



Office of the
Deputy Administrator
Livestock & Poultry Program

1400 Independence Avenue, SW
Room 2092-S, STOP 0249
Washington, DC 20250-0249

September 3, 2021

FROM: Jennifer Porter
Deputy Administrator

TO: Associate Deputy Administrator
Division Directors
Resource Management Officer

SUBJECT: Delegation of Authority (DOA) for Employee Relations Actions

This memorandum updates the delegations of authority for Employee Relations actions affecting the Agricultural Marketing Service's Livestock & Poultry Program. The revised delegations are shown on the attached chart, which will be published online in the Human Resources Desk Guide (HRDG).

The revised delegations are effective immediately. Please note that actions taken under this delegation:

- (1) May not be exercised with respect to an employee occupying a higher position in the chain of command;
- (2) Except for Caution, Instruction, or Warning memoranda, all correspondence must be prepared and/or reviewed by the servicing employee relations specialist to ensure that regulatory requirements are met;
- (3) Individuals functioning in an acting capacity may exercise these authorities to the extent that they are qualified;
- (4) Further redelegations or changes in delegations must be requested by memorandum to the Deputy Director, Employee & Management Services Directorate (EMSD), MRPBS; and,
- (5) The Deputy Director, EMSD, MRPBS, may suspend a delegation on a case-by-case basis if circumstances so warrant.

Inquiries from supervisors and managers on taking disciplinary or performance-based actions should be directed to the Branch Chief, Labor Management/Employee Relations Branch A by calling (202) 799-7085.

cc: Marjorie Bolden, Deputy Director, EMSD
Cory N. Brown, Branch Chief, LMER Branch A

**Delegations of Authority for Employee Relations Actions, USDA, AMS, Livestock & Poultry Program
Effective September 2021**

Type of Action	Deputy Administrator, Associate Deputy Administrator, or other similar position	Division Directors, Staff Directors, and other similar positions	Branch Chiefs, Regional Directors, Field Chiefs, and other similar positions	Assistant Regional Directors, Assistant Field Chiefs, and other similar positions	All Other Supervisors	Branch Chief, Employee Relations	Director and Deputy Director(s), Human Resources Division
Counseling Letters of Warning, Instruction, or Caution	X	X	X	X	X	X	X
Letters of Reprimand	X	X	X	X	X	X	X
Termination of Employees Without MSPB Appeal Rights	X	X	X			X	X
Proposals for Suspensions of 14 calendar days or less	X	X	X	X	X	X	X
Decisions for Suspensions of 14 calendar days or less	X	X	X			X	X
Proposals for Suspensions of more than 14 calendar days, demotions, and removals	X	X	X	X		X	X
Decisions for Suspensions of more than 14 calendar days, demotions, and removals	X	X				X	X
Reconsideration of Within Grade Increase (WGI) Withholding	X	X	X			X	X
Proposals for Furloughs	X	X					X
Decisions for Furloughs	X						X