



United States Department of Agriculture

Animal and Plant
Health Inspection
Service

November 9, 2021

1400 Independence
Avenue, SW
Washington, D.C.
20250

TO: APHIS Management Officials

FROM: Kevin Shea
Administrator

SUBJECT: Delegation of Authority for Letters of Caution on COVID-19
Vaccination Mandate

By this memorandum, the Administrator delegates authority to the Director of the Animal and Plant Health Inspection Service, Marketing and Regulatory Programs Business Services' Human Resources Division for Letters of Caution (LOC) regarding the COVID-19 vaccination mandate. This delegation is effective immediately and supplements all current delegations of authority for disciplinary actions.

If the person holding the position has a real or apparent conflict of interest with the subject employee, an official at a higher organizational level may re-delegate the authority to a supervisor or manager who does not report to the person with the real or apparent conflict of interest. This must be done in writing.

This delegation will remain in effect until further notice.

cc: Employee Management Services Directorate