

**Delegation of Authority for Employee Relations Actions
INTERNATIONAL SERVICES**

TYPE OF ACTION	Deputy Administrator and Associate Deputy Administrator	Assistant Deputy Administrator	Directors, Regional Directors	Area Directors and All Other Supervisors
1. Letters of Caution or Warning	X	X	X	X
2. Letters of Reprimand	X	X	X	X
3. Proposals for suspensions 14 days or less	X	X	X	
4. Decisions for suspensions 14 days or less	X	X	X	
5. Proposals for suspensions of more than 14 days, removals, demotions and furloughs	X	X	X	
6. Decisions for suspensions of more than 14 days, removals, demotions and furloughs	X			
7. Termination of temporary and probationary employees	X	X	X	X
8. Reconsideration of Within Grade Increase Withholding	X	X	X	X
9. Foreign Service Nationals: Demotions, Suspensions, Furloughs, and Removals	X	X	X	X

* This chart includes all APHIS employees in position or those equivalent to GS-1 through 15, FP-09 through FP-01, and wage grade, as well as all Foreign Nationals.

** Delegations to take actions on GS-15/FP-01 remains in the Deputy Administrators office.

Last Updated 6/28/04