

Directive 103.2  
6/10/80

**DESIGNATING EMPLOYEES TO ADMINISTER OATHS, AFFIDAVITS, AND AFFIRMATIONS**

1. PURPOSE

This Directive gives requirements and procedures for designating employees to administer oaths, affidavits, or affirmations, as Required by 1 AR 485 b and 486.

2. CANCELLATION

Cancel APHIS Directive 103.2 (3/30/73). Remove that Directive from your files and insert this one.

3. DELEGATIONS OF AUTHORITY

The Department authorizes Program Deputy Administrators, or those acting for them, to designate employees to administer oaths, affidavits, and affirmations for use in any criminal or civil proceeding under, or in the enforcement of, any law administered by APHIS. Deputy Administrators delegate the authority for preparing APHIS Form 166, Authorization/Revocation of Authorization to Administer Oaths, Affidavits, and Affirmations, to:

a. Plant Protection and Quarantine -

1) Assistant Deputy Administrator

- a) National Administrative Planning Staff
- b) Professional Development Center
- c) Non-Regional Administrative Operations Office
- d) National Program Planning Staff
- e) International Programs

2) Regional Directors: All other PPQ employees.

b. Veterinary Services - Interstate Inspection and Compliance Staff, National Program Planning Staffs.

This delegation does not include "Oaths of Office" for employment.

4. DESIGNATIONS OF EMPLOYEES

a. Limitation. Designations are limited to employees in grade GS-5 and above.

b. Procedures.

- 1). Deputy Administrators should notify the appropriate office (above) to initiate APHIS Form 166 when authorizing an employee to administer such oaths or when revoking the authorization

2) The appropriate office in 3. above will process APHIS Form 166 as follows:

- a) Complete Section A for each authorization,
- b) Complete Section B for each revocation due to termination or reassignment of the employee,
- c) Forward a copy of the authorization/revocation to the employee, and
- d) Retain a copy for record purposes.

/s/ James O. Lee, Jr. /s/ Acting Administrator

PLEASE SEE HARD COPY OR CONTACT MSD, POLICY AND PROGRAM MANAGEMENT  
BRANCH, THROUGH FTS2000 ON 301-734-5524 FOR THE PAPER COPY OF SAMPLE  
APHIS FORM 166