

**AWARD DELEGATIONS OF AUTHORITY**

All awards must be approved within delegated levels of authority. The Approving Official must be at a higher supervisory level than the Recommending Individual, except for Time-Off Awards of 10 hours or less (DR 4040-451-1). The Department has delegated approval authority for awards as follows:

- Awards of \$5,500 or less** are delegated to the Under Secretary and further re-delegated within MRP as follows. Note that any combination of awards paid within a single fiscal year to an employee, regardless of funding year or source, which together exceed \$5,500, must be approved by the Secretary. See #2 of this Attachment for more information on the approval chain.

**AGRICULTURAL MARKETING SERVICE (AMS)**

<b>AMS Program:</b>	<b>Approving Official(s):</b>	
Office of the Administrator (Immediate Office)	Administrator or Associate Administrator	Up to \$5,500
Civil Rights Staff	Staff Director	Up to \$3,000
Compliance & Analysis Program	Deputy Administrator	Up to \$5,500
	Division Director	Up to \$2,000
	Branch Chief	Up to \$1,000
Cotton & Tobacco	Deputy Administrator	Up to \$5,500
Dairy	Deputy Administrator	Up to \$5,500
Fruit & Vegetable	Deputy Administrator	Up to \$5,500
	Division Director	Up to \$3,500
Information Technology Services	Deputy Administrator or Associate Deputy Administrator	Up to \$5,500
Legislative & Regulatory Review Staff	Staff Director	Up to \$3,000

Livestock & Seed	Deputy Administrator	Up to \$5,500
	Division Director	Up to \$3,000
National Organic Program	Deputy Administrator	Up to \$5,500
	Associate Deputy Administrator; Division Director	Up to \$3,000
Poultry	Deputy Administrator	Up to \$5,500
Public Affairs Staff	Staff Director	Up to \$3,000
Science & Technology	Deputy Administrator	Up to \$5,500
Transportation and Marketing Program	Deputy Administrator	Up to \$5,500
	Associate Deputy Administrator	Up to \$5,500
	Division Director	Up to \$2,000

**ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)**

<b>APHIS Program:</b>	<b>Approving Official(s):</b>	
Office of the Administrator (Immediate Office)	Administrator or Associate Administrator	Up to \$5,500
Animal Care	Deputy Administrator	Up to \$5,500
	Associate Deputy Administrator; Assistant Deputy Administrator; Regional Director; Center Director; Chief Information Officer; Director, Resource Management Staff	Up to \$3,500
Biotechnology Regulatory Services	Deputy Administrator; Assistant or Associate Deputy Administrator	Up to \$5,500
Office of Civil Rights, Diversity, & Inclusion	Director	Up to \$5,500

International Services	Deputy Administrator	Up to \$5,500
	Director	Up to \$3,500
	Regional Manager	Up to \$3,000
Legislative & Public Affairs	Deputy Administrator or Associate Deputy Administrator	Up to \$5,500
MRP Business Services	Deputy Administrator or Associate Deputy Administrator	Up to \$5,500
	Director	Up to \$3,000
Policy & Program Development	Deputy Administrator or Associate Deputy Administrator	Up to \$5,500
Plant Protection & Quarantine	Deputy Administrator	Up to \$5,500
	Associate/Executive/Assistant Deputy Administrator; Regional Director; CPHST Director	Up to \$3,500
	Assistant Regional Director; Director, Resource Management & Planning Services; Director, Professional Development Center; HQ Staff Director (EDP & PHP); CPHST Lab Director	Up to \$2,500
	State Plant Health Director	Up to \$2,000
Veterinary Services	Deputy Administrator	Up to \$5,500
	Associate/Assistant Deputy Administrator; Unit Director (e.g., Regional Director); Chief Information Officer; Director, VS Planning, Finance, and Strategy; Director, VS Management Support Staff	Up to \$3,500
	VS Director/Chief Staff Veterinarians, Laboratory Chief, Center Leader (e.g., CVB), or equivalent	Up to \$2,000
Wildlife Services	Deputy Administrator	Up to \$5,500
	Associate Deputy Administrator	Up to \$4,500
	Regional Director; Center Director; Director, OSS	Up to \$3,500

	State Director or Field Station Leader; Deputy Directors, OSS; National Program Coordinator; NEPA Manager; WS Chief Information Officer; Assistant Regional Director	Up to \$2,500
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**GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION (GIPSA)**

GIPSA	Approving Official(s):	
	Administrator or Deputy Administrator	Up to \$5,500
	Division/Staff Director	Up to \$3,000 Up to 40 hours time-off
	Branch and Staff Chief/Field Office Manager (FOM)/ Regional Director/Equivalent Supervisor as Designated by the Deputy Administrator	Up to \$750 Up to 10 hours time-off

2. **Awards exceeding \$5,500** per individual require approval from the Secretary. Award recommendations must have the concurrence of the Deputy Administrator and Administrator prior to being submitted through the Under Secretary and the Director, Office of Human Resources Management (OHRM), for the Secretary’s approval. See #1 (“Awards of \$5,500 or less”) for information on multiple awards within a fiscal year that require the Secretary’s approval.
3. **Awards exceeding \$10,000** per individual must have the concurrence of the Deputy Administrator, Administrator, and the Under Secretary prior to being forwarded to the Assistant Secretary for Administration and the Secretary for final approval by the Office of Personnel Management (OPM).
4. **Awards in excess of \$25,000** require Presidential approval.

Note: The Secretary approves all SES awards and the USDA Secretary’s Honor Awards.