



United States  
Department of  
Agriculture

Animal & Plant  
Health Inspection  
Service

Veterinary Services

Washington, DC

DATE: 23 July 2015

TO: Jack Shere  
Associate Deputy Administrator

Elizabeth Lautner  
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Science, Technology, and Analysis Services

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Program Support Services

FROM: John Clifford  
Deputy Administrator

*John Clifford* 7/24/15

SUBJECT: Delegation of Employee Relations Authority

This memorandum updates the delegations of employee relations authority for Veterinary Services, 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:

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 regulatory requirements are met;
3. Individuals functioning in an acting capacity may exercise these authorities to the extent that they are qualified;

4. Further re-delegations or changes in delegations must be requested by memorandum to the Deputy Director, Employee & Management Services Directorate (EMS), Human Resources Division (HRD), MRPBS; and
5. The HRD Deputy Director, EMS, 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.

cc: Deputy Director, EMS

# Delegation of Authority for Employee Relations Actions Veterinary Services

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