

**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 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</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
Commodity Procurement Program	Deputy Administrator or Associate Deputy Administrator	Up to \$5,500
	Division Director	Up to \$3,000
Cotton & Tobacco	Deputy Administrator or Associate Deputy Administrator	Up to \$5,500
Dairy	Deputy Administrator	Up to \$5,500
Fair Trade Practices	Deputy Administrator or Associate Deputy Administrator	Up to \$5,500
	Division Director	Up to \$3,000
Federal Grain Inspection	Deputy Administrator or Associate Deputy Administrator	Up to \$5,500
Legislative and Regulatory Review Staff	Staff Director	Up to \$3,000

Livestock & Poultry	Deputy Administrator or Associate Deputy Administrator Division Director	Up to \$5,500 Up to \$3,000
Management and Analysis Program	Deputy Administrator or Associate Deputy Administrator Division Director Branch Chief	Up to \$5,500 Up to \$3,000 Up to \$1,000
National Organic Program	Deputy Administrator or Associate Deputy Administrator Division Director	Up to \$5,500 Up to \$3,000
Public Affairs Staff	Staff Director	Up to \$3,000
Science & Technology	Deputy Administrator	Up to \$5,500
Specialty Crops	Deputy Administrator or Associate Deputy Administrator Division Director	Up to \$5,500 Up to \$3,500
Transportation and Marketing Program	Deputy Administrator or Associate Deputy Administrator Division Director	Up to \$5,500 Up to \$3,000

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

APHIS Program:	Approving Official(s):	
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; and 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

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.
4. **Awards in excess of \$25,000** require Presidential approval.

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