

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - PERSONNEL

AUTHORITY REGARDING PART-TIME EMPLOYMENT

Effective Date: 11/12/2004

1. AUTHORITY DELEGATED.

To hire and retain employees for part-time tours of duty of less than 16 hours per week.

2. TO WHOM DELEGATED.

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

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

3. LIMITATIONS.

Use of this authority must be exercised in accordance with the provisions of 5 CFR 340.202.

4. REDELEGATION AND CERTIFICATION.

This authority 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 the 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.