



Animal and Plant
Health Inspection
Service

Veterinary Services

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MEMORANDUM

TO: Brian McCluskey
Surveillance, Preparedness, and Response Services,
Associate Deputy Administrator

Dr. Rosemary Sifford
National Import Export Services,
Acting Associate Deputy Administrator

Dr. Elizabeth Lautner
Science, Technology, and Analysis Services,
Associate Deputy Administrator

Mr. Kevin Richardson
Program Support Services,
Associate Deputy Administrator

FROM: Dr. Jack Shere
Veterinary Services,
Deputy Administrator

SUBJECT: Delegation of Employee Relations Authority

Jack Shere
4/4/18

This memorandum updates the delegations of employee relations authority for Veterinary Services, Animal and Plant Health Inspection Service. The attached chart, which will be published online in the Human Resources Desk Guide, shows the revised delegations.

The revised delegations take effect immediately. Please note that actions taken under this delegation:

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, the servicing employee relations specialist must prepare and/or review all correspondence to meet regulatory requirements.
3. For disciplinary actions involving allegations of internet misconduct, including but not limited to: **pornography, sexting, or downloading copyrighted information**, only the Deputy Director, Human Resources Division, Employee and Management Services Division (EMSD) or Employee Relations Branch Chief may propose appropriate disciplinary

action up to and including removal. The Deciding Official in such matters will be Dr. Burke Healey, VS Associate Deputy Administrator.

4. Individuals functioning in an acting capacity may exercise these authorities to the extent that they are qualified.
5. Further re-delegations or changes in delegations must be requested by memorandum to the EMSD Deputy Director.
6. The EMSD Deputy Director may suspend any delegation on a case-by-case basis, if circumstances warrant.

Supervisors and managers should direct inquiries on taking disciplinary or performance-based actions to their servicing employee relations specialist or by calling (301) 851-2610.

cc: Dr. David Urso, Acting Deputy Director, EMSD
Dave Root, Chief, MRP EMRB

**Delegation of Authority for Employee Relations Actions
Veterinary Services
February 2018**

Type of Action	Deputy Administrator; Associate Deputy Administrator; Executive Directors	SPRS District and Center Directors, NIES National Directors, STAS Directors, CEAH, CVB, and NVSL) Unit Leaders/Laboratory Directors, NVSL Associate Director, NAHLN Coordinator, CVB Assistant Director, PSS Division Directors, VS Chiefs of Staff, VS Lead Administrative Officers	All Other Supervisors	Branch Chief, Employee Relations	Director and Deputy Director(s), Human Resources Division
Letters of Caution and Warning*	X	X	X	X	X
Letters of Reprimand*	X	X	X	X	X
Proposals for suspensions, 14 days or less*	X	X	X	X	X
Decisions for suspensions, 14 days or less*	X	X			
Proposals for suspensions of more than 14 days, removals, and demotions *	X	X		X	X
Decisions for suspensions of more than 14 days, removals, and demotions *	X				
Termination of temporary or probationary employees*	X	X		X	X
Reconsideration of Within Grade Increase Withholding	X	X			
Proposals and Decisions for Furloughs	X			X	X
Reduction-in-Force (RIF)				X	X

*Note: For disciplinary actions involving allegations of internet misconduct, including but not limited to: **pornography, sexting, or downloading copyrighted information**, only the Deputy Director, HRD EMSD or Employee Relations Branch Chief may propose appropriate disciplinary action up to and including removal. The Deciding Official in such matters will be Dr. Burke Healey, VS Associate Deputy Administrator.