



United States
Department of
Agriculture

Marketing and
Regulatory
Programs

Washington, DC
20250

INFORMATIONAL MEMORANDUM FOR APHIS SUPERVISORS

FROM: Michael T. Watson, Ph.D.
APHIS Administrator

SUBJECT: Delegation of Authority for Disciplinary Actions Involving
Improper Use of USDA Information Technology Resources

By this memorandum, the Administrator delegates the authority for the actions identified in the attached document - "APHIS Officials with Delegated Authority for Disciplinary Actions Involving the Improper Use of USDA Information Technology Resources" (hereafter 'Attachment'). This delegation supersedes all prior delegations for disciplinary actions involving the improper use of USDA Information Technology Resources.

The Attachment identifies the authorities who may propose, decide, or take specified actions. Authorities identified in the attachment may, by written delegation, appoint a designee to propose, decide, or take the specified actions. If the identified position listed in the attachment is vacant, then an official at a higher organizational level may re-delegate the authority. This must be done in writing.

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.

Officials at higher organizational levels than those identified in the attachment also have the authority to propose, decide, or take actions. The Administrator retains the authority to take disciplinary actions and to modify any delegation specified in the attachment.

Within the Marketing and Regulatory Programs Business Services (MRPBS) Human Resources Division (HRD), the Labor Management and Employee Relations (LMER) Branches, within the Employee Management Services Directorate (EMSD), will retain their role of oversight and governance of the disciplinary process to ensure consistency, objectivity, and fairness. Before taking any actions or deciding not to take any actions covered by this delegation, supervisors and managers are directed to consult with their servicing LMER Branch Chief.

Attachment:
APHIS Officials with Delegated Authority for Disciplinary Actions Involving the
Improper Use of USDA Information Technology Resources

**APHIS Officials with Delegated Authority for
Disciplinary Actions Involving the Improper Use of
USDA Information Technology Resources**

The tables below identify authorities who may propose, decide, or take specified actions. Those authorities may, by written delegation, appoint a designee to propose, decide, or take actions. Officials at higher organizational level than those identified on the tables also have the authority to propose, decide, or take actions.

If the identified position is vacant, then an official at a higher organizational level may re-delegate the authority, which must be done in writing.

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.

Actions affected in whole or in part under Title 5, Code of Federal Regulations (CFR), Part 752, for misconduct involving the Improper Use of USDA Information Technology Resources.

Type of Misconduct	Proposing Official	Deciding Official
Improper Use of USDA Information Technology Resources involving Pornography	Branch Chief, EMSD, HRD, MRPBS	Deputy Director, EMSD, HRD, MRPBS
Improper Use of USDA Information Technology Resources not involving pornography	Branch Chief, EMSD, HRD, MRPBS	Branch Chief, EMSD, HRD, MRPBS

Clearance:

MRPBS, HRD: _____

MRPBS, ODA: _____