

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - FACILITIES MANAGEMENT

**AUTHORITY TO APPROVE WORK REQUESTS FOR REPAIR,
MAINTENANCE, AND OPERATION PROJECTS**

Effective Date: 12/16/2009

1. AUTHORITY DELEGATED.

To approve up to the amount of \$10,000, if funds are available, work requests for repair, maintenance, and operation projects for facilities under the delegates' jurisdiction.

2. TO WHOM DELEGATED.

Chief, Office of Shared Services (OSS), Office of Management (OM);
Director, Office of Real Property Services (ORPS), OSS; and Director and
Deputy Director, Office of Financial Operations, (OFO), OM.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded. Additionally, I hereby ratify and affirm any actions taken that in effect involved the exercise of these authorities delegated herein prior to the effective date of this delegation.

3. REDELEGATION AND CERTIFICATION.

These authorities may be redelegated to the Directors and Deputy Directors of Centers; the Associate Commissioner for Regulatory Affairs and Deputies; Regional Food and Drug Directors; District Directors and District Branch Directors; and Directors of Headquarters facilities located outside the Washington metropolitan area, with monetary and other restrictions as agreed upon with OSS, and OFM. Redelegation must be in writing and specify the nature and extent of the authority redelegated and the monetary restrictions agreed upon. Delegates must be certified as knowledgeable about the legal, regulatory, and policy requirements regarding approval of work requests. A copy of the redelegation of this authority must be furnished to the FDA Reorganization Coordinator and Principal Delegation Control Officer. Delegates are subject to compliance audits.

4. EFFECTIVE DATE.

Russell J. Abbott, Deputy Commissioner for Administration approved this delegation, via memorandum, on December 16, 2009.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	12/16/2009	N/a	OC/OA/ OM/OSS	Russell J. Abbott, Deputy Commissioner for Administration