

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

CHANGE TRANSMITTAL SHEET

☐ DIRECTIVE
☐ REVISION
☒ AMENDMENT
☐ OTHER

FSIS DIRECTIVE
DELEGATION OF AUTHORITY FOR DISCIPLINARY AND
ADVERSE ACTIONS

1020.4
AMENDMENT 1

9/17/12

I. PRINCIPAL CHANGE

This directive is amended to reflect updates to Paragraph VI. B.

II. CANCELLATION

This transmittal is canceled when the contents have been filed with FSIS 1020.4, Delegation of Authority for Disciplinary and Adverse Actions.



Assistant Administrator
Office of Management

FILING INSTRUCTIONS

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LERD – Labor and Employee Relations Division

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FSIS DIRECTIVE	1020.4	11/4/11
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**DELEGATION OF AUTHORITY FOR DISCIPLINARY AND ADVERSE
ACTIONS**

I. PURPOSE

This directive delegates personnel authorities for disciplinary and adverse actions.

II. (RESERVED)

III. (RESERVED)

IV. ABBREVIATIONS

The following will appear in their shortened form in this directive:

CHRO	Chief Human Resources Officer
ERB	Employee Relations Branch, LERD
LERD	Labor and Employee Relations Division
OM	Office of Management

V. RESPONSIBILITY

LERD ensures that FSIS Labor and Employee Relations personnel actions follow established criteria and meet all procedural, regulatory, recording, and reporting requirements.

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VI. **AUTHORITY TO TAKE ADVERSE ACTIONS AND UNACCEPTABLE PERFORMANCE ACTIONS**

A. Occupants of the following positions or persons formally designated to act on their behalf, have authority to take disciplinary action, adverse actions and performance-based actions, including removal and separation of probationary employees.

POSITION TITLE	AREA OF JURISDICTION
FSIS Management Deputy Administrator, FSIS Assistant Administrator, OM Deputy Assistant Administrator, OM Chief Human Resources Officer (CHRO) Deputy CHRO Director, LERD Deputy Director, LERD Branch Chief, ERB, LERD Deputy Chief, ERB, LERD	FSIS-wide

B. Occupants of the following positions or persons formally designated to act on their behalf, have authority to issue Letters of Reprimand, propose all suspensions, propose all adverse actions, propose all performance-based removals and demotions, to issue decisions on proposed suspensions of fourteen (14) days or less, and to terminate probationary employees.

POSITION TITLE	AREA OF JURISDICTION
Human Resources Specialist (Employee Relations), AP-4 (GS-12/13 equivalent)	FSIS-wide

VII. **REDELEGATED PERSONNEL AUTHORITIES**

Occupants of the following positions or persons formally designated to act on their behalf, have authority to approve personnel misconduct investigations.

POSITION TITLE	AREA OF JURISDICTION
Director, LERD Deputy Director, LERD Branch Chief, ERB, LERD Deputy Chief, ERB, LERD	FSIS-wide

VIII. **ADDITIONAL INFORMATION**

For additional information, contact LERD at 800–217–1886.

A handwritten signature in cursive script that reads "Rosena Carrasco".

Acting Assistant Administrator
Office of Management