



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Animal Care

Washington, DC

DATE: April 18, 2017

TO: All Animal Care Supervisors

FROM: Bernadette Juarez
Deputy Administrator
Animal Care

SUBJECT: Delegation of Employee Relations Authority

This memorandum updates the delegations of employee relations authority for Animal Care, 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 (301) 851-2610.

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

Delegations of Authority for Employee Relations Actions

Animal Care

April 18, 2017

TYPE of ACTION	Deputy Administrator, Associate Deputy Administrator, Assistant Deputy Administrator, and Directors of Animal Welfare Operations, the Resource Management Staff	All Other Supervisors (Directors of the Center for Animal Welfare, Director, Emergency Management, Safety and Occupational Health Programs, National Policy Staff, Information Technology, Program Support Staff, Regulatory Support Staff, Assistant Directors of Animal Welfare Operations, Supervisory Financial Manager, Supervisory Animal Care Specialists, and any Animal Care supervisor not previously identified in this list)	Branch Chief, Employee Relations	Director & Deputy Director(s), Human Resources Division
Letters of Warning/Caution	X	X	X	X
Letters of Reprimand	X	X	X	X
Termination of Employees Without MSPB Appeal Rights	X	X	X	X
Proposals for Suspensions Of 14 calendar days or less	X	X	X	X
Decisions for Suspensions of 14 calendar days or less	X		X	X
Proposals for Suspensions of more than 14 calendar days, demotions, and removals	X	X	X	X
Decisions for Suspensions of more than 14 calendar days, demotions, and removals	X		X	X
Reconsideration of Within Grade Increase Withholding	X		X	X
Proposals for Furloughs	X	X		
Decisions for Furloughs	X	X		