



United States Department of Agriculture

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Agricultural Marketing  
Service

November 10, 2021

1400 Independence  
Avenue, SW  
Washington, D.C.  
20250

TO: AMS Management Officials

FROM: Erin Morris  
Associate Administrator

ON BEHALF OF: Bruce Summers  
Administrator

SUBJECT: Delegation of Authority for Letter of Caution on COVID-19  
Vaccination Mandate

By this memorandum, the Administrator delegates authority to the Director, Animal and Plant Health Inspection Service, Marketing and Regulatory Programs Business Services, Office of Human Resources for Letters of Caution (LOC) regarding the COVID-19 Vaccination mandate. This delegation is effective immediately and supplements all current delegations of authority for disciplinary actions.

If the person holding the position has a real or apparent conflict of interest with the subject employee, an official at a higher organizational level may re-delegate the authority to a supervisor or manager who does not report to the person with the real or apparent conflict of interest. This must be done in writing.

This delegation will remain in effect until further notice.

cc: Employee Management Services Directorate