

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

**ADMINISTRATIVE - PERSONNEL**

**AUTHORITY TO APPROVE OUTSIDE-THE-SERVICE SHORT-TERM  
TRAINING FOR COMMISSIONED OFFICERS**

Effective Date: 12/23/2009

**1. AUTHORITY DELEGATED.**

To authorize outside-the-service short-term training for Commissioned Officers.

For full-time officers, the training period may not exceed 30 consecutive days or a total of 90 calendar days in a fiscal year. For part-time officers, the training period may not exceed 70 hours in attendance in a 30 day period or a total of 210 hours in attendance in a fiscal year.

See Chapter 25, Subchapter 25.2, Instruction 1 of the Commissioned Corps Personnel Manual for additional information.

**2. TO WHOM DELEGATED.**

For their respective organizations, Deputy Commissioners; Associate Commissioners; Center Directors, Regional Food and Drug Directors; Center Associate Directors for Management; Director, Office of Management, CDER; Director, Office of Resource Management, ORA; Director, Office of Executive Operations, OC; District Directors; and directors of facilities located outside the Washington metropolitan area.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**3. REDELEGATION AND CERTIFICATION.**

These authorities may not be redelegated. Delegates must be knowledgeable about the legal, regulatory, and policy requirements involved.

#### 4. EFFECTIVE DATE.

The Deputy Commissioner for Administration approved this delegation, via memorandum, on December 23, 2009.

<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
Initial	12/23/2009	N/a	OC/OA/ OM/OCC	R. Abbott, Deputy Commissioner for Administration