



Animal & Plant Health  
Inspection Services  
(APHIS)

Marketing and  
Regulatory Programs  
Business Services  
(MRPBS)

Acquisition and Asset  
Management Division  
(AAMD)

Washington, DC

DATE: September 24, 2025

TO: APHIS-MRPBS-AAMD Management Officials

FROM: Howard G. Price  
Director  
Acquisition and Asset Management Division

**HOWARD PRICE** Digitally signed by HOWARD PRICE  
Date: 2025.09.24 13:56:25 -04'00'

SUBJECT: Delegation of Employee Relations Authority

This memorandum provides the delegations of employee relations authority for the Acquisition and Asset Management Division (AAMD), Marketing and Regulatory Programs Business Services (MRPBS), Animal and Plant Health Inspection Service (APHIS). The delegations are shown on the attached chart, and will be published online in the Human Resources Desk Guide.

These delegations have been in effect since AAMD was known as Administrative Services Division (ASD) and remain in effect without change. 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 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 for Employee and Management Services Directorate (EMSD), Human Resources Division (HRD), MRPBS; and,
- 5) The Deputy Director, EMSD, HRD, MRPBS, may suspend delegation on a case-by-case basis if circumstances are warranted.

Inquiries from supervisors and managers taking disciplinary or performance-based actions should be directed to their servicing employee relations specialist.

cc: Patrick O'Connor, Acting Deputy Director, EMSD, HRD

Delegation of Authority for Employee Relations Actions  
ACQUISITION & ASSEST MANAGMENET DIVISION

TYPE OF ACTION	Director	Supervisors
Letter of Caution or Warning	X	X
Letter of Reprimand	X	X
Proposals for suspensions of 14 days or less	X	X
Decisions for suspensions of 14 days or less	X	
Proposals for suspensions of more than 14 days, demotions and removals, demotions and furloughs	X	X
Decisions for suspensions of more than 14 days, demotions and removals, demotions and furloughs	X	
Termination of temporary and probationary employees	X	X
Reconsideration of Within Grade Increase Withholding	X	

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