

**SMG 1431.13**

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

**ADMINISTRATIVE - PERSONNEL**

**AUTHORITY TO ISSUE OFFICIAL REPRIMANDS**

Effective Date: 11/12/2004

**1. AUTHORITY DELEGATED.**

To issue official reprimands. This delegation covers all FDA employees except those in the PHS Commissioned Corps and those in an exclusively recognized bargaining unit that has a negotiated agreement containing its own authorities and procedures for issuance of reprimands.

**2. TO WHOM DELEGATED.**

- A. First-level supervisors have been delegated authority to issue official reprimands to their employees. Officials higher in the supervisory line may also issue an official reprimand at their discretion.
- B. An appropriate official other than an official in the line of supervision over an employee may also issue an official reprimand but only in special circumstances where it is deemed warranted by an official higher in the supervisory line than the first level supervisor.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**3. LIMITATIONS.**

Officials delegated authority herein will consult with their servicing Employee/Labor Relations Specialist before issuing an official reprimand to an employee.

**4. REDELEGATION AND CERTIFICATION.**

These delegations may not be further redelegated.

**5. EFFECTIVE DATE.**

This delegation was signed by Jeffrey M. Weber, Associate Commissioner for Management, on November 12, 2004.