

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

**ADMINISTRATIVE - PERSONNEL**

**AUTHORITY TO DETERMINE WHEN USE OF COMMERCIAL RECRUITING FIRMS IS APPROPRIATE UNDER 5 CFR PART 300 AND APPLICABLE FDA GUIDANCE**

Effective Date: 11/12/2004

**1. AUTHORITY DELEGATED.**

To determine, in coordination with the Rockville Human Resources Center, when to use commercial recruiting firms or a nonprofit employment service in recruiting for vacancies using civil service employment procedures. This authority must be exercised in accordance with USOPM regulations under 5 CFR Part 300, sections 401-406, and applicable FDA guidance. The authority includes recruitment for positions in the competitive service, excepted service and the senior executive service.

**2. TO WHOM DELEGATED.**

Associate Commissioner for Regulatory Affairs; Center Directors; 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; Director, Office of Management Programs, and Director, Office of Executive Operations, Office of Management, Office of the Commissioner.

**3. LIMITATIONS.**

This authority does not apply to the PHS Commissioned Corps.

**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 authorities. 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.