



United States
Department of
Agriculture


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Animal and
Plant Health
Inspection
Service

Marketing and
Regulatory
Programs
Business Services

Washington, DC

TO: Robert J. Huttenlocker, Director
Investigative and Enforcement Services
Marketing and Regulatory Programs Business Services

FROM: Joanne L. Munno 
Acting Deputy Administrator
Marketing and Regulatory Programs Business Services

SUBJECT: Delegation of Employee Relations Authority

This memorandum updates the delegations of employee relations authority for Investigative and Enforcement Services, Marketing and Regulatory Programs Business Services (MRPBS), 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 take 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 (EMS), Human Resources Division (HRD), MRPBS; and
- (5) The Deputy Director, EMS, HRD, 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 (301) 734-4414.

cc: Ted Gutman



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