

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

**ADMINISTRATIVE - PERSONNEL**

**AUTHORITY TO PROPOSE, DECIDE, AND CONCUR ON REDUCTION IN  
GRADE AND REMOVAL ACTIONS BASED ON UNACCEPTABLE  
PERFORMANCE**

Effective Date: 11/12/2004

**1. AUTHORITY DELEGATED.**

To propose, decide, and concur on reduction in grade and removal actions based solely on unacceptable performance under 5 C.F.R. Part 432. These authorities apply to all FDA employees excluding those in the Senior Executive Service, PHS Commissioned Corps, and others who are excluded by 5 CFR 432.102(f).

**2. TO WHOM DELEGATED.**

- A. To the supervisor who is first in line of supervision over the employee to propose and decide reduction in grade and removal actions for unacceptable performance, to disallow the employee's choice of representative, and to extend the notice period for 30 days or less.
- B. To the supervisor of the proposing/deciding official to act as the concurring official on actions initiated by the proposing/deciding official.
- C. To an official higher in the supervisory line who may exercise these authorities if he/she chooses.
- D. To a higher level official than an official in the line of supervision over the employee. Such alternate delegation will be made only in special circumstances where deemed warranted by an official higher in the supervisory line than the proposing/deciding official.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.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 initiating any correspondence on actions contemplated under this delegation.

**4. REDELEGATION AND CERTIFICATION.**

These authorities may not be further redelegated.

**5. EFFECTIVE DATE.**

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