

**SMG 1431.3**

**FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY**

**ADMINISTRATIVE - PERSONNEL**

**AUTHORITY TO DETERMINE ACCEPTABLE LEVEL OF COMPETENCE FOR  
WITHIN-GRADE INCREASES**

Effective Date: 11/12/2004

**1. AUTHORITY DELEGATED.**

To determine action on within-grade increases.

**2. TO WHOM DELEGATED.**

- a. To immediate supervisors to make final acceptable and initial unacceptable level of competence determinations for employees in permanent GS positions who are at less than the maximum step of their grade, including part-time and intermittent employees. GS employees under other than permanent appointments of more than one year are also eligible to receive a within-grade increase under the same criteria as employees with permanent appointments.
- b. To the supervisor (branch level and above) with selecting authority ordinarily second in line of supervision over the employee to reverse or sustain a negative level of competence determination upon an employee's request for reconsideration of the negative determination. Part b may also be exercised by an official other than the second-level official. Such alternate delegations will be made only in special circumstances where deemed warranted by an official higher in the supervisory line than the second level supervisory or by the Associate Commissioner for Management.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**3. LIMITATIONS.**

This document does not cover SES employees, employees covered by the Federal Wage System, individuals appointed by the President or by and with the advice and consent of the Senate, and GS employees who are under temporary time-limited appointments of less than one year.

**4. REDELEGATION AND CERTIFICATION.**

This authority may not be redelegated.

**5. EFFECTIVE DATE.**

This delegation was signed by Jeffrey M. Weber, Associate Commissioner for Management, and became effective on November 12, 2004.