



United States  
Department of  
Agriculture

Animal and  
Plant Health  
Inspection  
Service

Marketing and  
Regulatory  
Programs  
Business Services

Washington, DC

DATE: January 7, 2015

TO: Barbara L. Thompson  
Chief Financial Officer  
Financial Management Division  
Marketing and Regulatory Programs Business Services

FROM: Marilyn Holland *Marilyn L. Holland*  
Deputy Administrator  
Marketing and Regulatory Programs Business Services

SUBJECT: Delegation of Employee Relations Authority

This memorandum updates the delegations of employee relations authority for the Financial Management Division, Marketing and Regulatory Programs Business Services (MRPBS), Animal and Plant Health Inspection Service. 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 take 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 for Employee and Management Services Directorate (EMSD), Human Resources Division (HRD), MRPBS; and,
- (5) The Deputy Director, EMSD, HRD, 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 their servicing employee relations specialist by calling (919) 855-7070.

cc: Amy Johnson, Deputy Director, EMSD, HRD



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Delegation of Authority  
for Employee Relations Actions

FINANCIAL MANAGEMENT DIVISION

TYPE OF ACTION	FMD Director	Branch Chiefs	Supervisors	Employee Relations Branch Chief	HRD Director, HRD Deputy Director
Letters of Caution or Warning	X	X	X	X	X
Letters of Reprimand	X	X	X	X	X
Proposals for suspensions 14 days or less	X	X	X	X	X
Decisions for suspensions 14 days or less	X	X		X	X
Proposals for suspensions of more than 14 days, removals, demotions and furloughs	X	X	X	X	X
Decisions for suspensions of more than 14 days, removals, demotions and furloughs	X			X	X
Termination of temporary and probationary employees	X	X	X	X	X
Reconsideration of Within Grade Increase Withholding	X			X	X
Proposals for Furloughs	X	X			X
Decisions for Furloughs	X				X

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