



United States
Department of
Agriculture

Animal & Plant
Health Inspection
Service

Plant Protection &
Quarantine

Washington, DC
20250

October 10, 2012

TO: Osama El-Lissy
Associate Deputy Administrator, Policy Management
Plant Protection and Quarantine

Victor Harabin
Associate Deputy Administrator, Field Operations
Plant Protection and Quarantine

David Kaplan
Associate Deputy Administrator, Science and Technology
Plant Protection and Quarantine

FROM: Rebecca A. Bech 
Deputy Administrator
Plant Protection and Quarantine

SUBJECT: Delegation of Employee Relations Authority

This memorandum updates the delegation of employee relations authority for Plant Protection and Quarantine, 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 taken under this delegation are subject to the following criteria:

- (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 their servicing employee relations specialist by calling (919) 855-7070.

Attachment: Chart

cc: Ted Gutman, Deputy Director, HRD EMSD, MRPBS
David Root, Chief, Employee Relations, HRD EMSD, MRPBS

Delegations of Authority for Employee Relations Actions
Plant Protection & Quarantine
 October 10, 2012

TYPE of ACTION	Deputy Administrator, Associate Deputy Administrator, Assistant Deputy Administrator, Assistant to the Deputy Administrator, Executive Director, Associate Executive Director, Director/RMPS, Regional Directors, Assistant Regional Directors, SPHD, Port Director, Project Leader, & Project Manager	OIC, Administrative Officer/Facility Director	All Other Supervisors	Branch Chief, Employee Relations	Director & Deputy Director(s), Human Resources Division
Letters of Warning/Caution	X	X	X	X	X
Letters of Reprimand	X	X	X	X	X
Termination of Employees Without MSPB Appeal Rights	X	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	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	X
Reconsideration of Within Grade Increase Withholding	X	X		X	X
Proposals for Furloughs	X	X			X
Decisions for Furloughs	X	X			X

Last Updated 10/01/12