

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

**ADMINISTRATIVE - PERSONNEL**

**AUTHORITY TO APPROVE AWARDS**

Effective Date: 11/12/2004

**1. AUTHORITY DELEGATED.**

To grant 10-, 20-, and 30-year length-of-service recognition; to approve cash awards (for employee accomplishments, suggestions, or travel savings/gainsharing) up to \$2,500 for individuals and \$5,000 for groups; and to approve FDA honorary, time-off, and informal recognition awards, as appropriate.

**2. TO WHOM DELEGATED.**

Deputy Commissioners; Associate Commissioners; Assistant Commissioners; Chief Counsel and Deputies; Center Directors and Deputies; Director, Office of Management, CDER; Director, Office of Management, CBER; Director, Office of Management Systems, CFSAN; Director, Office of Systems and Management, CDRH; Director, Office of Management, CVM; Deputy Center Director for Management, NCTR, and Associate Director, Office of Management Services; Director, Office of Resource Management, ORA; Director, Office of Executive Operations, Office of Management, Office of the Commissioner (OC); and OC Office Directors.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**3. LIMITATIONS.**

- A. Cash and time-off awards must be reviewed and approved by an official who is at least one level above the recommending official. **EXCEPTION:** To encourage the use of a time-off award for timely recognition of an employee's accomplishment, first-line supervisors may approve time-off awards without further review or approval for periods not to exceed 1 work day.
- B. The Commissioner retains the authority to: nominate FDA employees for external (non-DHHS) honorary awards; establish FDA-level honorary awards; grant 40-year length-of-service recognition; approve nominations for the FDA Commissioner's Special Citation and the FDA Distinguished

Alumni Award; and approve cash awards, ranging from \$2,501 to \$10,000 for individuals, and from \$5,001 to \$10,000 for groups.

- C. The Commissioner retains the authority to approve awards for members of the Senior Executive Service in amounts ranging from \$3,501 to \$10,000.\*
- D. The Associate Commissioners and Assistant Commissioners retain the authority to approve cash awards for members of the Senior Executive Service in amounts up to \$3,500.\*
- E. The authority to approve cash awards for adopted employee suggestions is limited to employees in the officials' respective organizations, except for the Associate Commissioner for Management who has agencywide authority.

**\*NOTE:** The recommendation for a cash award for a career member of the Senior Executive Service should be reserved for those rare circumstances where the individual performed exceptionally and outside of the scope of his/her duties as an executive.

#### **4. REDELEGATION AND CERTIFICATION.**

These authorities may be redelegated. Any redelegation must be in writing and specify the nature and extent of the authority redelegated. Delegates must be certified as knowledgeable about legal, regulatory, and policy requirements regarding the subject authority. A copy of the redelegation of this authority must be furnished to the Director, Office of Management Programs (HFA-400) and to the FDA Delegations Officer (HFA-340). Delegates are subject to compliance audits.

#### **5. EFFECTIVE DATE.**

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