



United States  
Department of  
Agriculture

Biotechnology  
Regulatory  
Services

Riverdale, MD

**DATE:** February 14, 2017

**TO:** Ibrahim Shaqir  
Associate Deputy Administrator  
Biotechnology Regulatory Services

Sidney Abel  
Assistant Deputy Administrator  
Biotechnology Regulatory Services

Sabrina Ferguson-Ward  
Director  
Resource Management Program

Edward Jhee  
Director  
Regulatory Operations Programs

John Turner  
Director  
Environmental Risk Analysis Programs

**FROM:** Michael Firko  
Deputy Administrator  
Biotechnology Regulatory Services

**SUBJECT:** Delegation of Employee Relations Authority

This memorandum updates the delegations of employee relations authority for Biotechnology Regulatory Services. The revised delegations are shown on the attached chart, which will be published online in the **APHIS Human Resources Desk Guide (HRDG- Subchapter 4752)** at [https://www.aphis.usda.gov/aphis/ourfocus/business-services/forms\\_publications/hr\\_desk\\_guide/hrdg\\_4752/4752\\_sec\\_c#who](https://www.aphis.usda.gov/aphis/ourfocus/business-services/forms_publications/hr_desk_guide/hrdg_4752/4752_sec_c#who).

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

**Delegations of Authority for Employee Relations Actions**  
**Biotechnology Regulatory Services**  
**February 14, 2017**

<b>TYPE of ACTION</b>	<b>Deputy Administrator, Associate Deputy Administrator, Assistant Deputy Administrator, Directors</b>	<b>BRS Branch Chiefs</b>	<b>Branch Chief, Employee Relations</b>	<b>Director &amp; Deputy Director(s), Human Resources Division</b>
Letters of Warning/Caution	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Letters of Reprimand	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Termination of Employees Without MSPB Appeal Rights	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Proposals for Suspensions Of 14 calendar days or less	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Decisions for Suspensions of 14 calendar days or less	<b>X</b>		<b>X</b>	<b>X</b>
Proposals for Suspensions of more than 14 calendar days, demotions, and removals	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Decisions for Suspensions of more than 14 calendar days, demotions, and removals	<b>X</b>		<b>X</b>	<b>X</b>
Reconsideration of Within Grade Increase Withholding	<b>X</b>		<b>X</b>	<b>X</b>
Proposals for Furloughs	<b>X</b>			<b>X</b>
Decisions for Furloughs	<b>X</b>			<b>X</b>

**Last Updated 2/14/17**