

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:

1. **Awards of \$5,500 or less** are delegated to the Under Secretary and further re-delegated within AMS and APHIS as follows:

AGRICULTURAL MARKETING SERVICE (AMS)

AMS	Approving Official(s):	
Office of the Administrator (Immediate Office)	Administrator; Associate Administrator	Up to \$5,500
Civil Rights Staff	Staff Director	Up to \$3,000
Compliance and Analysis Program	Deputy Administrator	Up to \$5,500
	Division Directors	Up to \$2,000
	Branch Chiefs	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 Directors	Up to \$3,500
Information Technology Services	Deputy Administrator or Associate Deputy Administrator	Up to \$5,500
Legislative and Regulatory Review Staff	Staff Director	Up to \$3,000
Livestock & Seed	Deputy Administrator	Up to \$5,500
	Division Directors	Up to \$3,000
National Organic Program	Deputy Administrator	Up to \$5,500
	Associate Deputy Administrators; Division Directors	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 Directors	Up to \$2,000

ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)

APHIS Program:	Approving Official(s):	
Office of the Administrator (Immediate Office)	Administrator; Associate Administrator	Up to \$5,500
Animal Care	Deputy Administrator	Up to \$5,500
	Associate Deputy Administrator; Assistant Deputy Administrator; Regional Directors; 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
Civil Rights Enforcement & Compliance Staff	Civil Rights Director	Up to \$5,500
International Services	Deputy Administrator	Up to \$5,500
	Directors	Up to \$3,500
	Regional Managers	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
	Directors	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 Administrators; Regional Directors; CPHST Director	Up to \$3,500
	Assistant Regional Directors; Director, Resource Management & Planning Services; Director, Professional Development Center; HQ Staff Directors (EDP & PHP); CPHST Lab Directors	Up to \$2,500
	State Plant Health Directors	Up to \$2,000
Veterinary Services	Deputy Administrator	Up to \$5,500
	Associate/Assistant Deputy Administrators; Unit Directors (e.g., Regional Directors); Chief Information Officer; Director, VS Planning, Finance, and Strategy; and Director, VS Management Support Staff	Up to \$3,500
	VS Directors/Chief Staff Veterinarians, Laboratory Chiefs, Center Leaders (e.g., CVB), and their equivalents	Up to \$2,000
Wildlife Services	Deputy Administrator	Up to \$5,500
	Associate Deputy Administrator	Up to \$4,500
	Regional Directors; Center Director; Director, OSS	Up to \$3,500
	State Director or Field Station leader; Deputy Directors, OSS; National Program Coordinators; NEPA Manager; WS Chief Information Officer; Assistant Regional Directors	Up to \$2,500

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, OHRM, for 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.