

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - PERSONNEL

**AUTHORITY TO TAKE DISCIPLINARY ACTION AGAINST COMMISSIONED
CORPS OFFICERS**

Effective Date: 12/23/2009

1. AUTHORITY DELEGATED.

To take disciplinary action against Commissioned Corps officers.

2. TO WHOM DELEGATED.

- A. First line supervisors are authorized to issue letters of reproof and letters of reprimand to PHS Commissioned Corps officers under their supervision.
- B. Second line supervisors are authorized to suspend from duty with pay PHS commissioned corps officers under their jurisdiction.
- C. An official higher in the line of supervision may exercise these authorities if he/she chooses.
- D. These authorities may also be exercised by an appropriate official other than in the line of supervision over the officer. Such alternate designation will be made only in special circumstances where deemed warranted by an official higher in the supervisory line than the first official with delegated authority.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

3. LIMITATIONS.

Officials exercising these authorities are required to consult with the Division of Commissioned Personnel in the Office of the Assistant Secretary for Health (HHS).

These authorities must be exercised in accordance with pertinent instructions found in the Commissioned Corps Personnel Manual and applicable statutory, regulatory, policy, program, and procedural requirements.

4. REDELEGATION AND CERTIFICATION.

These authorities may not be further redelegated. Delegates must be certified as knowledgeable about the legal, regulatory, and policy requirements regarding the subject authority. Delegates are subject to compliance audits.

5. EFFECTIVE DATE.

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

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