

PROCEDURE REFERENCE: FmHA Instruction 2045-GG

PURPOSE : Redelegating Authority for Disciplinary
Action

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION
(Location)

FOR OFFICIAL USE ONLY

SUBJECT: Redelegation of Disciplinary Authority

TO: _____
Director
Housing Development

In accordance with FmHA Instruction 2045-GG, "Adverse Actions - Delegation of Authority and Procedures, Section 2045.1604(d), I am redelegating to you authority to propose and decide an adverse action in the case of _____ of your staff. This redelegation is limited to this case and to letters of reprimand and/or suspensions of 14 days or less. _____ of the Employee Relations Branch, telephone 245-5500, will be glad to assist you upon request. I suggest that any such actions be discussed with _____ prior to issuance.

NAME
(TITLE)

CONCURRENCE: _____
Director, Personnel and
Employee Relations Staff

DATE: _____