobic plate count (APC), coliforms, E. coli and S. aureus, using a dip slide. The need for an in-plant capability of monitoring food supplies for bacterial levels exists. The dip slide seems particularly adaptable for this purpose; however, the one which is commercially available has media which is actually toxic.
- a. Continue trials to find a method for concentrating bacteria in samples and distributing them evenly on slides. (III)
 - b. Improve a detection method for S. aureus. (III)
 - c. Submit final report. (IV)
16. Develop laboratory capability for a C. jejuni virulence test. Recent work elsewhere has shown that virulent C. jejuni may be identified by assay in 12 hour chicks, and other work has shown the presence of cholera-like toxin that can be identified by tissue culture and cholera-antitoxin neutralization tests.
- a. Conduct literature review. (I)

- b. Develop laboratory capability for the chick test. (II)
 - c. Develop laboratory capability for the antitoxin test using tissue culture assay. (III)
 - d. Submit report. (IV)
- 17. Develop an ELISA method for Clostridium botulinum toxin. This will be developed as a test with field laboratory capability where live animals are not available for toxin assay.
 - a. Conduct literature review. (I)
 - b. Obtain protocol approval. (I)
 - c. Develop test to identify toxin. (III)
 - d. Submit report. (IV)
- 18. Compile data for continuing microbiological monitoring and surveillance programs (MMSP) and publish quarterly reports.
 - a. Precooked pork sausage. (II)
 - b. Salmonella in broilers. (III)
 - c. Species (import). (Quarterly)
 - d. Species (domestic). (Quarterly)
 - e. Salmonella in cooked beef. National monitoring. (Quarterly)
 - f. Antibiotic monitoring. (Quarterly)
 - g. Salmonella in cooked beef. National surveillance. (Quarterly)
 - h. Salmonella in poultry chill tank water. (III)
- 19. Initiate and conduct exploratory surveillance programs to determine if area of concern should be monitored on a continuing basis. Initiate new sampling and analytical programs to be conducted by FSLD laboratories.
 - a. Conduct an exploratory surveillance program to quantitatively determine total bacterial levels and salmonellae in mechanically deboned poultry to develop more recent data. Incidence data is available which may be misleadingly high because of homogenization of tissue by the deboning process. (FY 1986)

- b. Conduct an exploratory surveillance program for the quantitation of mold spores in unsterilized spices added to meat to assure that the spices have been properly stored prior to use. (FY 1986)
- c. Conduct a monitoring program to determine quantitatively the microbial levels in imported hams and specified luncheon loaves used for further processing in the USA. (FY 1986)
- d. Conduct an exploratory surveillance program to determine the incidence of salmonellae in partially cooked meat and poultry products. (FY 1986)
- e. Conduct an exploratory surveillance program to determine the significance of extraneous material in ground beef. (FY 1986)
- f. Conduct an exploratory surveillance program to determine the incidence and type of extraneous material in imported boxed beef. (FY 1986)
- g. Conduct an exploratory surveillance program to determine the microbiological quality of imported, frozen, cooked beef products. (FY 1986)

TABLE 25 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
MICROBIOLOGY DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Complete <u>Salmonella</u> in Calves Incidence Study	I	1	50
Objective 2 - Complete <u>Salmonella</u> in Swine Incidence Study		2	90
a. - Literature Review	I		
b. - Protocol Approval	II		
c. - Laboratory Testing	III		
d. - Final Report	IV		
Objective 3 - Implement ELISA for Staphylococcus Enterotoxin D		2	90
a. - Trial of Reagents	III		
b. - Implement ELISA System at Beltsville	IV		
c. - Training and Implementation, FSLD	II of FY 1985		
Objective 4 - Complete Development of Tylosin Immunoassay		2	90
a. - Complete Method Development	I		
b. - Conduct Pilot Study	II		
c. - Submit Final Report	IV		
d. - Training and Implementation, FSLD	I of FY 1985		
Objective 5 - Methods Development for Cooked Meat Species Test		2	90
a. - Select Method	I		
b. - Prepare Antisera	III		
c. - Conduct Trial	IV		
d. - Submit Final Report	I of FY 1985		
Objective 6 - Low level Streptomycin Methods Development		2	90
a. - Method Development	I		
b. - Laboratory Trial	II		
c. - Submit Final Report	III		
d. - Training and Implementation, FSLD	I of FY 1985		
Objective 7 - Chloramphenicol Bioassay Methods Development		2	80
a. - Method Development	I		
b. - Laboratory Trial	II		
c. - Submit Final Report	III		
d. - Training and Implementation, FSLD	IV		

TABLE 25 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 MICROBIOLOGY DIVISION, SCI - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 8 - Nonsporeformer Preservation			
Detection Methods		2	80
a. - Method Development	II		
b. - Laboratory Trial	III		
c. - Submit Final Report	IV		
Objective 9 - STOP Improvement		1	40
a. - Antimicrobial MDL's	III		
b. - Assessment	IV		
c. - Submit Final Report	I of FY 1985		
Objective 10 - <u>Salmonella</u> EIA		2	80
a. - Literature Review	I		
b. - Experimental Protocol	II		
c. - Laboratory Trials	III		
d. - Submit Final Report	IV		
Objective 11 - Enzyme Method for Urea		1	40
a. - Laboratory Trials	II		
b. - Submit Final Report	II		
Objective 12 - MIT Cooked Meat		2	80
a. - Literature Review	I		
b. - Protocol Approval	I		
c. - Laboratory Trials	IV		
d. - Submit Final Report	IV		
Objective 13 - <u>C. perfringens</u> Enterotoxin Test		3	130
a. - Antiserum	I		
b. - Toxin	III		
c. - Assay	IV		
d. - Submit Report	IV		
Objective 14 - X-Ray Detection for Extraneous Materials		2	80
a. - Equipment Evaluation	I		
b. - High Density Detection Procedure	II		
c. - Low Density Detection Procedure	III		
d. - Submit Report	IV		
Objective 15 - Dip Slide Development			
a. - Laboratory Trials	III		
b. - Method Improvement	III		
c. - Submit Final Report	IV		

TABLE 25 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 MICROBIOLOGY DIVISION, SCI - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 16 - Campylobacter Virulence Test		2	80
a. - Literature Review	I		
b. - Chick Trial	II		
c. - Toxin Trial	III		
d. - Submit Report	IV		
Objective 17 - Develop ELISA Method for C. <u>botulinum</u> Toxin Detection		3	120
a. - Literature Review	I		
b. - Protocol Approval	I		
c. - Trials with CDC Serum	III		
d. - Submit Report	IV		
Objective 18 - MMSP Quarterly Reporting		3	120
a. - Precooked Pork Sausage	II		
b. - <u>Salmonella</u> , Broilers	III		
c. - Species (Import)	Quarterly		
d. - Species (Domestic)	Quarterly		
e. - <u>Salmonella</u> Cooked Beef Monitoring	Quarterly		
f. - Antibiotic Monitoring	Quarterly		
g. - <u>Salmonella</u> Cooked Beef Surveillance	Quarterly		
h. - <u>Salmonella</u> Poultry Chill Water	III		
Objective 19 - New Analytical Programs for FSLD Laboratories	FY 1986	13	594
a. - Microbial Levels in Mechanically Deboned Poultry			
b. - Mold Spores in Spices			
c. - Imported Hams and Luncheon Meats			
d. - <u>Salmonella</u> in Partially Cooked Meat and Poultry			
e. - Extraneous Material in Ground Beef			
f. - Extraneous Material in Imported Boxed Beef			
g. - Microbiological Quality of Imported, Frozen, Cooked, Beef Products			
TOTAL		47	2,024

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
PATHOLOGY AND EPIDEMIOLOGY DIVISION, SCI

ACTIVITY LEADER: J. C. Leighty

ACTIVITY ABSTRACT: The Pathology and Epidemiology Division develops the pathology, epidemiology, and serology programs that provide support for meat and poultry inspection and other FSIS activities. The Division:

Investigates food-related conditions potentially hazardous to human and food animal health.

Operates a food-borne hazard control center for receiving reports from Department employees, State health departments, Federal agencies, and the public.

Conducts epidemiological investigations to determine the cause of the food-borne hazards, and recommends preventive measures for the future.

Develops and monitors the operation of a pathology service program for the field program and provides staff services to the national offices.

Develops and presents continuing education programs in pathology, epidemiology, and serology for staff and field veterinarians.

Conducts pathological, epidemiological, and serological studies of infectious and toxic agents associated with food animals and food.

Maintains liaison with State, Federal, and international health agencies related to pathological, epidemiological, and serological matters associated with food hygiene.

Conducts analyses of approximately 6,000 pathological and serological samples of meat and poultry products.

- ACTIVITY OBJECTIVES: 1. Contribute to the development of criteria for the ante-mortem and post-mortem inspection of meat and poultry; the reinspection and laboratory examination of meat and poultry and related products.
- a. Work with an FSIS committee to re-evaluate and test swine post-mortem inspection procedures. (Quarterly)

- b. Work with an FSIS committee to re-evaluate and test cattle post-mortem procedures. (Quarterly)
 - c. Participate in national meetings to correlate the criteria for ante-mortem and post-mortem inspection of food animals. (Quarterly)
 - d. Determine the frequency of mycobacteriosis lesions and serotypes in spleens of mature chickens. (III)
 - e. Develop a reference set of normal tissues of each species of food animals for use of Staff and Field Service Pathology Laboratories. (Quarterly)
 - f. Determine frequency of mycobacteriosis lesions and serotypes in swine. (III)
 - g. Develop a procedure for the detection of antigen of some disease conditions (i.e. mycobacteriosis, erysipelas, brucellosis) in paraffin embedded formalin fixed tissues by the enzyme labeled antibody technique. (III)
 - h. Evaluate systems for the possible differentiation between Spring lambs and adult sheep by the tooth eruption method. (IV)
2. Evaluate selected diseases and conditions that affect animals at the time of ante-mortem and post-mortem inspection.
- a. Develop the data required to correlate the presence of pyrrolizidine plant toxic metabolites in bovine tissues with lesions in the liver. (Quarterly)
 - b. Establish the significance of melanotic tumors in the slaughtered swine population in both market hogs and older hogs (breeding sows and boars). (III)
 - c. Determine the frequency, nature and significance of melanotic tumors in slaughtered horses. (III)
 - d. Establish the frequency and significance of dermal squamous cell carcinoma in young chickens. (IV)
 - e. Establish the frequency and significance of all tumors in bovine, porcine and ovine food animals. (FY 1985)

- f. Establish the frequency and significance of young turkey spleen and liver lesions preparatory to a possible identification of gross differentiating features. (IV)
3. Conduct studies of selected foods associated with health and economic hazards; conduct epidemiological investigations to evaluate, control, and recommend preventative measures for reported health hazards.
 - a. Provide epidemiological investigatory support for the Contamination Response System (CRS). (Quarterly)
 - b. Prepare a monograph on the hazard to human health of mycobacteriosis of swine for submission to peer review. Based on first peer review, complete a revised working draft and submit to peers for a second review. (FY 1985)
 - c. Operate a Meatborne Hazard Control Center (MBHCC) for coordinating the reporting, investigation, and control of health hazards involving foods. (Quarterly)
 - d. Provide technical and epidemiological support for the Meat and Poultry Inspection (MPI) Emergency Program. (Quarterly)
 - e. Review literature on the significance of mycotoxins in processed meat products. (II)
 - f. Conduct a literature review on the hazard of Q fever. (IV)
 - g. Review and evaluate reports on allergic reaction from processed meat and poultry products. (IV)
 - h. Develop a coordinated plan for obtaining reports on meatborne hazards from various sources. (IV)
 - i. Review literature on Campylobacter for public health significance. (II)
 - j. Develop a background paper on Chlamydiosis. (IV)
4. Plan, assist, and evaluate the programs of the Pathology Section of each Field Service Laboratory that provides diagnostic pathology services to field veterinarians.

- a. Identify technical needs of the laboratories and develop recommendations for changes in methods, reagents, equipment, and facilities to meet needs. (IV)
 - b. Conduct one national pathology meeting for the training of pathologists and regional ante-mortem and post-mortem inspection specialists, the identification of inspection problems, and the coordination of laboratory programs. (IV)
 - c. Conduct an on-site technical review of each of three field pathology sections to identify and assist with problems and assure that activities are directed toward national program goals. (IV)
5. Develop continuing education programs for field veterinarians in pathology, epidemiology, serology, and related veterinary sciences. Prepare textual material on selected diseases of food animals to be distributed to field veterinarians. (Quarterly)
 6. Develop serological tests for selected infectious and toxic agents, and adulterants, associated with food.
 - a. Direct the activities of contractors who are developing basic testing systems, procedures, or reagents for the performance of selected serological tests. (Quarterly)
 - b. Seek information about potential alternative serological testing systems and procedures. (Quarterly)
 - c. Develop a combination toxoplasmosis-trichinellosis enzyme immunoassay (EIA) using a commercially available toxoplasmosis antigen. (IV)
 - d. Evaluate the Track XI immunofluorescent system, using cysticercosis antigen, for its potential for use as an Agency tool. (IV)
 - e. Conduct a literature review of a fluoride ion-selective electrode immunodiagnostic system. (IV)
 - f. Evaluate frozen and freeze-dried *Trichinella* antigen in EIA test cuvettes, for the pre-preparation of test plates, as a means of standardizing antigen preparation. (IV)

- g. Coordinate the testing of swine sera, for trichinellosis, in the three Field Service Laboratories and the Serology Branch Laboratory in Beltsville, MD. (IV)
 - h. Prepare a manuscript, for publication, on the validated trichinellosis enzyme immunoassay. (II)
 - i. Initiate adaptation of a bovine cysticercosis EIA procedure to the Gilford EIA analytical system. (IV)
7. Provide consultation, develop methods, and prepare scientific background information for problem solving and policy development purposes of national offices. (Quarterly)

TABLE 26 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PATHOLOGY AND EPIDEMIOLOGY DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person-Years	Dollars (000)
Objective 1 - Inspection Criteria		3	160
a. - Swine PM Committee	Quarterly		
b. - Cattle PM Committee	Quarterly		
c. - Inspection Correlation Meeting	Quarterly		
d. - Mycobacteriosis - Chickens	III		
e. - Reference Tissues	Quarterly		
f. - Mycobacteriosis - Swine	III		
g. - Antigen Detection Procedure	III		
h. - Spring Lambs and Adult Sheep	IV		
Objective 2 - Disease Evaluation		5	215
a. - Pyrrolizidine Study	Quarterly		
b. - Swine Melanotic Lesions	III		
c. - Horse Melanotic Lesions	III		
d. - Squamous Cell Carcinoma-Young Chickens	IV		
e. - Tumors - Multiple Species	FY 1985		
f. - Liver Lesions - Young Turkey	IV		
Objective 3 - Conduct Epidemiology Studies		5	308
a. - Epidemiology Support for CRS	Quarterly		
b. - Prepare Mycobacteriosis Monograph	FY 1985		
c. - Operate Meat Borne Hazard Control Center	Quarterly		
d. - Provide support for MPIO Emergency Program	Quarterly		
e. - Mycotoxins Literature Review	II		
f. - Q Fever Literature Review	IV		
g. - Allergic Reactions Reports Review	IV		
h. - Report Coordination on Meatborne Hazards	IV		
i. - Campylobacter Literature Review	II		
j. - Prepare Background Paper on Chlamydiosis	IV		
Objective 4 - Pathology Program	IV	2	100
a. - Program Planning			
b. - National Meeting			
c. - On-Site Program Reviews			
Objective 5 - Continuing Education	Quarterly	1	50

TABLE 26 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 PATHOLOGY AND EPIDEMIOLOGY DIVISION, SCI - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Development of Serological Tests		5	300
a. - Monitor Serological Tests Contract	Quarterly		
b. - Identify Alternative Serological Testing Systems	Quarterly		
c. - Develop Toxo/Trich EIA	IV		
d. - Evaluate Track XI System Using Cysticercosis	IV		
e. - Flouride Ion-Selective Electrode EIA Evaluation	IV		
f. - Evaluate Freeze-Dried Trich Antigen	IV		
g. - FSIS Trichinellosis Survey	IV		
h. - Trichinellosis EIA Manuscript	II		
i. - Bovine Cysticercosis EIA	IV		
Objective 7 - Consultation	Quarterly	<u>1</u>	<u>50</u>
TOTAL		22	1,183

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
RESIDUE EVALUATION AND PLANNING DIVISION, SCI

ACTIVITY LEADER: J. E. Spaulding

ACTIVITY ABSTRACT: The Residue Evaluation and Planning Division is responsible for developing an overall approach to control residues occurring in the meat and poultry supply so that the incidence and levels of toxic compounds present are held to the absolute minimum. The control of substances which can result in residues entering the production chain and the detection of residues at the time of inspection is an essential part of the total inspection efforts to eliminate adulteration in the meat supply. The Division:

Plans domestic and foreign residue monitoring and surveillance programs to detect the presence and extent of contaminating residues in meat and poultry.

Encourages residue control programs within States and private industries, both on a cooperative and on an independent basis, and interacts with other Federal agencies in development of programs to control contaminating residues in meat and poultry.

Advises and counsels foreign governments about ways to operate a successful residue program so that imported meat does not contain adulterating residues.

Participates with Extension Service and professional organizations to increase producer awareness of the need to include consideration of residue control in their management programs.

ACTIVITY OBJECTIVES: 1. Plan and coordinate the functions of the national residue program for control of contaminating residues in meat and poultry and related products.

a. Hold two meetings of the Surveillance Advisory Team to assure that the FSIS residue program includes specific compounds of interest to FDA and EPA. Minutes will include documentation of recommendations and actions taken. (II, IV)

b. Plan and coordinate the FSIS residue monitoring and surveillance programs, including the design of exploratory surveillance programs. Prepare detailed annual and monthly monitoring plans and associated documentation for rationale. (Ongoing)

c. Refine the design and reporting format of the domestic residue program to more clearly distinguish between monitoring and exploratory surveillance objectives. (I)

- d. Assist Regulations Division in completing an FSIS policy document on enforcement of residue limits. Review public comments after publication (Ongoing)
 - e. Participate in the Contamination Response System (CRS) in support of FSIS. (Ongoing)
2. Support FSIS efforts to control contaminating residues in imported and poultry products.
- a. Continue to distribute basic information on agricultural production practices for meat and poultry production in the United States to serve as an example of information desired from foreign countries. (Ongoing)
 - b. Review residue programs in 4-8 foreign countries to determine how all facets of their drug, pesticide, and animal testing programs interrelate. (I, II, III)
 - c. Participate in International activities which have impacts on FSIS residue programs. (Ongoing)
3. Continue development of the Residue Avoidance Program (RAP).
- a. Coordinate with Extension Service in the review and selection of projects for funding; review of progress reports, data and information developed; and provide technical input regarding program direction. (Ongoing)
 - b. Develop with industry and producer groups the full implementation of the Residue Avoidance Task Force and Steering Committee, including special task forces. (Ongoing)
4. Manage the Cooperative Residue Program.
- a. Conduct on-site operation reviews of "in-force" agreements to update information on the activities and their effectiveness in enhancing product quality for the consumer. (IV)
 - b. Assist companies in designing residue programs and developing cooperative agreements. (Ongoing)

5. Compile and evaluate data for program guidance.
 - a. Provide input into development of an FSIS resource document on compound evaluation and selection for monitoring and laboratory capability to enforce residue limits. (Ongoing)
 - b. Continue work on the Compendium Project. Add four high priority compounds to Phase I and/or Phase II. (IV)
 - c. Prepare and submit a working draft of an annual report on the residue program. (I)

TABLE 27 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
RESIDUE EVALUATION AND PLANNING DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Residue Operations		7	550
a. - Surveillance Advisory Team Meetings	II,IV		
b. - Plan and Coordinate Residue Monitoring and Surveillance Programs	Ongoing		
c. - Design Modification	I		
d. - Assist in Completing Residue Policy Document	Ongoing		
e. - Provide Support for CRS	Ongoing		
Objective 2 - Foreign Programs		3	230
a. - Distribute Basic U.S. Production Practices Information	Ongoing		
b. - Conduct On-Site Program Review in 4-8 Countries	I,II,III		
c. - Participate in International Residue Program Activities	Ongoing		
Objective 3 - Residue Avoidance Program	Ongoing	6	479
a. - Extension Service Coordination			
b. - RAP Task Force Coordination			
Objective 4 - Manage Cooperative Residue Program		3	230
a. - Conduct On-Site Reviews	IV		
b. - Assist in Designing New Cooperative Agreements	Ongoing		
Objective 5 - Data Evaluation		3	230
a. - Priority/Capability Document	Ongoing		
b. - Compendium	IV		
c. - Submit Annual Report on Residue Program	I		
TOTAL		22	1,719 <u>1/</u>

1/ Includes \$1.0 million for Extension Service - Residue Avoidance Program.

**Section VIII
Administrative
Management**

FY 1984 PROGRAM AREA PLAN
FOR ADMINISTRATIVE MANAGEMENT

PROGRAM LEADER: J. A. Powers

PROGRAM ABSTRACT: The Administrative Management Program area is responsible for providing administrative management services to meet FSIS needs. This program area participates with the Administrator in the planning and formulation of policies and programs for the effective direction of FSIS programs, and with other components of FSIS in developing and reviewing policy and procedures relating to FSIS programs. Additionally, Administrative Management provides all organizational segments of FSIS with a variety of administrative management services. These services include budget formulation, presentation and execution; financial analysis; personnel administration and resource management; organizational review, analysis and response; Agency information access and control; management of material procurement, real and personal property and office services; and labor management relations.

This program area executes cooperative agreements and Master Memoranda of Understanding for all agreements between FSIS and other agencies and all servicing agreements. Also, Administrative Management implements national, Department, and FSIS administrative management policies, program goals, and objectives. Administrative Management also coordinates activities and provides leadership, assistance, guidance, and expertise in the implementation of the Equal Employment Opportunity Program.

PROGRAM GOALS:

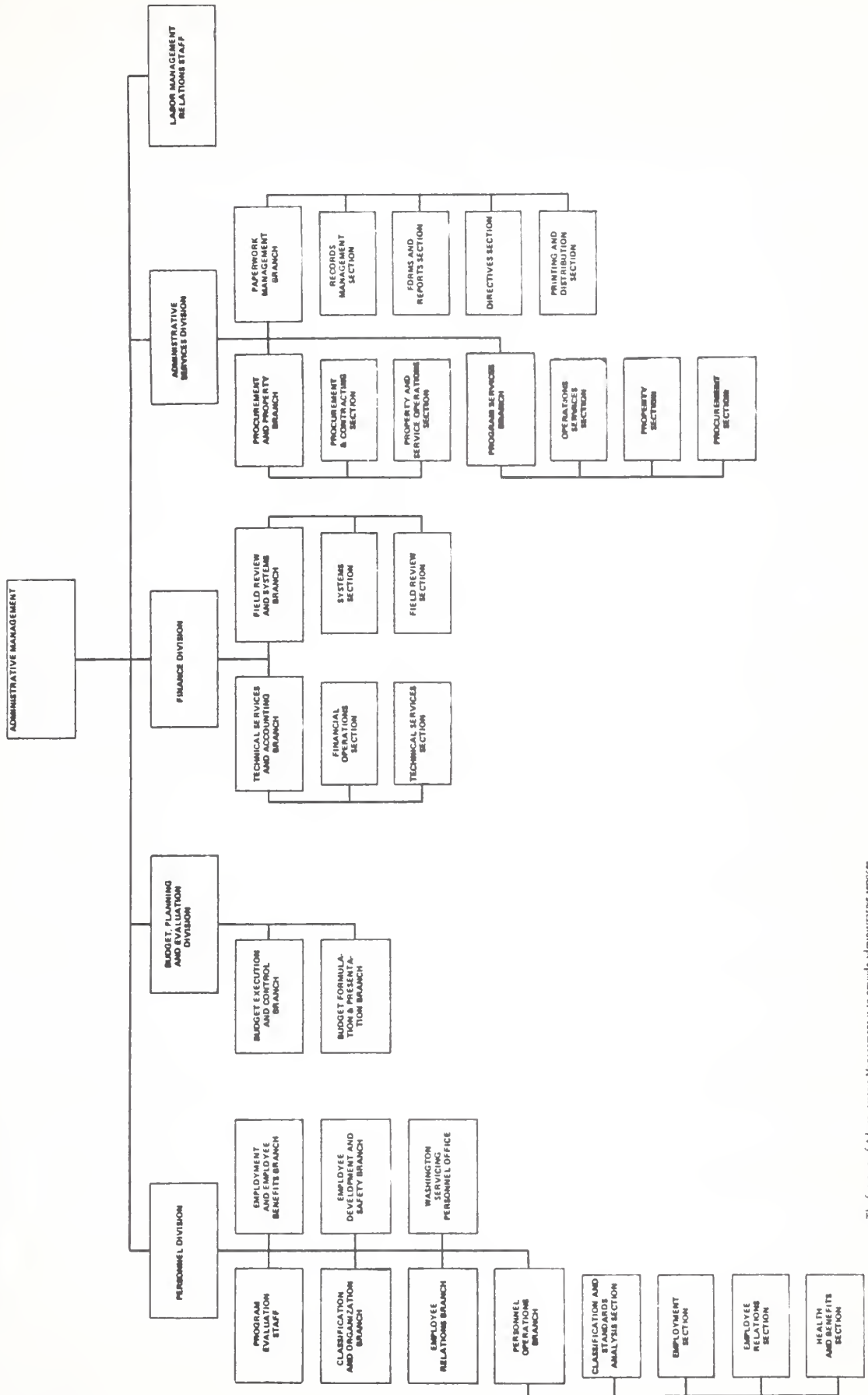
1. Present and justify the Agency's FY 1985 budget and formulation of the FY 1986 budget to the Department, OMB, and Congress.
2. Operate the budget execution for the Agency's financial resources and funds control.
3. Provide accounting system and procedures for improving FSIS financial management. Increase the economy, efficiency, and effectiveness of Agency accounting-related operations.
4. Procure required equipment, supplies, and services in a timely and cost-efficient manner.
5. Maintain a successful and effective labor management program.
6. Operate an effective personnel management system, including the development and implementation of an aggressive affirmative action plan.

TABLE 28 - ADMINISTRATIVE MANAGEMENT PROGRAM AREA:
RESOURCES PLANNED FOR FY 1984

Program Activity	FY 1984 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Administrator	11	4	509	5
Office of the Deputy Administrator	4	2	240	3
Administrative Services Division	77	30	2,807	30
Budget, Planning and Evaluation Division	23	9	763	8
Finance Division	21	9	693	7
Personnel Division	111	44	4,134	44
Labor Management Relations Staff	6	2	266	3
Central Support	19 ^{1/}	-	15,400 ^{1/}	-
Total Program Area	272	100	24,812	100

^{1/} Resources are for Agency-wide use; thus, they are not prorated among activities.

FOOD SAFETY AND INSPECTION SERVICE
ADMINISTRATIVE MANAGEMENT



The function of Administrative Management is to provide administrative services in the areas of Personnel, Administrative Services, Labor Management Relations, and Budget, Planning and Evaluation to meet FIS needs.

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
ADMINISTRATIVE SERVICES DIVISION

ACTIVITY LEADER: O. V. Cummings, Jr.

ACTIVITY ABSTRACT: The Administrative Services Division (ASD) provides a variety of administrative support services to the FSIS program and management divisions. These services include technical assistance in developing specifications and requirements for construction, service, and equipment contracts, and interpretation of the standards for the procurement of materials and supply items. The searching out and awarding of contracts to small and minority contractors receives special emphasis. ASD is also responsible for the Agency-wide property management system, and for headquarters level messenger, supply, and labor support.

ASD formulates plans, policies, and procedures for records and correspondence management, as well as forms and reports management. The establishment and maintenance of an effective directive issuance system for FSIS is another Division responsibility. Additionally, ASD develops plans, policies, and procedures governing the Agency's printing, binding, and distribution systems, and tracks postage costs and other related data to meet postal requirements.

- ACTIVITY OBJECTIVES:
1. Procure required equipment, supplies, and services in a timely and cost effective manner, giving special emphasis to the procurement preference programs.
 - a. Meet the agreed to goals of the procurement preference programs as follows: (IV)
 - 27 percent of prime contract dollars to small business
 - 13 percent of all procurement to 8a firms
 - 3 percent of prime contract dollars to small and disadvantaged firms
 - 5 percent of all procurement dollars to women owned firms
 - 12 percent of all procurement dollars to labor surplus areas
 - b. Process all program requests for goods and services in a timely manner compatible with good procurement practices. (IV)
 - c. Develop competent competitive contract sources for the Overnight Rapid Bovine Identification Test (ORBIT) and implement a system for timely distribution of the resultant scientific kits. (IV)

2. Maintain an effective personal and real property management control system.
 - a. Continue to maintain the FSIS property systems by updating information as required. Work with the Department and NFC to establish an effective relationship to improve the FSIS property systems so that acceptable reports and inventories can be produced. (IV)
 - b. Continue work with the Department to increase the effectiveness of the newly established Centralized Excess Property Operations (CEPO). This will permit FSIS furniture and office equipment needs to be satisfied in the most efficient, cost effective manner. (IV)
 - c. Maintain the automated Agency-leased vehicle system and improve its use as a management tool to control costs. (IV)
 - d. Provide effective space management services to Agency personnel at headquarters and in the field. Coordinate ASD activities with the Contamination Response System Groups as required. Cooperate in implementing the Departmental Space Plan. (IV)
 - e. Maintain the computerized space management information system in the Washington, D.C., complex by updating all changes on a monthly basis. (IV)
 - f. Provide professional energy conservation and safety engineering service to the Science Program Laboratories. (IV)
 - g. Provide professional architectural engineering service to renovate space for the Western Service Laboratory at Alameda, California. (IV)
 - h. Conduct a pilot test of the Inventory Management Bar Coding System at the Science Laboratory at St. Louis, Missouri. If successful, implement the same or similar system within the entire Science Program. (IV)
 - i. Evaluate all FSIS field activity space requirements and develop a systematic approach to reducing space utilization rates to the recently authorized 135 square feet. Reclassify space improperly billed under the Federal Building Fund, where appropriate. (IV)

3. Provide effective mail, supply, messenger, and laborer services.
 - a. Improve turn-around time in responding to headquarters and field personnel requests for administrative support. (IV)
 - b. Cooperate with the Department to establish the Central Receiving and Shipping Programs. (IV)
 - c. Following the pilot test program of using metered mail in lieu of postage paid envelopes, implement the system determined to be most cost effective. (IV)
4. Provide technical guidance, direction, and support to FSIS field activities.
 - a. Conduct a minimum of 25 field reviews of administrative support activities to assure compliance with established procedures. (IV)
 - b. Respond to all requests for guidance and direction in administrative matters and, when required, provide on-site assistance. (IV)
 - c. Provide formal on-the-job training in procurement and property management activities for field administrative support personnel. (IV)
5. Maintain an effective and supportive paperwork management system.
 - a. Improve Agency mail accountability procedures. Conduct two mail volume surveys to determine postage liability. (IV)
 - b. Conduct five (5) field reviews of paperwork activities to assure compliance with established procedures. (IV)
 - c. Conduct Agency-wide records management program in accordance with National Archives and Records Service (NARS) guidelines. (IV)
 - d. Conduct feasibility study of exempting meat and poultry inspectors/official establishments from participation in mail volume surveys. (IV)
 - e. Conduct a minimum of two training workshops in writing and editing Agency directives. (IV)

f. Participate with the Department and OMB on the Information Collection Budget man-hour burden on the private sector. (IV)

6. Provide forms design and printing service to meet program needs.

a. Provide forms design and analyses to meet Agency needs. (IV)

b. Provide printing services to meet Agency needs. (IV)

TABLE 29 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
ADMINISTRATIVE SERVICES DIVISION, AM

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Procure Equipment, Supplies, and Services a. - Procurement b. - Process Program Requests c. - Overnight Rapid Bovine Identification Test (ORBIT) Contract	IV	9	328
Objective 2 - Maintain Personal and Real Property Control System a. - Control System b. - Centralized Excess Property Operation c. - Leased Vehicles d. - Space Management e. - Information System f. - Energy Conservation and Safety Engineering g. - Architectural Engineering Services h. - Pilot Test Inventory Management Bar Coding System i. - Evaluation of Field Space Requirements	IV	17	620
Objective 3 - Provide Services a. - Administrative Support b. - Central Receiving and Shipping Programs c. - Meter Mail Pilot Test	IV	15	547
Objective 4 - Support to FSIS Field Activities a. - Field Reviews b. - Guidance and Assistance c. - On-the-Job Training	IV	9	328
Objective 5 - Paperwork Management Program a. - Mail Accountability b. - Field Reviews c. - Records Management Program d. - Establishment Postage Study e. - Editor/Writer Workshops f. - Information Collection Budget	IV	11	401

TABLE 29 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 ADMINISTRATIVE SERVICES DIVISION, AM - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Provide Forms, Design, and Printing	IV	16	583
a. - Forms Design and Analysis			
b. - Process Printing Requests			
TOTAL		77	2,807

FY 1984 PROGRAM PLAN FOR THE
BUDGET, PLANNING AND EVALUATION DIVISION, AM

ACTIVITY LEADER: W. L. West

ACTIVITY ABSTRACT: The Budget, Planning and Evaluation Division is responsible for: (1) the guidance, direction, and coordination of the Agency budget; (2) planning and forecasting resource needs, utilization and allocations, and; (3) evaluation of the processes necessary to meet external requirements. This includes all phases of budgeting: formulation, presentation, justification, and execution. Division functions include establishing program objectives, quarterly milestones, annual budget targets and developing annual travel plans and other operational and/or technical plans. Another function includes tracking, reviewing, and evaluating the program budget progress on a continuing basis to identify trends and potential and actual problems.

- ACTIVITY OBJECTIVES: 1. Present and justify the Agency's FY 1985 budget.
- a. Present the FY 1985 budget to Department officials, OMB, and Congress. Prepare and submit required budget schedules to the Department, OMB, and Congress in the form of the President's Budget. Coordinate the development of two Opening Statements and the presentation of the FY 1985 budget to Congress. (II)
 - b. Justify the FY 1985 budget to the Department, OMB, and Congress. Review and implement the Department and OMB marks, prepare briefings on the impact of these marks, and when necessary, prepare data for appeal of the allowances. Prepare briefing materials to prepare witnesses for congressional hearings. Coordinate the editing of congressional transcripts and assist in developing answers to congressional questions for the hearing record. (III)
2. Formulate the FY 1986 budget estimates.
- a. Agency estimates. Issue call for Program Estimates to Program and Administrative managers. Request that program units develop, propose, and submit major budget initiatives for FY 1986. Receive estimates from the program and administrative staffs and review budgetary needs for FY 1986. Prepare materials to allow review and evaluation of changes. Coordinate Agency plans for FY 1986 and prepare legislative and program alternatives for presentation

to the Assistant Secretary. Prepare supporting material for submission through the Assistant Secretary to the Department in early July. Prepare visuals with supporting material for formal presentation of the budget before the Departmental Review Board. (II)

b. Department estimates. Prepare material supporting the Agency estimates for review by Department budget and administrative officers. Revise Agency estimates to conform with the Department mark. Prepare additional materials for submission of the FSIS budget to OMB. (IV)

3. Operate budget execution for the Agency's financial and personnel resources and improve the fund control system.

a. Develop target allowances for each organization based on anticipated availability. Issue call for Operating Plans from Program and Administrative managers. Receive and review operating plan submissions for the program and administrative staffs. Develop and implement overall Agency resource operating plans. Assist in the development, review, and implementation of annual operating plans for Agency suborganizations. Make recommendations for revising and assist in implementing revisions to financial operating plans. (I)

b. Control the Agency budget. Report overall use of planned funds to the Department by means of Agency apportionment schedules, as required. Prepare and issue allotment schedules and target allocations, and ceilings, as required, for internal Agency resource control. Monitor use of resources for purposes specifically restricted by Appropriations Act language. (II)

c. Prepare the primary indepth status of funds analysis of utilization relative to total availability and operating plans for the following organizational components: Administrative Management (including Central Support), Technical Services, Review and Evaluation, and International Programs. Prepare and present periodic status reports to Agency managers. (Ongoing)

d. Monitor and keep Agency management informed of status of funds authorization and utilization relative to total Agency availability and operating plans. Prepare and present periodic reports to the

Administrator, Associate Administrator, Deputy Administrators, and other Agency managers on the status of funds authorization and utilization. (As scheduled)

e. Prepare budget schedules and supporting data and documentation for Agency budget request. (I)

f. Analyze and evaluate the form and content of the monthly, quarterly, and end-of-year external reports generated from the accounting system operated for the Agency by the National Finance Center and make recommendations, as needed, for new or revised reports of summaries, which will improve and enhance budget execution and control functions. (IV)

g. Initiate periodic analyses and reviews, as needed, to determine trends in resource utilization (i.e., Agency use of other than full-time permanent positions, details, change of station, overtime, etc.). (IV)

4. Provide miscellaneous other services. This includes: costing out legislation, GAO responses, congressional inquires and special reports and analyses. (Ongoing)

TABLE 30 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 BUDGET, PLANNING AND EVALUATION DIVISION, AM

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - FY 1985 Agency Budget		5	166
a. - Presentation	II		
b. - Justification	III		
Objective 2 - FY 1986 Budget Estimates		4	133
a. - Agency Estimates	II		
b. - Department Estimates	IV		
Objective 3 - Budget Execution		13	431
a. - Financial Plans	I		
b. - Funds Control	II		
c. - Program Status Reports	Ongoing		
d. - Status of Funds Reports	As Scheduled		
e. - Budget Schedules	I		
f. - Accounting Reports	IV		
g. - Determine Trends in Resource Utilization	IV		
Objective 4 - Miscellaneous	Ongoing	<u>1</u>	<u>33</u>
TOTAL		23	763

FY 1984 PROGRAM ACTIVITY PLAN
FOR THE FINANCE DIVISION, AM

ACTIVITY LEADER: Vacancy

ACTIVITY ABSTRACT: The Finance Division provides staff leadership as well as financial management services and assistance to the Food Safety and Inspection Service managers and program leaders in the areas of accounting, fund control, and financial reporting. In this capacity, the Division functions as the liaison with the National Finance Center (NFC) in providing our Agency with an accounting system within the framework of the Department's Centralized Accounting System (CAS) concept.

FSIS is one of two USDA services designated by the Office of Operations and Finance to discharge USDA's cognizant Federal agency assignments made by the Office of Management and Budget (OMB). In FSIS, the Finance Division is responsible for the negotiation of State grantee departments' cost allocation plans, as well as for carrying out the other provision of the Circular.

- ACTIVITY OBJECTIVES:
1. Provide technical assistance and guidance on interpretations of laws, regulations, policies, and decisions relating to fiscal activities.
 - a. Provide assistance on approximately 825 travel inquiries and review approximately 130 travel authorizations, domestic and foreign, for compliance with applicable regulations and recommend approval. Perform liaison functions with the Foreign Agricultural Service in assuring proper clearances, approvals and necessary paperwork is in place before foreign travel begins. (IV)
 - b. Perform four audits of imprest fund activities. (IV)
 - c. Review 10 claims filed under the Federal Tort Claims Act and Military Personnel and Civilian Employees Claims Act for appropriateness and proper documentation before forwarding to the Office of the General Counsel for settlement. (IV)
 - d. Process 10 requests for waivers of overpayment of pay based upon the merits of each case. Within delegated authority waivers up to \$500 can be granted by the Director, Finance Division. Those over \$500 must be forwarded to the General Accounting Office (GAO) with an Agency recommendation and support

in favor of the waiver. The Director can deny requests in any amount; however, for those over \$500, the employee must be notified that he/she has the right to refile with GAO if not satisfied with the Agency decision. (IV)

2. Interface with the centralized accounting system, NFC, by serving as focal point for the receipt and processing of all miscellaneous payment and collection functions not performed by NFC.
 - a. Process approximately 2,500 miscellaneous invoices for payment and collection for deposit through NFC. Verify approximately 2,000 Miscellaneous Payment System Voucher Adjustments (AD-757) and Transfer and Adjustments Voucher (AD-742) for field offices and other programs, then forward them to NFC for input into the CAS. (IV)
 - b. Update the centralized accounting system at the end of each accounting period with estimates of all miscellaneous unpaid accrued obligations. Approximately 2,500 transactions will be required. (IV)
 - c. Administer the Letter of Credit program through the Treasury Regional Disbursing Offices for financing States' costs under the Meat and Poultry Inspection cooperative program. This will include processing approximately 325 authorizations and monitoring approximately 400 draw downs. (IV)
 - d. Analyze approximately 500 internal and external accounting reports and interpret the results. (IV)
3. Provide accounting system and procedures for FSIS Financial Management. Increase the economy, efficiency, and effectiveness of Agency accounting related operations.
 - a. Maintain the Agency's accounting system. Conduct approximately 12 site visits to the National Finance Center (NFC) to perform a preliminary review of the accounting reports. Work with NFC staff in resolving problems with the accounting system and report on status of such problems to Agency management. (IV)
 - b. Develop, establish, implement, and evaluate systems and procedures for initiatives within the framework of the Department's Financial Priorities Program, and the Departmental reforms in the Government-wide Reform '88 Project. (IV)

- c. Prepare and issue fiscal directives and notices to provide for new and/or revised policies and procedures. (IV)
 - d. Provide technical consultation and guidance to program officials on financial policies and procedures. (IV)
4. Support FSIS financial management through the conduct of field reviews, negotiations of indirect cost rates, resolution of fiscal audit exceptions, and performance of special projects.
- a. Conduct field reviews of eight State organizations cooperating in the Federal-State Meat and Poultry Inspection Program. (IV)
 - b. Negotiate approximately 30 indirect cost rates for State grantee organizations for which FSIS acts as the cognizant Federal Agency. (IV)
 - c. Review, analyze, and resolve fiscal audit exceptions contained in Office of the Inspector General (OIG) audit reports, within 45 days of receipt. (IV)
 - d. Perform special projects, as requested, for the purpose of assisting management in making program and policy decisions. (IV)

TABLE 31 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
FINANCE DIVISION, AM

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Technical Assistance a. - Travel Policy b. - Imprest Fund c. - Tort and Civilian Claims d. - Waiver of Overpayments of Pay	IV	3	99
Objective 2 - Accounting a. - Miscellaneous Payments and Collections b. - Update Central Accounting System c. - Letter of Credit Cooperative Programs d. - Internal and External Report Analysis	IV	8	264
Objective 3 - Policies and Procedures a. - NFC Liaison b. - Reform '88/Financial Priorities, Program Initiatives c. - Directives and Notices d. - Technical Advice	IV	5	165
Objective 4 - Field Review and Analysis a. - On-Site Visits b. - Indirect Cost Rate Negotiations c. - Fiscal Audit Exceptions d. - Special Projects	IV	5	165
TOTAL		21	693

FY 1984 PROGRAM ACTIVITY PLAN
FOR THE PERSONNEL DIVISION, AM

ACTIVITY LEADER: W. J. Hudnall

ACTIVITY ABSTRACT: The Personnel Division aids FSIS management officials in achieving effective personnel management as part of their overall management responsibility. Support includes: planning, staff leadership, operation of the personnel management system, and assistance in a variety of areas. These areas include: organization, position management, position classification, and pay administration; recruitment and placement; safety; employee development and training with respect to executive and managerial development, supervisory training, administrative and clerical training and related activities; and employee relations.

- ACTIVITY OBJECTIVES:
1. Plan, coordinate and direct the Agency Classification, Organization and Position Management and Pay Administration Program.
 - a. Manage the Agency classification and pay program through the development and maintenance of policies and procedures related to the implementation of new classification standards; the conduct of position maintenance reviews; the adjudication of classification appeals; pay administration of Title 5 and the Fair Labor Standards Act (FLSA); and the timely processing of garnishment cases. (IV)
 - b. Manage the Agency position management and organization programs through the development and maintenance of policies and procedures related to the administration of the Senior Level Position Management Committee, review of average grade trends; cyclical review and update of Agency functional statements and senior level staffing pattern; and the conduct of organizational and position management studies. (IV)
 - c. Develop and maintain policies and procedures and provide assistance to Agency management in the areas of leave administration and hours of work. (IV)
 2. Plan and direct the Agency Employment and Employee Benefits Program.
 - a. Coordinate the Agency-wide recruitment plan and develop and implement the FY 1984 Federal Equal Opportunity Recruitment Program (FEORP) Plan. (IV)

- b. Provide training, guidance, and assistance on the new merit promotion plan. Expenses for Subject Matter Expert panels to validate promotion criteria will be borne by the program. (IV)
 - c. Provide guidance, direction, and assistance on the SES, GM, and GS performance appraisal systems. (IV)
 - d. Coordinate the Agency-wide security program including the issuance of sensitive position listing (SPL) and implementation of the National Security Decision Directive #84. (IV)
3. Plan and direct Agency Employee Development and Safety Program.
- a. Establish an FSIS Employee Development Training Center using our new Auditors Building facilities. The Center will be the management site for all FSIS professional development programs such as Executive Development, Senior Staff Officer and Career Development for women, the Agency's Integrity Program and the Adult Basic Education Program. (IV)
 - b. Conduct special training and development courses including the nationwide Adult Basic Education Program, the Goddard Quality Control Program, the Ethics and Conduct media-based program, The Executive Staff Officer Program, and Equal Employment Opportunity training, including the College Study Program. (IV)
 - c. Develop and administer a comprehensive continuing education program. (IV)
 - d. Conduct remote site training through satellite video technology. (IV)
 - e. Administer the Agency Safety and Health Program. (IV)
 - f. Develop and conduct on-site computer familiarization training for the Senior Executive Service and top management. (IV)
 - g. Research and develop new training programs and conduct extensive evaluation of present and future training needs. (IV)

h. Service Senior Executive Service (SES) Individual Development Plans (IDP's) and serve as Organizational Development (OD) consultant to the Administrator and his staff. (IV)

4. Plan and direct the Employee Relations Program.

a. Encourage employee productivity through the Employee Suggestion and Awards Program. (IV)

b. Adjust current Agency assistance to employees in compliance with new Employee Assistance Program when it is implemented by the Department. Under the new program, any employee and/or immediate family members whose emotional or behavioral problems or drug or alcohol dependency adversely affect the employee's performance will be afforded the opportunity for counseling. (IV)

c. Achieve informal resolution of employee EEO concerns through the EEO Counselor Program. Provide counselor training as required and necessary. Counselor's organization pays for travel and per diem for training and other counselor costs. (IV)

d. Achieve proper adjustment of employee concerns using, as necessary, arbitration, grievance procedures, and the EEO complaint procedure, among others. The organization in which an EEO complaint occurs provides the Administrator's representative to attempt resolution before a formal complaint is filed. Hearing costs are born by the program (except for the cost of an arbitrator). Costs of EEO investigations and Office of Personnel processing of EEO complaints will be borne by the program. (IV)

e. Successfully maintain employee standards of conduct through a preventive employee relations program and take Agency initiated adverse action, as necessary, providing proper opportunity for appeals. (IV)

5. Operate an effective personnel management program in the field and at headquarters.

a. Assure proper classification of FSIS positions by administering the Position Maintenance Review Program to include developing a schedule of field and headquarters organizational segments subject

to classification review; conducting thorough desk audits of a representative number of positions in each organizational segment; and preparing a written report to the appropriate management officials detailing findings, recommendations, and required actions. (IV)

b. Assure position management principles are being carried out by conducting organizational/position management reviews by developing a plan for the conduct of organizational reviews. (IV)

c. Conduct field and Headquarters recruiting activities including staffing vacant positions from outside sources; providing direction to recruitment efforts; and evaluation of recruiting efforts. The travel for program recruiters is paid from program funds. (IV)

d. Maintain an effective staffing program for field and headquarters including processing personnel actions and related documents; providing guidance and direction to program officials on staffing problems; implementing new and revised policies and regulations; and evaluating the staffing program. Travel for any personnel training conducted at POB will be paid for by the program. (IV)

e. Administer the performance appraisal system including maintaining EPF's; providing advice and guidance to field managers; assuring evaluations comply with established procedures; and advising program administrators of timeliness problems. (IV)

f. Administer the merit promotion plan to include providing guidance and direction to field promotion file offices; assuring promotions comply with the Agency merit promotion plan; and responding to inquiries concerning application of merit promotion principles. Travel for promotion review panel members (quarterly) will be borne by the program. (IV)

g. Administer retirement counseling, Office of Workmen's Compensation Programs (OWCP), health and life insurance, civilian and military deposit/redeposit, and occupational health programs including providing retirement counseling and annuity computations; processing OWCP claims and providing assistance on OWCP cases; counseling, computing and

processing military and civilian deposit/redeposits; annually surveying health units covering FSIS employees; and conducting the annual FEHBA Open Season; and distributing annual Length of Service Awards. (IV)

h. Make effective use of disciplinary and adverse actions as a means of assuring the maintenance of Agency standards of employee conduct by assuring that disciplinary and adverse actions are timely, consistent with Agency and Department standards, and comply with OPM and Department regulations. (IV)

i. Provide effective Agency representation at adverse action appeal and arbitration proceedings by assuring compliance with Merit System Protection Board regulations and union contractual requirements in the processing of appeals and arbitrations. (IV)

6. Plan and direct a Comprehensive Personnel Management Evaluation Program.

a. Conduct a regular cycle of Personnel Management Assistance Reviews. (IV)

b. Maintain the capability for a regular assessment of the status of the personnel management system through a comprehensive planning system integrated with the FSIS Program Plan and the performance standards for employees in the Senior Executive Service and the Merit Pay System. (IV)

TABLE 32 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PERSONNEL DIVISION, AM

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Classification, Organization, Position Management and Pay Administration a. - Classification and Pay b. - Position Management and Organization c. - Leave and Hours of Work	IV	7.0	255
Objective 2 - Employment and Employee Benefits a. - Agency-wide Recruitment and FEORP b. - Merit Promotion Plan Training c. - SES, GM and GS Performance Appraisal Systems d. - List of Sensitive Positions	IV	8.5	334
Objective 3 - Employee Development and Safety a. - Employee Development Training Center b. - Special Training c. - Continuing Education Program d. - Remote Site Satellite Training e. - Safety and Health f. - Computer Training for Top Executives g. - New Training Programs h. - SES IDP's and OD	IV	10.6	850 <u>1/</u>
Objective 4 - Employee Relations a. - Suggestions and Awards b. - Employee Assistance c. - EEO Counselor Program d. - Arbitrations, Grievances and EEO Complaints e. - Adverse Action and Appeals	IV	12.5	400

TABLE 32 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PERSONNEL DIVISION, AM - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 5 - Operations	IV	69.0	2,150
a. - Classification			
b. - Position Management			
c. - Recruiting			
d. - Staffing			
e. - Performance Appraisal			
f. - Merit Promotion Administration			
g. - Retirement, OWCP, Health and Life Insurance, and Occupation Health			
h. - Disciplinary and Adverse Action			
i. - Appeals and Arbitration			
Objective 6 - Evaluation	IV	3.4	145
a. - Personnel Management Assistance Reviews			
b. - Planning System			
TOTAL		111.0	4,134

1/ Includes Central Training Funds

FY 1984 PROGRAM ACTIVITY PLAN FOR THE
LABOR MANAGEMENT RELATIONS STAFF, AM

ACTIVITY LEADER: M. G. Manis

ACTIVITY ABSTRACT: The Labor Management Relations (LMR) Staff serves as liaison between FSIS management at all levels and the various supervisory and labor organizations representing FSIS employees.

To obtain the goal of a viable labor management-relations program, the staff coordinates and maintains an effective communications system within FSIS. This program activity provides a forum for the meaningful exchange of information with employee organizations; participates with the Deputy Administrator in the overall formulation of FSIS labor-management relations policies, and programs; emphasizes Agency policy on labor-management relations; and works with program management to gain complete acceptance and implementation of that policy.

- ACTIVITY OBJECTIVES: 1. Represent the Agency in dealings with employee organizations and third parties.
- a. Fully develop and prepare Agency positions and represent the Administrator as chief spokesperson in contract negotiations with unions. Payment of official time, travel and per diem for management negotiators is assumed by program management in negotiation of all labor agreements. (III)
 - b. Fully develop and prepare Agency positions, and represent the Administrator in impasse proceedings before the Federal Service Impasses Panel (FSIP). (IV)
 - c. Fully prepare and develop the Agency positions, and represent the Administrator in hearings and all verbal communications with the Federal Labor Relations Authority (FLRA) concerning settlement of negotiability disputes. Official time, travel, and per diem of management and union witnesses and representatives involved in each proceeding is a cost borne by the affected program. (IV)
 - d. Schedule, organize, conduct, and represent the Administrator in 18 consultation meetings with the unions and supervisory organizations; attend and participate in bi-weekly consultation meetings with supervisory organizations. Attend and participate as the Administrator's representative at 16 general meetings sponsored by unions. Representatives of

union and supervisory organizations attend consultation meetings on official time, and travel per diem expenses which are incurred by the affected program. (IV)

e. Develop and prepare the Agency position, and represent the Administrator in verbal communications with FLRA concerning settlement of unfair labor practices and determination of appropriate bargaining units in FSIS. (Ongoing)

f. Investigate facts, develop, and prepare the final Agency responses on all back pay claims filed under the Negotiated Grievance Procedure. (Ongoing)

g. Investigate facts, develop, prepare, and present Agency positions in arbitration cases involving contract interpretations and/or Program matters. Official time, travel and per diem of management and union witnesses and representatives involved in each proceeding is a cost borne by the affected program. (Ongoing)

2. Provide advice and staff assistance to managers and supervisors.

a. Answer inquiries, provide advice, guidance, and contract interpretation to Program managers and supervisors in handling of specific LMR problems and policy. (Ongoing)

b. Review the content of all final grievance responses under the Negotiated Grievance Procedure (NGP) for accuracy, appropriateness, consistency, contract interpretation, and potential Program implications. (Ongoing)

c. Provide advice, guidance, and assistance as appropriate on arbitration cases. Make recommendations to the Administrator before decisions are made on proceeding to arbitration and/or on appealing an arbitrator's award. (IV)

d. At the Administrator's direction, either chair or fully participate as a member of task force or committees that have Agency-wide and/or Program-wide implications (approximately six task forces). Participate as full team member in Program Management Assistance Reviews. (III)

e. Formulate, prepare, and instruct five basic LMR and four Advanced LMR training courses for supervisors. Conduct other seminars and training as requested, for Agency, Department, the OPM Labor Relations Training Center, and other parties. Official time, travel, and per diem of class participants is a cost borne by the affected program. (IV)

f. Stay informed on all personnel policies, practices and matters affecting working conditions of employees. Maintain in-house library of information, case law, and policy statements from third parties, research and remain current on decisions of the Comptroller General and other sources concerning relevant LMR matters. (IV)

TABLE 33 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
LABOR MANAGEMENT RELATIONS STAFF, AM

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Agency Representation		5	222
a. - Agency Position Negotiations	III		
b. - Schedule/Represent/Impasse Proceedings	IV		
c. - Negotiability Disputes	IV		
d. - Attend Consultations and Union Meetings	IV		
e. - Unfair Labor Practices	Ongoing		
f. - Back Pay Claims	Ongoing		
g. - Arbitration Cases	Ongoing		
Objective 2 - Provide Advice and Assistance		1	44
a. - Advice, Guidance/Program Managers, Supervisors	Ongoing		
b. - Review Grievances	Ongoing		
c. - Advice, Guidance/Arbitration	IV		
d. - Task Forces/PMARS	III		
e. - Basic LMR Training, Advanced LMR Training, Conduct Seminars	IV		
f. - Stay Current, with In-house Library/Third Parties/Research	IV		
TOTAL		6	266

**Section IX
Equal Employment
Opportunity Staff**

FY 1984 PROGRAM AREA PLAN FOR THE
EQUAL EMPLOYMENT OPPORTUNITY STAFF

PROGRAM LEADER: C. P. Mercado

PROGRAM ABSTRACT: The Equal Employment Opportunity (EEO) Staff is responsible for advising the Administrator on the status of EEO and Civil Rights (CR) Programs within FSIS. The Staff provides advice to managers and supervisors on their EEO/CR responsibilities, and informs all employees of their rights under EEO laws and regulations.

The Federal Women's Program (FWP) and Hispanic Employment Program (HEP) are integral parts of the EEO Program. The EEO Staff is responsible for managing and promoting these special emphasis programs. Also, they provide guidance and assistance to employees designated by management officials to perform EEO duties on a part-time (collateral) duty basis.

Agency procedures for developing the Multi-Year Affirmative Action Plans (MYAAPs) are formulated by the EEO Staff. This responsibility includes monitoring plan implementation, assessing progress, and providing technical assistance for updating the plans.

The EEO Staff develops policies and directives reflecting internal and external EEO/CR regulations. New or revised internal policies are analyzed to identify adverse impact upon employment opportunities and to assure the nonexistence of discrimination based on race, color, religion, sex, age, national origin, or handicap.

The Staff participates with management and personnel officials in the development of, or participation in, upward mobility, career development, and cooperative education programs to enhance employment opportunities. Further, the Staff conducts on-site EEO and CR reviews; monitors and provides advice on the EEO Counselor Program; recommends recruitment activities and sources for the Federal Equal Opportunity Recruitment Program; and coordinates and conducts community outreach activities.

The Agency's EEO Program is carried out in cooperation with resources provided by the program areas. The resources expected to be furnished by the programs for FY 1984 consist of 125 employees, who are assigned to perform EEO duties on a part-time basis, i.e., approximately 15 to 20 percent of their official time. The costs associated with these resources amount to approximately \$77,000 in salaries and \$482,000 in other expenses.

Employees assigned to perform part-time EEO duties function as: EEO advisory committee members, HEP and FWP Managers, Native American recruitment coordinators, and EEO counselors. They perform a variety of duties in support of the EEO Program, such as: advising and assisting management officials; promoting EEO among supervisors and employees; counseling employees who make allegations of discrimination; and conducting recruitment and community outreach activities.

PROGRAM GOALS/
OBJECTIVES

1. Improve the affirmative action planning process to enhance understanding, utilization, and efficiency
 - a. Develop narrative statements to explain the purpose of the MYAAPs and to clarify the statistical charts contained in these plans. (I)
 - b. Provide guidance to applicable program officials on the procedures for developing a headquarters MYAAP. (I)
 - c. Develop and implement a semi-annual reporting system to monitor EEO activities and accomplishments. (II)
 - d. Provide technical guidance on the procedures for updating the MYAAPs. (IV)
 - e. Submit recommendations to Personnel that will enhance internal and external recruitment activities. (Ongoing)
2. Finalize EEO and Civil Rights directives for implementation.
 - a. Complete the Civil Rights directive. (I)
 - b. Coordinate the development and implementation of a training program on Civil Rights responsibilities. (II)
 - c. Begin conducting on-site Civil Rights reviews. (III)
 - d. Complete the EEO Directive. (II)
3. Provide direction and guidance to enhance the performance of employees with EEO collateral duties.
 - a. Monitor the implementation of annual work plans and assess effectiveness. (II)

- b. Develop and implement projects for the Federal Women's and Hispanic Employment Programs. (I)
 - c. Participate in EEO Advisory Committee meetings to provide technical assistance and guidance. (Ongoing)
 - d. Conduct an Agencywide EEO Workshop. (III)
4. Promote and monitor the Agency's utilization of Historically Black Colleges and Universities.
- a. Monitor the participation of these schools in the conduct of Continuing Education Programs. (Ongoing)
 - b. Identify schools to utilize as recruitment sources for the Cooperative Education Program. (II)
5. Coordinate activities to support special observances and community outreach activities.
- a. Develop and distribute a calendar of special observances. (I)
 - b. Coordinate the development of information packets to assist EEO Advisory Committee members in conducting local community outreach activities. (II)
 - c. Coordinate Agency participation in national minority and women conferences. (III)
6. Reemphasize supervisory support and responsibilities for EEO.
- a. Participate in supervisory meetings to reemphasize EEO responsibilities and to promote their support. (Ongoing)
 - b. Review internal supervisory training programs to assure that EEO is addressed, where appropriate, and that the material used is current. (II)
 - c. Develop informational materials summarizing supervisory EEO responsibilities. (IV)
 - d. Develop and distribute EEO Posters to increase the visibility of EEO. (I)

TABLE 34 - EQUAL EMPLOYMENT OPPORTUNITY STAFF PROGRAM AREA:
RESOURCES PLANNED FOR FY 1984

Program Activity	FY 1984 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
EEO	5	100	300	100
Total Program Area	5	100	300	100

TABLE 35 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY STAFF

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Affirmative Action Planning Process		1.5	90
a. - Narrative Statements	I		
b. - Headquarters MYAAP	I		
c. - Semi-Annual Reports	II		
d. - Update MYAAPs	IV		
e. - Recruitment Recommendations	Ongoing		
Objective 2 - Complete EEO and CR Directives		1.0	60
a. - Civil Rights Directive	I		
b. - Civil Rights Training	II		
c. - On-Site Reviews	III		
d. - EEO Directive	II		
Objective 3 - Assist Employees Assigned EEO Collateral Duties		1.0	80
a. - Monitor Annual EEO Work Plans	II		
b. - Implement FWP and HEP Projects	I		
c. - EEO Advisory Committee Meetings	Ongoing		
d. - Conduct EEO Workshop	III		
Objective 4 - Historically Black Colleges and Universities		.5	10
a. - Monitor Participation	Ongoing		
b. - Assess for Recruitment Sources	II		
Objective 5 - Observances and Outreach Activities		.5	20
a. - Calendar of Observances	I		
b. - Information Packets	II		
c. - National Conferences	III		
Objective 6 - Management and Supervisory Support		.5	40
a. - Supervisory Meetings	Ongoing		
b. - Supervisory Training	II		
c. - Develop Information Materials	IV		
d. - EEO Posters	I		
TOTAL		5.0	300

**Section X
Information and
Legislative Affairs
Staff**

FY 1984 PROGRAM AREA PLAN FOR THE
INFORMATION AND LEGISLATIVE AFFAIRS STAFF

PROGRAM LEADER: J. McClung

PROGRAM ABSTRACT: The mission of the Information and Legislative Affairs Staff (ILA) is to effectively communicate with the public, Congress, other government agencies, and internal audiences about FSIS programs and activities.

The ILA Staff is comprised of five activities: Information, Public Awareness, Legislative Affairs, Executive Correspondence and Special Assignments, and the Office of the Director. The Staff analyzes Agency programs and develops, selects, and distributes written and audio-visual materials that best communicate information about particular Agency objectives and actions to specific audiences. It also solicits public input. The ILA groups complement one another in carrying out each communication objective.

The Information Office works primarily with Agency program areas in preparing materials about FSIS for distribution to the public. The Office prepares the official Agency newsletter, news releases, factsheets, background papers, feature articles, publications, briefing materials, and speeches for key Agency officials, a consumer newsletter and other written assignments. The Office coordinates press conferences and keeps up-to-date on all Agency activities to enable it to answer press inquiries and serve as an information resource for Agency personnel. The Office also provides audio-visual communication services for the Agency and coordinates the planning, production, and evaluation of audio-visual materials. These services include: public service announcements; visuals for publications, budget briefings and conferences; and photographs, photo features and slide series for public and internal audiences.

The Public Awareness Office plans, coordinates, and participates in public information and education campaigns; represents the Agency at various conferences and meetings; and assists in the coordination of the Agency's National Food Safety Poster Contest. The Office also maintains mailing lists, manages FSIS publication stocks, and distributes Agency publications on request. The Office designs methods for increasing consumer awareness and participation relating to FSIS actions, and it manages and monitors a system for handling consumer inquiries—the Meat and Poultry Hotline. The results of these activities are incorporated as input into the FSIS decision-making process.

The Legislative Affairs Office plans, develops, and coordinates activities in support of FSIS legislative positions, and it maintains lines of communication about legislative activities

between the Agency and other groups.--(These groups include Congress, the public, other government agencies, and interested parties in the private industry sector.) As part of this function, this Office responds to queries from Congress and the public. Furthermore, the Office coordinates the Agency preparation for all Congressional hearings.

The Executive Correspondence and Special Assignments Unit works closely with program area staffs in the Agency to research and draft responses to congressional and public correspondence that relate to the Agency's meat and poultry inspection and the science programs. This ensures that program area staffs are promptly informed about consumer complaints so that potential health hazards may be investigated and any corrective action that is necessary may be taken. It also provides writing and editing services to Agency officials.

The Office of the Director is responsible for all administrative functions of the ILA staff, including personnel, budget, planning, supplies and equipment, and special projects.

PROGRAM GOALS/
OBJECTIVES:

1. Communicate information to the Media.
 - a. Publish 35 news releases about Agency activities and major decisions. (IV)
 - b. Prepare 10 radio and TV news stories about the Agency. (IV)
 - c. Answer 500 inquiries from the media. (IV)
 - d. Plan and conduct news conferences and briefings, including preparation of news statements, and other background materials. (Ongoing)
2. Communicate information to the Public (General and Special Interest Groups)
 - a. Plan, produce, and distribute six radio and/or television public service announcements (PSA's) about Agency programs. (IV)
 - b. Write or revise five publications and prepare six fact-sheets and backgrounders about Agency activities. (IV)
 - c. Publish ten feature and photo feature stories about Agency activities. (IV)
 - d. Publish four issues of Food News for Consumers. (IV)

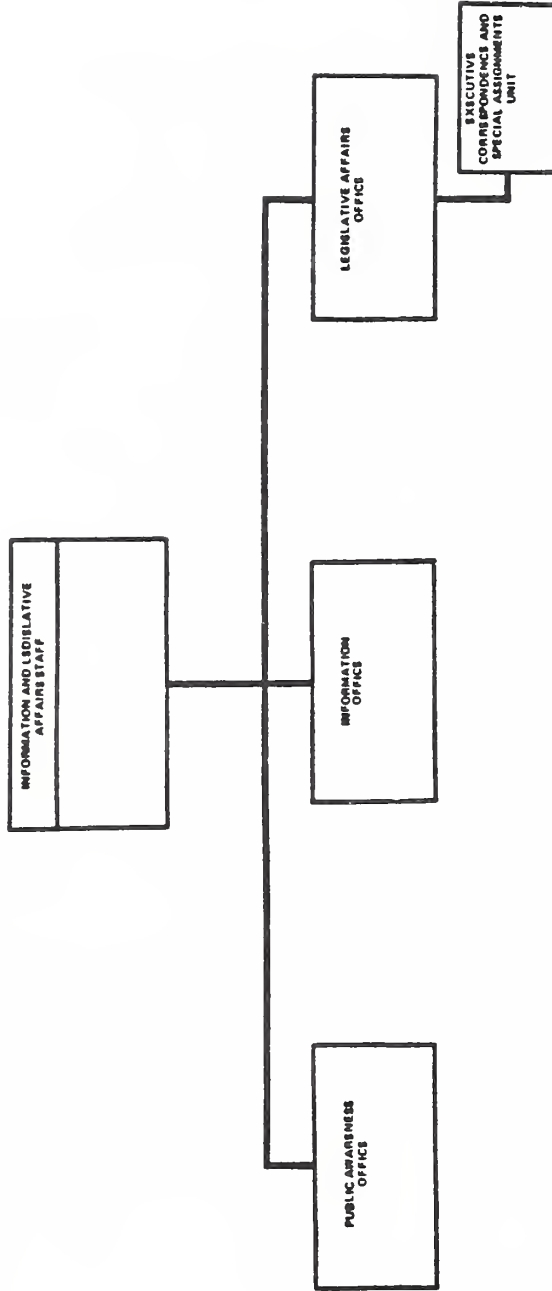
- e. Answer 2,600 letters requesting information about Agency programs and policies including 750 letters directed to the Meat and Poultry Hotline. (IV)
 - f. Answer 1,500 phone calls from the public, including 950 calls on the Meat and Poultry Hotline. (IV)
 - g. Distribute approximately 950,000 copies of 25 different Agency publications to individuals and special groups, including consumers, industry, supermarkets, educators, etc. (IV)
 - h. Reach various outside groups through attendance at meetings, conferences, conventions, etc. (Ongoing)
 - i. Plan and conduct several special outreach campaigns (sodium, RAP, food safety, poster contest, etc.) (IV)
 - j. Plan and produce three slide shows. (IV)
3. Communicate information to Congress and other Government Agencies.
- a. Prepare, coordinate, and seek Congressional approval of legislative items of interest to the Agency. Prepare and coordinate about 20 reports of Agency views on proposed legislation, and prepare and coordinate testimony and other support materials for Congressional hearings. (IV)
 - b. Respond to approximately 500 Congressional letters. (IV)
 - c. Respond to approximately 160 phone calls and personal inquiries. (IV)
 - d. Plan and conduct Congressional briefings and meetings relating to FSIS activities. (Ongoing)
 - e. Participate in intergovernmental group activities. (Ongoing)
4. Communicate information and provide support services to the Department and the Agency.
- a. Distribute the "Daily Summary of the Federal Register", the daily "Congressional Record Summary" and the "Congressional Journal." (Ongoing)

- b. Prepare and distribute "News Watch" daily. (Ongoing)
 - c. Coordinate Publications and Audiovisual Review Committee. (Ongoing)
 - d. Prepare various background materials such as briefing books for key departmental personnel. (Ongoing)
 - e. Develop arts and graphic materials for FSIS initiatives, internal activities, congressional hearings, exhibits and other meetings. (Ongoing)
 - f. Provide photographic services for the Agency. (Ongoing)
 - g. Prepare six issues of the Agency newsletter "The FSIS Communicator." (Ongoing)
 - h. Prepare speeches for delivery by top Agency officials. (Ongoing)
5. Increase consumer representation in Agency decisionmaking.
- a. Plan and coordinate consumer education programs, and assure that consumer input and concerns are considered in the development of FSIS policies. (Ongoing)
 - b. Monitor and evaluate effectiveness of the Meat and Poultry Hotline. (Ongoing)
 - c. Participate regularly in the USDA consumer task forces and interagency organizations. (Ongoing)
 - d. Maintain and expand contacts with consumer organizations. (Ongoing)

TABLE 36 - INFORMATION AND LEGISLATIVE AFFAIRS STAFF PROGRAM AREA:
RESOURCES PLANNED FOR FY 1984

Program Activity	FY 1984 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Director	7	15	160	8
Information Office	18	38	874	46
Legislative Affairs Office	5	11	167	9
Public Awareness Office	10	21	510	27
Executive Correspondence and Special Assignments Unit	7	15	189	10
Total Program Area	47	100	1,900	100

FOOD SAFETY AND INSPECTION SERVICE
INFORMATION AND LEGISLATIVE AFFAIRS STAFF



THE FUNCTION OF THE INFORMATION AND LEGISLATIVE AFFAIRS STAFF IS TO DEVELOP AND DISSEMINATE INFORMATION DESIGNED TO INFORM AND EDUCATE THE PUBLIC OF THE SERVICES PROVIDED BY FSIS AND THE MEANS BY WHICH THE PUBLIC MAY OBTAIN THESE SERVICES. ILA COOPERATES WITH THE DEPARTMENT IN FORMULATING AND IMPLEMENTING AN OVERALL INFORMATION AND PUBLIC EDUCATION PROGRAM ON ISSUES SUCH AS FOOD SAFETY AND LABELING. ILA ALSO ADVISES AND ASSISTS THE ADMINISTRATOR ON ALL MATTERS RELATING TO LEGISLATIVE ISSUES AND CONGRESSIONAL LIAISON. IN ADDITION, ILA WRITES AND COORDINATES AGENCY RESPONSES TO CONGRESSIONAL CORRESPONDENCE AND OTHER INQUIRIES FROM THE PUBLIC. ILA ALSO SERVES AS LIAISON TO THE MEDIA AND PROVIDES LEADERSHIP IN THE PLANNING, DEVELOPMENT, AND IMPLEMENTATION OF WRITTEN, BROADCAST, AND VISUAL MEDIA INFORMATION ACTIVITIES.

TABLE 37 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
INFORMATION AND LEGISLATIVE AFFAIRS STAFF

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Communicate Information to the Media		7.9	246
a. - News Releases	IV		
b. - Radio/TV News	IV		
c. - Inquiries from Media	IV		
d. - News Conferences/Briefings	Ongoing		
Objective 2 - Communicate Information to the Public		20.8	1,093
a. - Public Service Announcements	IV		
b. - Publications, Factsheets	IV		
c. - Features, Photo Features	IV		
d. - "Food News for Consumers"	IV		
e. - Letters from Public	IV		
f. - Phone calls from Public	IV		
g. - Publications Distribution	IV		
h. - Meetings, Conventions, etc.	Ongoing		
i. - Special Outreach Campaigns	IV		
j. - Slide Shows	IV		
Objective 3 - Communicate to Congress and Other Government Agencies		6.7	204
a. - Legislative Reports	IV		
b. - Letters from Congress	IV		
c. - Phone Calls from Congress	IV		
d. - Briefings, Meetings	Ongoing		
e. - Intergovernmental Work	Ongoing		
Objective 4 - Communicate Information and Provide Support Services to Department/ Agency	Ongoing	9.0	281
a. - Prepare Summaries			
b. - "News Watch"			
c. - Publications and Audiovisual Review Committee			
d. - Background Materials			
e. - Arts and Graphics Materials			
f. - Photographic Services			
g. - Agency Newsletter			
h. - Prepare Speeches			

TABLE 37 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 INFORMATION AND LEGISLATIVE AFFAIRS STAFF - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 5 - Consumer Representation	Ongoing	2.6	76
a. - Assure Consumer Input in Policy Formulation			
b. - Monitor Meat and Poultry Hotline			
c. - USDA Consumer Task Forces			
d. - Contacts with Consumer Organizations			
TOTALS		47.0	1,900

**Section XI
Policy and Program
Planning Staff**

FY 1984 PROGRAM AREA PLAN FOR THE
POLICY AND PROGRAM PLANNING STAFF

PROGRAM LEADER: J. A. Segal

PROGRAM ABSTRACT: The Policy and Program Planning Staff (PPP) performs a number of staff functions for the Administrator of FSIS and operates some services as an Agency-wide activity for all the program areas. These functions are organized into four activities: Emergency Planning Office, Executive Secretariat, Policy Analysis Office, and Regulations Office.

The Staff functions for the Administrator include the coordination of all FSIS emergency preparedness functions, and the development of policy options for Agency management to consider in the formulation of new policies. In addition, the Staff designs and operates the Agency-wide program planning system, and provides advisory assistance to the Administrator on food safety statute reforms. The Staff maintains the FSIS Index of Pending Regulatory Actions, which indicates the progress being made on all new regulations that are being developed by FSIS and the Agency response to petitions. The Staff also carries out the Agency-wide, systematic review of existing regulations and coordinates the review and approval of new regulations.

The Staff provides support in the preparation of regulatory impact and flexibility analyses that compare the costs and benefits of proposed regulations and legislation as they relate to industry and consumers.

The Staff operates the Information Processing Center, which provides report preparation services for the Administrator's staff offices and for any program offices that need such aid. In addition, the Policy and Program Planning Staff administration FSIS Freedom of Information Act (FOIA) and the Privacy Act action. During 1983, the Staff responded to about 500 such requests.

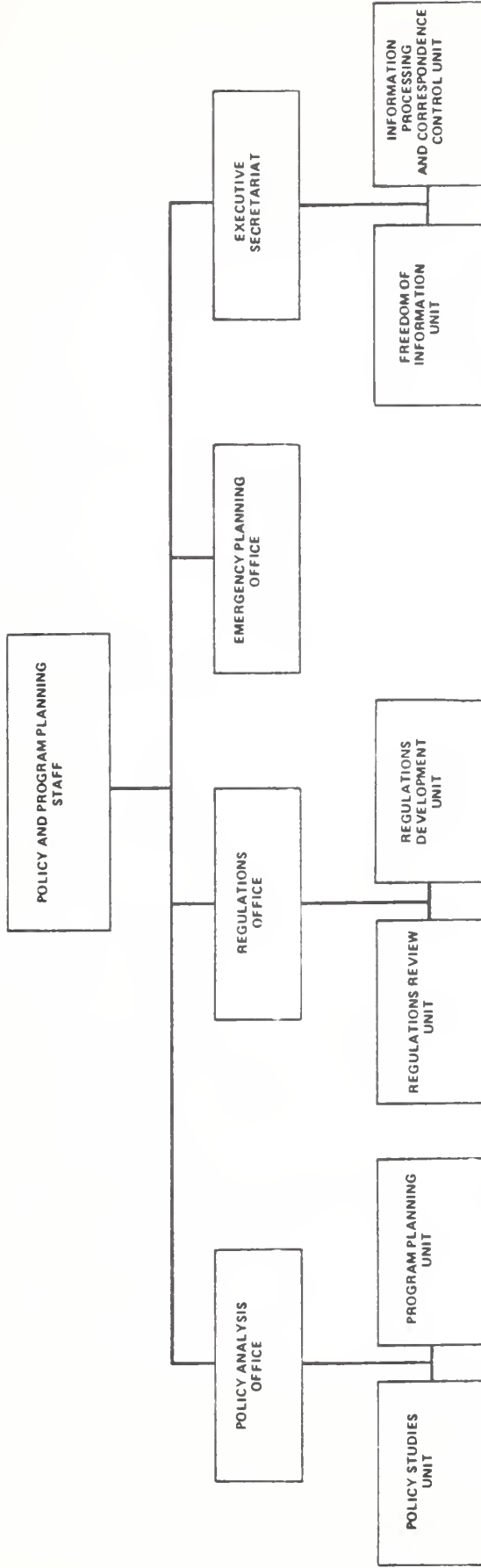
- PROGRAM GOALS:
1. Continue developing and implementing the long-range program planning process to complement the annual program planning activities.
 2. Meet the Office of Management and Budget requirements for regulatory review and analysis.
 3. Increase baseline data and analyses available to the Agency for making decisions on programs and regulations.

4. Provide leadership and guidance to appropriate activities of the Emergency Mobilization Preparedness Board.
5. Provide support for information processing and expediting the Freedom of Information Act (FOIA) and Privacy Act (PA) requests.
6. Provides educational training opportunities in support of the PPP staff.

TABLE 38 - POLICY AND PROGRAM PLANNING STAFF PROGRAM AREA:
RESOURCES PLANNED FOR FY 1984

Program Activity	FY 1984 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Director	5	8	274	12
Emergency Planning Office	8	13	270	12
Executive Secretariat	14	23	294	13
Policy Analysis Office	17	28	910	40
Regulations Office	17	28	552	23
Total Program Area	61	100	2,300	100

FOOD SAFETY AND INSPECTION SERVICE
POLICY AND PROGRAM PLANNING STAFF



The functions of the Policy and Program Staff include development of policy options for Agency management to consider in the formulation of new policies and programs; reviews existing regulations and coordinates the review and approval of new regulations, design and operation of the Agency-wide program planning and regulation tracking systems; support in the preparation of regulatory impact analyses and cost-benefit comparisons; planning and coordination of the Agency Freedom of Information and Privacy Act functions; coordination of all FSI's emergency preparedness functions; and management of the FSI's Information Processing Center.

FY 1984 PROGRAM ACTIVITY PLAN
FOR THE OFFICE OF EMERGENCY PLANNING, PPP

ACTIVITY LEADER: G. E. Bickerton

ACTIVITY ABSTRACT: The mission of the Office of Emergency Planning (OEP) includes planning, developing, and coordinating all FSIS emergency preparedness functions for both peace-time and war-time emergencies and disasters; managing the Radiological Emergency Planning, Preparedness and Response Program for USDA, including the development of policy, program plans and procedures for USDA's direction for participation in response to various types of radiological emergencies; and actively participating in various emergency committee, subcommittee and task force projects and activities.

- ACTIVITY OBJECTIVES:
1. Plan, develop, and coordinate all FSIS emergency preparedness functions for both peace-time and national security emergencies and disasters.
 - a. Maintain a central system for the issuance and accountability of emergency I.D. cards for key FSIS emergency personnel. (Ongoing)
 - b. Represent FSIS in two Federal government tests and/or exercises of peace-time and national security emergency procedures and prepare key FSIS managers to effectively carry out their assignments. (II, III)
 - c. Maintain the FSIS Emergency Planning Handbook to assure it reflects any recent organizational changes within USDA and current Federal policy. (Ongoing)
 2. Manage the Radiological Emergency Planning, Preparedness and Response Program (REPPRP) for USDA.
 - a. Maintain the USDA Plan based on new Federal policy direction which now includes all radiological incidents. (Ongoing)
 - b. Continue working with the Department of Health and Human Services, the Department of Energy, and the Environmental Protection Agency, to formally finalize two interagency agreements covering the monitoring, sampling, and sample analysis of food and feed following a nuclear incident or accident. (IV)

- c. Serve as the USDA representative on the Federal Radiological Preparedness Coordinating Committee (FRPCC) which is the policymaking group within the Federal government for radiological emergencies and as a working member on five FRPCC subcommittees. (Ongoing)
- 3. Assist State and local governments in emergency planning and preparedness for peace-time nuclear emergencies.
 - a. Review and analyze 75 State, County, and local emergency plans; prepare written comments, recommendations, and suggestions that will result in a more effective emergency response. (Ongoing)
 - b. Attend 30-40 onsite exercises as Federal evaluators testing the effectiveness of State, County, and local response plans under radiological emergency conditions. Attend policy and planning meetings of regional radiological assistance committees. (Ongoing)
 - c. Develop final draft of a USDA Manual for the Agricultural Community on nuclear accident preparedness. (IV)
- 4. Participate in Emergency Committee Activities.
 - a. Chair emergency subcommittee. (Ongoing)
 - b. Attend 12 emergency committee meetings, actively participate on various subcommittees and contribute as requested to other interdepartmental emergency activities. (Ongoing)

TABLE 39 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
OFFICE OF EMERGENCY PLANNING, PPP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide FSIS Policy for Emergency Preparedness		1.3	46
a. - Maintain ID Card System	Ongoing		
b. - Represent FSIS in Two Federal Emergency Exercises	II, III		
c. - Maintain Emergency Planning Handbook	Ongoing		
Objective 2 - Manage REPPRP for USDA		1.5	50
a. - Maintain USDA Plan	Ongoing		
b. - Enact Two Interagency Working Agreements	IV		
c. - Represent USDA on Five FRPCC Committees	Ongoing		
Objective 3 - Assist State and Local Governments in Radiological Emergency Activities		3.9	128
a. - Review and Analyze 75 Plans	Ongoing		
b. - Evaluate 30-40 Onsite Exercises	Ongoing		
c. - Develop Final Draft of USDA Manual	IV		
Objective 4 - Participate in Emergency Committee Activities		1.3	46
a. - Chair Emergency Subcommittee	Ongoing		
b. - Attend 12 Emergency Committee Meetings			
TOTAL		8.0	270

FY 1984 PROGRAM ACTIVITY PLAN
FOR THE EXECUTIVE SECRETARIAT, PPP

ACTIVITY LEADER: Vacancy

ACTIVITY ABSTRACT: The Executive Secretariat is responsible for administration of the Freedom of Information Act (FOIA) and Privacy Act (PA). This includes developing Agency policy and procedures for complying with the Acts; handling all requests for access to Agency records; preparing final Agency decisions; and advising management officials in the field and at headquarters concerning the release of information.

Management of the FSIS Information Processing Center (IPC) is another responsibility of the Executive Secretariat. The IPC provides information processing service to all headquarters staff offices. The Center provides quick revision services on lengthy, high priority documents such as dockets, regulatory impact analyses, speeches, and reports. In addition, the IPC prepares manuals, standard letters, and congressional correspondence.

The Executive Secretariat manages a correspondence tracking system designed to assure that the Administrator and the Deputy Administrators are aware of the status of controlled correspondence handled in Agency program areas. In addition, the Executive Secretariat edits the "Weekly Update" report, which informs top management of current program activities, and directs the flow of correspondence within the Office of the Administrator.

Coordination of special projects and conference support are responsibilities of the Executive Secretariat. This includes coordination, at the request of the Administrator, of projects which cross program lines. This involves assembly, analysis, and presentation of program information in response to requests from industry, foreign governments, and other Federal agencies.

The Executive Secretariat provides administrative support and staff services to internal and external conferences, such as meetings of the Advisory Committee on Meat and Poultry Inspection.

- ACTIVITY OBJECTIVES: 1. Administer the FOIA and PA.
- a. Provide timely responses to an estimated 500 requests. (Ongoing))

2. Provide high quality, timely information processing services to Agency headquarters staff.
 - a. Produce an estimated five million lines of information during the year. (Ongoing)
 - b. Conduct ongoing training programs that provide technical expertise to IPC operators. (Ongoing)
 - c. Update the Information Processing Brochure as new capabilities and procedures are added. (IV)
 - d. Explore methods for locating qualified persons as potential IPC personnel. (Ongoing)
3. Operate the tracking system for the Agency.
 - a. Provide weekly reports to the Administrator and Deputy Administrators on the status of correspondence (Ongoing)
4. Provide assistance to the Administrator and Deputy Administrators on recurring and special projects.
 - a. Provide support for one or two meetings of the Advisory Committee on Meat and Poultry Inspection. (II)
 - b. Coordinate Agency involvement in conferences, arrangements for visitors, and cross-program reports, as requested. (Ongoing)

TABLE 40 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
EXECUTIVE SECRETARIAT, PPP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - FOIA/PA a. - Responses	Ongoing	3	63
Objective 2 - Information Processing Services		9	149
a. - Client Service	Ongoing		
b. - Training	Ongoing		
c. - Brochure	IV		
d. - Recruitment	Ongoing		
Objective 3 - Tracking Systems a. - Weekly Reports	Ongoing	1	41
Objective 4 - Projects		1	41
a. - Advisory Committee	II		
b. - Special Projects	Ongoing		
TOTAL		14	294

FY 1984 PROGRAM ACTIVITY PLAN
FOR THE POLICY ANALYSIS OFFICE, PPP

ACTIVITY LEADER: G. E. McEvoy

ACTIVITY ABSTRACT: The Policy Analysis Office has two broad program activities: policy development studies and program planning. The policy development activity is designed to assure that administrative decisions are based on adequate information concerning the need for and consequences of regulatory and legislative actions. The policy development activity also provides the Administrator with analytical studies on policy options relating to overall FSIS programs.

The program planning activity designs and produces an Agency-wide program plan that facilitates the integration of Agency objectives and serves as a guideline for Agency managers and with personnel performance standards. The annual FSIS Program Plan sets forth the goals, objectives, and plans for all FSIS program areas. The planning activity also helps coordinate an annual research needs plan for the Agricultural Research Service (ARS) support of FSIS programs. In addition, a long term planning system is being developed managed to aid the Agency's managers in preparing for events that will influence their program areas in the future.

- ACTIVITY OBJECTIVES:
1. Provide staff support on food safety statutory revision and development for the Administrator and Assistant Secretary. (Ongoing)
 2. Conduct regulatory impact, flexibility, and other analyses for regulations, as necessary.
 - a. Analysis of Cooked Poultry Sausage proposal. (I)
 - b. Analysis of Mechanically Deboned Poultry proposal. (II)
 - c. Prior label regulation review program. (IV)
 3. Conduct policy analyses for program areas.
 - a. International Programs
 - (1) Management analyses of import inspection program. (IV)

- (2) Interrelationships between Automated Import Informations System (AIIS) data base and foreign systems. (Ongoing)
 - (3) Feasibility of special export inspection procedures (IV)
 - b. Technical Services
 - (1) Analyze TQC program perceptions and experiences. (Ongoing)
 - c. Science
 - (1) Provide assistance on systems management and resource allocation issues associated with the Agency's domestic and import residue programs. (IV)
- 4. Develop discussion/background papers:
 - a. Management information requirements for the "Compliance-based Inspection Legislation." (I)
 - b. The development and outlook of the Food Standards Program. (III)
- 5. Conduct special projects on emerging issues, as assigned.
 - a. Report on the Congressional request for information on the field organization study. (III)
- 6. Develop responses, as necessary, to requests from the Office of the Secretary (OS). (Ongoing)
- 7. Develop, implement, and coordinate the Agency annual program planning process.
 - a. Publish and distribute the FSIS Program Plan: FY 1984. (I)
 - b. Communicate with all program areas to obtain feedback on the FY 1984 Plan. (III)
 - c. Initiate and coordinate development of the Agency's FY 1985 Program Plan. (IV)

8. Develop and coordinate long range planning process for the Agency.
 - a. Maintain support for FSIS Agricultural Research Service (ARS) planning effort. (IV)
 - b. Conduct futures planning activities. (IV)

TABLE 41 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
POLICY ANALYSIS OFFICE, PPP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objectives 1 - Food Safety Review and Development	Ongoing	1.0	55
Objective 2 - Regulatory Impact and Flexibility Analyses		3.5	200
a. - Cooked Poultry Sausage	I		
b. - Mechanically Deboned Poultry	II		
c. - Prior Label Review Program	IV		
Objective 3 - Policy Analyses for Program Areas		4.5	240
a. - International Programs			
(1) Import Inspection Program	IV		
(2) AIIS	Ongoing		
(3) Export Inspection Procedures	IV		
b. - Technical Services			
(1) Analyze TQC Program	Ongoing		
c. - Science			
(1) Domestic and Import Residue Program	IV		
Objective 4 - Develop Discussion/ Background Papers		2.0	100
a. - Compliance-based Inspection Legislation	I		
b. - Food Standards Program	III		
Objective 5 - Conduct Special Projects	III	2.0	100
a. - Report on Field Organization Study			
Objective 6 - Develop Responses to OS Requests	Ongoing	1.0	55
Objective 7 - Program Planning		1.5	80
a. - FY 1984 Program Plan	I		
b. - Feedback	III		
c. - FY 1985 Program Plan	IV		
Objective 8 - Long Range Planning Process	IV	1.5	80
a. - ARS Planning			
b. - Futures Planning			
TOTAL		17.0	910

FY 1984 PROGRAM ACTIVITY PLAN
FOR THE REGULATIONS OFFICE, PPP

ACTIVITY LEADER: S. P. Ragan

ACTIVITY ABSTRACT: The function of the Regulations Office (RO) is to carry out the Agency-wide, systematic review of existing regulations and to coordinate and assist in the development and publication of new regulations and public notices. In addition, RO coordinates the review, printing, and distribution of FSIS Meat and Poultry Inspection Program issuances and participates in a number of special projects that assist program offices in meeting their respective missions.

The RO carries out the Agency's mandate for undertaking a systematic review of the Agency's existing regulations as required by Executive Order (E.O.) 12291, the Regulatory Flexibility Act (R.F.A.) (PL 96-354) and the Paperwork Reduction Act (PL 96-511). The Regulatory Review efforts will focus on determining the continued need for existing regulations, identifying the burdens placed on industry, assessing their effects on small businesses, and considering alternatives for improved effectiveness to achieve the same regulatory goal.

The RO ensures that all new FSIS regulations comply with the requirements of the Administrative Procedures Act and related statutes, regulations, case law, executive orders and Departmental policies and procedures. The Office oversees the FSIS Office of the Hearing Clerk that maintains the Agency's administrative records on rulemaking proceedings.

The RO also coordinates the development of regulatory vehicles for implementing FSIS policies. This includes drafting and/or editing any written materials required for publication in the Federal Register and for codification in the Code of Federal Regulations.

RO chairs and provides support to the Issuance Steering Committee. This Committee is tasked with developing and implementing a comprehensive Agency-wide system for issuing materials on Agency policies and procedures to its personnel and to other interested persons. Approximately 150 MPIO program area issuances were processed by RO in FY 1983, including bulletins, directives, manual changes, training guidelines, and the monthly publication of the "Issuances of the Meat and Poultry Inspection Program," a publicly available compilation of recently published materials.

- ACTIVITY OBJECTIVES:
1. Coordinate, develop, and issue FSIS regulations and issuances.
 - a. Schedule, assist in and monitor the development of, draft, edit, and coordinate clearances and publication of new and amended regulations comprising approximately 80 FSIS regulations, proposals, and public notices. (IV)
 - b. Review MPIO program area issuances for adequacy and conformity with applicable requirements prior to publication. (IV)
 - c. Coordinate the Agency-wide Issuance System Improvement Plan. (Ongoing)
 - d. Maintain the official FSIS administrative record for all petitions and regulatory actions undertaken by the Agency. (Ongoing)
 2. Conduct FSIS regulatory review. (Ongoing)
 - a. Red Meat Slaughter Regulations--Identify and quantify the cost of current regulations that may be causing an unnecessary burden on the red meat industry at the time of slaughter, project how the red meat industry may evolve in the future (circa 1988-1993), and identify cost-effective methods of inspection that the Agency might employ as a result of projected industry innovations.
 - b. Recordkeeping, Registration and Reporting Requirements--Identify and analyze opportunities to reduce Agency paperwork requirements on the regulated industry (as required by the Paperwork Reduction Act, PL 96-511 and E.O. 12291).
 - c. Administrative Procedural Requirements--Review of Agency's administrative procedures by which the Agency interacts with the public and the regulated industry, e.g., petitions and rulemaking.
 3. Prepare analyses, as assigned, to assist Agency decision-makers and to carry out the requirements of E.O. 12291 and the R.F.A. (Ongoing)
 4. Conduct special projects as assigned. (Ongoing)

TABLE 42 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
REGULATIONS OFFICE, PPP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Regulations Development and Issuance		10	282
a. - Coordinate Development	IV		
b. - Program Issuances Clearance	IV		
c. - Coordinate Issuance System Improvement Plan	Ongoing		
d. - Administrative Record Maintenance	Ongoing		
Objective 2 - Regulatory Review	Ongoing	5	194
a. - Red Meat Slaughter Regulations			
b. - Recordkeeping, Registration and Reporting Requirements			
c. - Administrative Procedural Requirements			
Objective 3 - Analyses Preparation	Ongoing	1	38
Objective 4 - Special Projects	Ongoing	<u>1</u>	<u>38</u>
TOTAL		17	552

**Section XII
Review and
Evaluation Staff**

FY 1984 PROGRAM AREA PLAN FOR THE
REVIEW AND EVALUATION STAFF

PROGRAM LEADER: C. M. Seymour

PROGRAM ABSTRACT: The Review and Evaluation Staff (R&E) provides an overview of the effectiveness of food safety and inspection programs, and carries out special analyses and evaluations to improve program effectiveness.

R&E provides continuing oversight information through basic circuit reviews which monitor inspection effectiveness throughout the country. Special project reviews examine specific program issues in depth. The Staff also coordinates FSIS participation in efforts to reduce fraud, waste and mismanagement, and in audit activities by the General Accounting Office and USDA's Office of Inspector General.

Basic circuit reviews are carried out with onsite assessments of inspection controls at the plant level. The circuit is the first management level for inspection operations. Reviews are made at plants throughout the circuit and emphasize the adequacy of controls critical to the inspection of wholesome products. Results of reviews are reported orally to inspectors and supervisory personnel. Summary reports showing patterns and trends in critical controls are prepared for each circuit. These are aggregated periodically for regional and national overviews.

R&E issues individual inspection location reports on premises with critical deficiencies. These reports are issued when the situation requires special attention and followup. Inspection officials followup to determine the corrective actions needed and to be sure improvements are made and sustained.

Special reviews, evaluations, and analyses focus on concerns not readily addressed by the basic circuit review program. These include projects which provide an indepth assessment of a specific problem area, geographic or organizational unit, inspection technique, processing technique, or other program problems. The special project approach permits collection of more comprehensive information about what is and is not working.

In addition, reviews and special inquiries are carried out "on demand" as required during the year. Results are provided to the Administrator and his Senior Staff to help in policy development and planning, and for use in decisionmaking.

PROGRAM GOALS/
OBJECTIVES:

1. Provide the Administrator with an overview of inspection controls.
 - a. Develop and define systems, criteria, and procedures for reviews. (Ongoing)
 - b. Conduct onsite monitoring of FSIS program effectiveness in 1,200 locations in 40 circuits, including followup reviews of 5 to 10 circuits. (IV)
 - c. Analyze, summarize, and report review results and make recommendations. Issue 40 circuit reports and one national summary. (IV)
2. Carry out special analyses and evaluations to improve program effectiveness.
 - a. Develop systems, criteria, and procedures to be used in carrying out special analyses and evaluations. (Ongoing)
 - b. Carry out special studies as resources permit and Agency needs develop. The 1984 agenda of priority projects includes: (IV)
 - (1) Pest Control: determine if the frequency and types of pest control deficiencies have changed between the data collection periods-- (January-June 1983 and January-June 1984).
 - (2) Poultry Slaughter and Pre-Operative Sanitation: cover new pre-op sanitation procedures, slaughter inspection procedures, moisture controls, packout--(begin about December 1983).
 - (3) Import Inspection: assess the effectiveness of the new training program, instructions and techniques. Warehousing and destination inspection procedures will be included in addition to Port-of-Entry procedures.
 - (4) TQC: assess FSIS operational effectiveness in plants with approved TQC systems--(begin February 1984).
 - (5) Oversight of State Inspection Programs: assess FSIS effectiveness and uniformity in determining "equal to" status of State inspection programs. This may be incorporated as part of routine circuit or region reviews--(begin April 1984).

- (6) Custom Exemptions: assess FSIS procedures for monitoring custom exempt plants--(begin March 1984). (See also below.)
- (7) Custom-Exempt Operations in Federal Plants: assess MPIO activities for monitoring custom operations and controlling inspected and exempt products in Federal plants--(Ongoing-information collected will be included in a report on custom exempt plants).
- (8) Water Systems Followup: assess inspectional control of water in approximately 10 percent of the locations reviewed on basic reviews--throughout FY 1984. Utilize a modification of the checklist developed for the FY 1983 Special Project on Water Systems.
- (9) AQL Programs: assess effectiveness of existing as well as modified and new AQL procedures as they are implemented. Project will be staged during the year after various new procedures have been in effect for a time.
- (10) Exports: provide specific feedback on procedures for certifying export shipments--(starting spring 1984 and running for 6 months--in locations where applicable).
- (11) Packaging Materials: provide specific information on packaging material usage--(to begin when checklist developed).
- (12) STOP Program: provide specific information on use of STOP by field personnel--(to begin when checklist developed).
- (13) New Label Approval Procedures: assess field implementation of new label approval procedures--(to begin when checklist developed).
- (14) Limited, Minimal, and Proportional Inspection Coverage: assess, nationwide, these methods of inspectional coverage--(to be conducted for a four month period during the year).

c. Carry out additional inquiries, reviews, and interviews, as assigned by the Administrator, in cases requiring independent fact gathering. (Ongoing)

d. Analyze, summarize, and report special study results and make recommendations. (Ongoing)

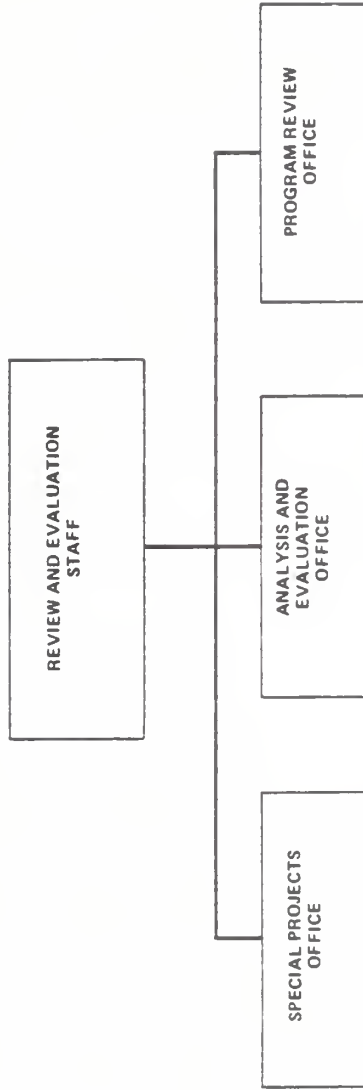
3. Assist the Administrator in a program to eliminate abuse and waste in program operations and improve program integrity.
 - a. Provide feedback to FSIS line managers on potential conduct and integrity problems disclosed in basic reviews and special projects. (Ongoing)
 - b. Submit recommendations to the Administrator for action by FSIS. (Ongoing)

4. Provide staff support on all audit matters to the FSIS Liaison Officer with the Office of Inspector General and the General Accounting Office.
 - a. Coordinate FSIS participation during the performance of audits. (Ongoing)
 - b. Assure that appropriate program officials participate in audit responses. (Ongoing)
 - c. Coordinate final Agency responses to audits involving policy issues on more than one program area. (Ongoing)
 - d. Track Agency progress in meeting commitments made in response to audit recommendations.

TABLE 43 - REVIEW AND EVALUATION STAFF PROGRAM AREA:
RESOURCES PLANNED FOR FY 1984

Program Activity	FY 1984 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Director	7	15	300	15
Analysis and Evaluation Office	8	17	340	17
Program Review Office	27	56	1,120	56
Special Projects Office	6	12	240	12
Total Program Area	48	100	2,000	100

**FOOD SAFETY AND INSPECTION SERVICE
REVIEW AND EVALUATION STAFF**



The function of the Review and Evaluation Staff is to develop systems, criteria and procedures for conducting evaluations of effectiveness of program operations; conduct systematic on site monitoring; analyze and make recommendations based on review reports; and provide liaison with the OIG and GAO.

TABLE 44 - FY 1984 PROPOSED PROGRAM ACTIVITY OBJECTIVES
REVIEW AND EVALUATION STAFF

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide an Overview of Inspection Controls		20	834
a. - Develop and Define Systems, Criteria, and Procedures for Reviews	Ongoing		
b. - Conduct Circuit Basic Reviews	IV		
c. - Report Review Results and Make Recommendations	IV		
Objective 2 - Conduct Special Analyses and Evaluations to Improve Program Effectiveness		24	1,000
a. - Develop Systems, Criteria, and Procedures for Special Studies	Ongoing		
b. - Conduct Special Studies	IV		
c. - Conduct Independent Fact Gathering for Additional Reviews and Inquiries as Assigned	Ongoing		
d. - Report Special Study Results and Make Recommendations	Ongoing		
Objective 3 - Assist in Eliminating Abuse and Waste in Program Operations and in Improving Program Integrity		2	83
a. - Provide Feedback to FSIS Line Managers	Ongoing		
b. - Submit Recommendations for Action to the Administrator			
Objective 4 - Support the FSIS Liaison Officer		2	83
a. - Coordinate FSIS Participation in Audits	Ongoing		
b. - Assure Appropriate Agency Participation in Audit Responses			
c. - Prepare Final Agency Responses			
d. - Track Agency Commitments			
TOTAL		48	2,000

Appendix A
FSIS Inter-Program
Area Impacts

APPENDIX A

FSIS INTER-PROGRAM AREA IMPACTS

Some of the program activity goals, objectives, and plans of FSIS program areas have interrelated impacts on other program areas of the Agency. This Appendix seeks to tie together those items of the four major line program areas that are expected to have the coordination and cooperation of resource inputs from other program areas of the Agency. These program activity impacts are presented by the four source of impact program areas--see Appendix Tables A, B, C, and D. The resources impacts are then aggregated by program area sources and impacts in Appendix Table E.

There is a substantial amount of inter-program area cooperation within FSIS. As such, program areas taking the lead role for various agency efforts will require resource inputs from other program areas. A summary analysis of some inter-program area impacts generated by the four major line program areas of FSIS appears below.

The Science program area generates the most substantial inter-program area impacts of the line program areas of FSIS. The heaviest Science impact (97,840 person-hours) is on the Meat and Poultry Inspection Operations (MPIO). This level of impact, however, is expected to be only about 70 percent of what it was in FY 1983. Almost 80 percent of this FY 1984 impact on MPIO is for their involvement in the national residue program. Science also heavily impacts MPIO for support in the compilation of data for: 1) microbiological monitoring and surveillance programs; and 2) monitoring and assessing ingredients, nutrients and other constituents in meat and poultry products. Science also heavily impacts International Programs (IP) and the Policy and Program Planning Staff (PPP) for support of its national residue program. The Science impact on IP will nearly double what it was in FY 1983, largely because of plans for on-site reviews of residue programs in foreign countries.

The International Programs area impacts heaviest on the Science program for quantitative support of its objective on the import inspection program (particularly skip lot, proportionate sampling, and validation of sampling plans.)

The Meat and Poultry Inspection Technical Services (MPITS) program area impacts heaviest on MPIO for support of its efforts to modernize slaughter inspection procedures.

The MPIO program area impacts on other program areas in FY 1984 will decline more than 70 percent from year ago levels. Most of this planned decline is on the need for resources in MPITS in support of its Information Resources Management (IRM) capabilities, and in the training of field supervisory personnel to reemphasize Supervision of Performance System (SPS) theory.

TABLE A - FY 1984 INTERNATIONAL PROGRAMS
 INTER-PROGRAM AREA
 PERSON-HOURS/PERSON-YEARS IMPACT

Item		Impacts				
Program Activity	Objectives	MPIO	MPITS	SCI	TOTAL	
		Hours	Hours	Hours	Hours	
ECD	Obj. 2, b.	---	520	---	520	
	Obj. 3, b.	---	520	---	520	
	Obj. 4, c.	1,820	---	---	1,820	
FPD	Obj. 2, d.	200	1,200	2,450	3,850	
	Obj. 3, b.	---	100	---	100	
	Obj. 4, a.	---	520	---	520	
	Obj. 4, b.	---	520	---	520	
	Obj. 5, b.	---	300	---	300	
Total Person-Hours		2,020	3,680	2,450	8,150	
Person-Years		1.0	1.8	1.2	4.0	

TABLE B - FY 1984 MEAT AND POULTRY
INSPECTION OPERATIONS PROGRAM
INTER-PROGRAM AREA
PERSON-HOURS/PERSON-YEARS IMPACT

Item		Impacts			
Program Activity	Objectives	MPITS	AM	OA(PPP)	TOTAL
RMA	Obj. 1, g.	---	520	---	520
	Obj. 3, f.	---	520	520	1,040
	Obj. 3, g.	1,840	---	---	1,840
EPS	Obj. 2, d.	---	520	---	520
	Obj. 4, b.	1,040 ^{1/}	---	---	1,040
ICS	Obj. 4, f.	1,040	---	---	1,040
Total Person-Hours		3,920	1,560	520	6,000
Person-Years		1.9	.8	.2	2.9

^{1/} MPITS provides ADP staff support for Science MARCIS System.

TABLE C - FY 1984 MEAT AND POULTRY INSPECTION
 TECHNICAL SERVICE PROGRAM
 INTER-PROGRAM AREA
 PERSON-HOURS/PERSON-YEARS IMPACT

Item		Impacts							TOTAL
Program Activity	Objectives	IP	MPIO	SCI	AM	AO(PPP)			
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	
FESD	Obj. 5, a.	---	20	20	---	---	---	40	
	Obj. 6, b.	---	100	100	---	---	---	200	
	Obj. 6, c.	---	170	420	---	---	---	590	
PPID	Obj. 1, a.	---	2,080	---	---	---	---	2,080	
	Obj. 1, b.	---	2,080	---	---	---	---	2,080	
	Obj. 1, c.	---	420	---	---	---	---	420	
	Obj. 1, d.	---	210	---	---	---	---	210	
	Obj. 1, e.	---	210	---	---	---	---	210	
	Obj. 2, a.	20	1,040	420	---	---	---	1,480	
	Obj. 2, b.	20	1,040	420	---	---	---	1,480	
	Obj. 2, c.	200	---	---	---	---	---	200	
	Obj. 2, h.	---	---	40	---	---	---	40	
	Obj. 3, c.	---	---	---	---	---	40	40	
	Obj. 3, d.	---	---	---	---	---	40	40	
	Obj. 3, e.	20	80	20	40	---	---	240	
Obj. 3, f.	20	40	20	20	---	---	120		
Obj. 3, g.	40	80	20	20	---	---	180		
Obj. 3, h.	---	---	---	---	---	40	40		
Obj. 3, i.	---	---	---	---	---	40	40		
Obj. 3, j.	20	20	40	---	---	---	120		
SISP	Obj. 1, a.	---	5,000	---	---	---	---	5,000	
	Obj. 1, b.	---	---	160	---	---	---	160	
	Obj. 1, c.	---	640	80	---	---	---	720	
	Obj. 1, d.	---	640	120	---	---	---	760	
	Obj. 1, e.	---	480	---	---	---	---	480	
	Obj. 1, f.	---	600	---	---	---	---	600	
	Obj. 1, g.	---	6,300	400	---	---	---	6,700	
	Obj. 2, a.	---	600	---	---	---	---	600	
	Obj. 2, b.	---	600	---	---	---	---	600	
	Obj. 2, c.	---	800	200	---	---	---	1,000	
	Obj. 2, d.	---	---	80	---	---	---	80	

-Continued-

TABLE C - FY 1984 MEAT AND POULTRY INSPECTION
 TECHNICAL SERVICE PROGRAM
 INTER-PROGRAM AREA
 PERSON-HOURS/PERSON-YEARS IMPACT - Continued

Program Activity	Item	Impacts										TOTAL
		IP	MPIO	SCI	AM	AO(PPP)	Hours	Hours	Hours	Hours	Hours	
SLD	Obj. 2, e.	---	640	160	---	---	---	---	---	---	800	
	Obj. 3, a.	---	---	80	---	---	---	---	---	---	80	
	Obj. 3, b.	---	---	---	---	---	---	---	---	---	---	
	Obj. 3, c.	---	144	---	---	---	---	---	---	---	144	
	Obj. 3, d.	---	144	---	---	---	---	---	---	---	144	
	Obj. 3, e.	---	5,120 1/	320	---	---	---	---	---	---	5,440	
	Obj. 2, b.	---	---	50	---	---	50	---	---	---	100	
	Obj. 2, c.	---	---	---	---	---	20	---	---	---	20	
	Obj. 2, d.	---	---	---	---	---	20	---	---	---	20	
	Obj. 2, e.	---	---	---	---	---	20	---	---	---	20	
	Obj. 2, g.	---	---	80	---	---	---	---	---	---	80	
	Obj. 2, h.	---	50	---	---	---	---	---	---	---	50	
	Obj. 2, j.	---	---	---	---	---	10	---	---	---	10	
	Obj. 2, k.	---	---	---	---	---	20	---	---	---	20	
	Obj. 2, l.	---	---	---	---	---	20	---	---	---	20	
Obj. 2, m.	---	---	---	---	---	20	---	---	---	20		
Obj. 3, b.	---	80	---	---	---	---	---	---	---	80		
Obj. 3, a.	40	80	120	16	40	296	---	---	---	296		
IEDM	Obj. 1, a.	---	200	---	---	---	---	---	---	---	200	
	Obj. 1, b.	---	200	---	---	---	---	---	---	---	200	
	Obj. 1, c.	---	200	---	---	---	---	---	---	---	200	
	Obj. 1, d.	---	200	---	---	---	---	---	---	---	200	
	Obj. 1, e.	---	200	---	---	---	---	---	---	---	200	
	Obj. 1, f.	---	200	---	---	---	---	---	---	---	200	
	Obj. 1, h.	---	200	---	---	---	---	---	---	---	200	
	Obj. 2, a.	---	200	---	---	---	---	---	---	---	200	
	Obj. 3, a.	100	100	100	100	300	700	---	---	---	700	
	Obj. 3, b.	100	100	100	100	300	700	---	---	---	700	
	Obj. 4, a.	---	200	---	---	---	---	---	---	---	200	
	Obj. 4, b.	---	200	---	---	---	---	---	---	---	200	
	Obj. 4, e.	---	---	---	200	---	---	---	---	---	200	

-Continued-

TABLE C - FY 1984 MEAT AND POULTRY INSPECTION
 TECHNICAL SERVICE PROGRAM
 INTER-PROGRAM AREA
 PERSON-HOURS/PERSON-YEARS IMPACT - Continued

Program Activity	Item	Impacts						
		IP	MP10	SCI	AM	AO(PPP)	TOTAL	
		Hours	Hours	Hours	Hours	Hours	Hours	
Objectives		20	20	20	20	60	140	
		---	500	---	---	---	500	
	Obj. 5, a.							
	Obj. 7, a.							
Total Person-Hours		600	32,228	3,690	516	1,200	38,234	
Person-Years		.3	15.5	1.8	.2	.6	18.4	

1/ Includes four planned projects and four whenever projected projects.

TABLE D - FY 1984 SCIENCE PROGRAM
 INTER-PROGRAM AREA
 PERSON-HOURS/PERSON-YEARS IMPACT

Item		Impacts							TOTAL
Program Activity	Objectives	IP	MPIO	MPITS	AM	OA(PPP)	Hours		
ODA	Obj. 1	Hours ---	Hours ---	Hours ---	Hours 1,040	Hours ---	Hours ---	Hours 1,040	
CD	Obj. 1	80	210	---	160	80	80	530	
	Obj. 2	80	2,000	---	---	160	160	2,240	
	Obj. 3	80	---	480	50	---	---	610	
	Obj. 4	170	600	250	80	120	---	1,220	
	Obj. 5	---	50	600	40	---	---	690	
FIAD	Obj. 1	---	6,000	---	---	---	---	6,000	
	Obj. 2	---	80	40	---	---	---	120	
	Obj. 5	---	100	---	---	---	---	100	
	Obj. 6	---	---	---	---	80	---	80	
	Obj. 2	---	200	---	---	---	---	200	
	Obj. 18	---	9,500	---	---	---	---	9,500	
MD	Obj. 19	400	900	---	---	---	---	1,300	
	Obj. 1	---	400	---	---	---	---	400	
PED	Obj. 2	---	800	---	---	---	---	800	
	Obj. 1	---	---	---	---	---	---	---	
REPD	Obj. 1	---	75,000	500	---	---	2,080	77,580	
	Obj. 2	6,500	---	---	---	---	1,040	7,540	
	Obj. 4	---	2,000	100	---	---	1,040	3,140	
	TOTAL	7,310	97,840	1,970	1,370	4,600	---	113,090	
Total Person-Hours									
Person-Years	3.5	47.0	.9	.7	2.2		54.3		

TABLE E - FY 1984 FSIS
 INTER-PROGRAM AREA
 PERSON-HOURS RESOURCES IMPACT

Program Area	Impacts							
	IP	MPIO	MPITS	SCI	AM	OA(PPP)	TOTAL	
IP	Hours ---	Hours 2,020	Hours 3,680	Hours 2,450	Hours ---	Hours ---	Hours ---	Hours 8,150
MPIO	---	---	3,920	---	1,560	520	---	6,000
MPITS	600	32,228	---	3,690	516	1,200	---	38,234
Science	<u>7,310</u>	<u>97,840</u>	<u>1,970</u>	<u>---</u>	<u>1,370</u>	<u>4,600</u>	<u>---</u>	<u>113,090</u>
TOTAL	7,910	132,088	9,570	6,140	3,446	6,320	---	165,474

Appendix B Organization Structure

APPENDIX B

FSIS ORGANIZATION STRUCTURE

INTERNATIONAL PROGRAMS

Office of the Deputy Administrator,
Including Veterinary Attache

Export Coordination Division

Foreign Programs Division

MEAT AND POULTRY INSPECTION OPERATIONS

Office of The Deputy Administrator

Resource Management and Analysis Staff
Administrative Support Unit
Financial Management Unit
Incentive Awards Unit
Program Analysis Unit

Office of the Assistant Deputy Administrator,
Compliance and Staff Operations:

Compliance Division
Case Evaluation Branch
Enforcement Operations Branch

Emergency Programs Staff

Federal-State Relations Staff

Office of the Assistant Deputy Administrator,
Regional Operations:

Inspection Coordination Staff

Regional Offices
Area Offices
Circuit Supervisors

MEAT AND POULTRY INSPECTION TECHNICAL SERVICES

Office of the Deputy Administrator

Facilities, Equipment and Sanitation Division
Environmental Engineering and Standards Branch
Equipment Standards and Review Branch
Facilities Standards and Review Branch
Sanitation Standards and Review Branch

Industrial Engineering and Data Management Division
Industrial Engineering and Ergonomics Branch
Information Systems and Applications Branch
Information Systems Planning, Technology, and Standards Branch

Processed Products Inspection Division
Canning Procedures Branch
Processed Products Inspection Procedures Branch
Quality Control and Inspection Procedures
Evaluation Branch
Quality Control Branch and Systems Development Branch

Program Training Division
Poultry, Supervision/Management and Special
Projects Branch
Red Meat Slaughter, Science and Processed
Food Inspection Branch

Slaughter Inspection Standards and Procedures Division
Branch I
Branch II

Standards and Labeling Division
Labeling Branch
Operations Branch
Standards Branch

Technology Assessment Division
Industrial Development Assessment Branch
Program Assessment Branch
Scientific Research Assessment Branch

SCIENCE

Office of the Deputy Administrator

Chemistry Division
Chemistry Division Laboratory Branch
Planning, Review and Evaluation Branch

Field Service Laboratories Division
Eastern Laboratory
Midwestern Laboratory
Western Laboratory

Food Ingredient Assessment Division
Nutrition Branch
Product Safety Branch

Mathematics and Statistics Division
Experimental Design Branch
Quality Control Branch

Microbiology Division
Food Microbiology Branch
Medical Microbiology Branch
Microbiological Monitoring and
Surveillance Branch

Pathology and Epidemiology Division
Epidemiology Branch
Pathology Branch
Serology Branch

Residue Evaluation and Planning Division
Evaluation Branch
Planning Branch

ADMINISTRATIVE MANAGEMENT

Office of the Administrator

Office of the Deputy Administrator

Administrative Services Division
Paperwork Management Branch
Procurement and Property Branch
Program Services Branch

Budget, Planning and Evaluation Division
Budget Execution and Control Branch
Budget Formulation and Presentation Branch

Finance Division
Field Review and Systems Branch
Technical Services and Accounting Branch

Personnel Division
Classification and Organization Branch
Employee Development and Safety Branch
Employee Relations Branch
Employment and Employee Benefits Branch
Personnel Operations Branch
Program Evaluation Staff
Washington Servicing Personnel Office

Labor Management Relations Staff

EQUAL EMPLOYMENT OPPORTUNITY STAFF

Office of the Director

Hispanic Employment Program

Federal Women's Program

Upward Mobility Program

INFORMATION AND LEGISLATIVE AFFAIRS STAFF

Office of the Director

Information Office

Legislative Affairs Office

Executive Correspondence and Special
Assignment Unit

Public Awareness Office

POLICY AND PROGRAM PLANNING STAFF

Office of the Director

Emergency Planning Office

Executive Secretariat

Freedom of Information Unit
Information Processing and Correspondence
Control Unit

Policy Analysis Office

Policy Studies Unit
Program Planning Unit

Regulations Office

Regulations Review Unit
Regulations Development Unit

REVIEW AND EVALUATION STAFF

Office of the Director

Analysis and Evaluation Office

Program Review Office

Special Projects Office

Appendix C

Glossary

APPENDIX C

GLOSSARY: ACRONYMS

AAP	Affirmative Action Plan
ADP	Automated Data Processing
AFGE	American Federation of Government Employees
AIIS	Automated Import Information System
AM	Administrative Management
AMS	Agricultural Marketing Service
Am	Ante-mortem
AOAC	Association of Official Analytical Chemists
APHIS	Animal and Plant Health Inspection Service
AQL	Acceptance Quality Level
ARS	Agricultural Research Service
ASD	Administrative Services Division
ASTM	American Society for Testing and Materials
ATSP	Association for Technical and Supervisory Personnel
BACTEC	Bacteria Technique
CAS	Centralized Accounting System
CHC	Chlorinated Hydrocarbons
CIC	Chemist-in-Charge
CSO	Compliance and Staff Operations
CR	Civil Rights
CRS	Contamination Response System
CSRA	Civil Services Reform Act
CuSum	Cumulative Sum Sampling Plan
DBMS	Data Base Management System
DES	Diethylstilbestrol
DOD	Department of Defense
DOPA	Dihydroxyphenylalanine
EEC	European Economic Community
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIA	Enzyme Immunoassay
ELISA	Enzyme Linked Immunosorbent Assay
EMPB	Emergency Mobilization Preparedness Board
EPA	Environmental Protection Agency
EPO	Emergency Planning Office
EO	Executive Order
ERRC	Eastern Regional Research Center
ESP	Exploratory Surveillance Programs
FBHCC	Foodborne Hazard Control Center
FDA	Food and Drug Administration
FEHBA	Federal Employee Health Benefit Act
FEMA	Federal Emergency Management Agency
FEORP	Federal Equal Opportunity Recruitment Program
FESD	Facilities, Equipment, and Sanitation Division
FIAD	Food Ingredient Assessment Division
FLRA	Federal Labor Relations Authority
FLRC	Federal Labor Relations Council
FLSA	Fair Labor Standards Act
FMCS	Federal Management and Communications System
FMIA	Federal Meat Inspection Act
FOIA	Freedom of Information Act

FRPCC	Federal Radiological Preparedness Coordinating Committee
FSIP	Federal Service Impasses Panel
FSIS	Food Safety and Inspection Service
FSL	Field Service Laboratories
FTC	Federal Trade Commission
FWPM	Federal Women's Program Managers
FY	Fiscal Year
GAO	Government Accounting Office
GC/MS	Gas Chromatography/Mass Spectrometry
GLC	Gas Liquid Chromatograph
GMP	Good Manufacturing Practice
GPO	Government Printing Office
GS	General Schedule
GSA	General Services Administration
GTA	General Travel Authorization
HEPM	Hispanic Employment Program Managers
IDP	Individual Development Plans
IEDM	Industrial Engineering and Data Management Division
IIC	Inspector-in-Charge
ILA	Information and Legislative Affairs Staff
INADA	Investigation of New Animal Drug Application
IP	International Programs
IPC	Information Processing Center
IPPS	In-Plant Performance System
IRM	Information Resources Management
IRMRB	Information Resources Management Review Board
IS	Impact Statement
ITA	Institute of Technology Assessment
LAST	Live Animal Swab Test
LMR	Labor Management Relations
LSFS	Laboratory Sample Flow Sample
M&SD	Mathematics and Statistics Division
MARCIS	Microbiological and Residue Contamination Information System
MDL	Microbiology Division Laboratories
MIC	Microbiologist-in-Charge
MLG	Microbiology Laboratory Guidebook
MMSP	Monitoring and Surveillance Programs
MOSS	Memorandum of Screening and Surveillance
MPI	Meat and Poultry Inspection
MPIO	Meat and Poultry Inspection Operations
MPIP	Meat and Poultry Inspection Program
MPITS	Meat and Poultry Inspection Technical Services
MSI	Modified Sequential Inspection
MSRL	Meat Science Research Laboratory
MS(S)	Mechanically Separated (Species)
MTI	Modified Traditional Inspection
MYAAP	Multi-Year Affirmative Action Plan
NASCI	National Agency Security Check Inquiry
NADA	New Animal Drug Application

NASDA	National Association of State Departments of Agriculture
NAFV	National Association for Federal Veterinarians
NFC	National Finance Center
NFCS	Nationwide Food Consumption Survey
NFPA	National Food Processors Association
NJC	National Joint Council
NMCA	National Meat Canners Association
NGP	Negotiated Grievance Procedure
NTIP	New Turkey Inspection Review
OD	Organizational Development
OGC	Office of General Counsel
OIG	Office of Inspector General
OLMR	Office of Labor Management Relations
OMB	Office of Management and Budget
ORBIT	Overnight Rapid Bovine Identification
OPM	Office of Personnel Management
OWCP	Office of Workmen's Compensation Program
PA	Privacy Act
PACE	Professional and Administrative Career Examination
PCP	Planned Compliance Program
P&ED	Pathology and Epidemiology Division
PFF	Protein Fat Free
PFT	Personnel Full Time
PI	Plan of Inspection
PM	Post-Mortem
PMAR	Personnel Management Assistance Review
POE	Port-of-Entry
PPIA	Poultry Products Inspection Act
PPID	Processed Products Inspection Division
PPP	Policy and Program Planning Staff
PSA	Public Service Announcements
QA	Quality Assurance
QC	Quality Control
R&E	Review & Evaluation Staff
REPPRP	Radiological Emergency Planning, Preparedness and Response Program
RES	Residue Evaluation and Surveillance
RFP	Request for Proposal
SCI	Science
SEA	Staphylococcal Enterotoxin A
SEB	Staphylococcal Enterotoxin B
SEC	Staphylococcal Enterotoxin C
SED	Staphylococcal Enterotoxin D
SEE	Staphylococcal Enterotoxin E
SES	Senior Executive Service
SLUC	Program Standard Level User Charges
SOW's	Statements of Work
SPS	Supervision of Performance System
SST	Swab Test for Sulfa Drugs
STOP	Swab Test On Premises

T&A	Time and Attendance
TASC	Technology Assessment Steering Committee
TQC	Total Quality Control
TLC	Thin Layer Chromatographic
TRAP	Total Residue Avoidance Program
TS	Technical Services
ULP	Unfair Labor Practice
USC	United States Code
USDA	United States Department of Agriculture
VMO	Veterinary Medical Officer
WAMIS	Work force and Assignment Management Information System
WGI	Within-Grade Increase

APPENDIX C - Continued

GLOSSARY: Definitions Of Terms

1. Program Area - The spectrum of organizational activities that are the responsibility of each deputy administrator or staff officer, each of whom reports directly to the Administrator. Program areas comprise the major organizational elements through which Agency activities are accomplished.
2. Program Activity - Generally refers to organizational divisions or staff units within the program area. If a particular group or staff unit is to be highlighted as a significant part of the program area, then it is also considered as a program activity.
3. Program Goal - Major category or broad management control for executing broad aspects of individual missions for each program area.
4. Activity Objective - Specific category of management control for executing broad aspects of assigned goal by each program activity.
5. Activity Plan - Specific management groupings for executing measurable program assignments within an objective.
6. Completion Schedule (Quarter) - Indicates the quarter(s) of the fiscal year in which the objective or accomplishment is planned for completion (I, II, III, or IV). If an objective or accomplishment is not expected to be completed during the fiscal year, it is considered "ongoing." Quarterly reviews should indicate percentage of completion achieved.
7. Activity Resources - Refers to projected levels of:
a) person-years and b) dollars required to realize the stated objectives and accomplishments. Person-years refers to estimates of full time, part time and overtime hours worked adjusted to an annual full-time equivalent.

Appendix D Survey Results and Questionnaire

APPENDIX D

SURVEY RESULTS AND QUESTIONNAIRE

In the FSIS Program Plan: FY 1983, a questionnaire was included in the back of the Plan for completion by Federal employees. The questionnaire requested comments about the FY 1983 Plan and suggestions that would be helpful in the development of the FY 1984 Plan.

The Program Planning Unit conducted a "feedback survey" of the 1983 Plan. This survey was based largely on a selected, rather than random sample of respondents. Such responses were solicited and obtained from: members of the Futures Forum; points-of-contact for the program areas for the development of the Program Plan; and several other individuals who participated in the development of the Program Plan. In addition, voluntary responses were received from the universe of recipients of the Program Plan.

Specific ideas incorporated in the FY 1984 Program Plan are as follows:

- a. A feature article is included that addresses the following: takes a look at where the Agency as a whole is headed; indicates program initiatives that are top priority; describes where inspections are taking us; and gives an overview of the Agency's goals.
- b. Some of the activity statements were revised by the program activities. This was a good opportunity for management to use the Program Plan as a management tool; to review the functional activity statements annually; to verify the accuracy; and to see if the descriptions need to be changed.
- c. The area offices section and circuit supervisory level of MPIO were added to the contents, page i, and to Appendix B.
- d. The repetitious use of the word "Plan" was deleted as a sub-element of each objective throughout the Program Areas/Activities objectives and resources tables.
- e. A suggestion for improving the cost-effectiveness of the pre-publication process was to limit distribution of the photo draft copies of the whole book to Program Area Leaders. Other recipients of the draft copies will be sent only that part of the book which applies to them.

A comment form appears on the next page. Your comments on the contents of this book and suggestions for inputs to future such books are welcome.

FOLD

WASHINGTON, D.C. 20250

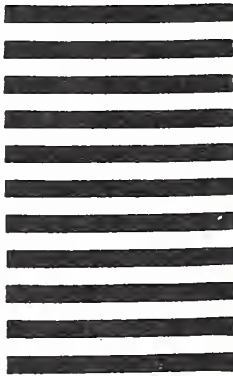
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