



United States Department of Agriculture

Grain Inspection,
Packers and Stockyards
Administration

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FROM: Randall Jones 
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FEB 03 2017

SUBJECT: Delegation of Employee Relations Authority

This memorandum updates the delegations of employee relations authority within the Grain Inspection, Packers and Stockyards Administration. The revised delegations are shown on the attached chart, which will be published online in the Human Resources Desk Guide.

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 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 Division (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 Chief, MRP Employee & Management Relations Branch by calling (301) 851-2610.

Cc: Sarah Tuck, Acting Deputy Director, EMSD
Dave Root, Chief, MRP EMRB