

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

**ADMINISTRATIVE - PERSONNEL**

**AUTHORITY TO APPROVE DETAILS OF CIVIL SERVICE PERSONNEL  
UNDER THE PUBLIC HEALTH SERVICE ACT**

Effective Date: 11/12/2004

**1. AUTHORITY DELEGATED.**

To approve the detail under section 214 of the PHS Act (42 U.S.C. 215) of civil service personnel to other executive departments and agencies, to a state or political subdivision thereof, and to a nonprofit educational, research, or other institution engaged in health activities. Also, to approve leave without pay for a detail under section 214 of the PHS Act (42 U.S.C. 215) for civil service personnel assigned under sections 214b) and (c) of the Act.

**2. TO WHOM DELEGATED.**

- A. Director, Office of Management Programs, Office of Management, Office of the Commissioner, agencywide.
- B. Second level supervisor (branch level and above) for their employees.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**3. LIMITATIONS.**

- A. Whenever a detail involves the reduction of grant funds to cover the cost of the detail, the arrangement must also be approved by an official authorized to make such reduction.
- B. The Assistant Secretary for Administration and Management (ASAM) retains authority to approve a detail to the Executive Office of the President and to a committee of Congress. In addition, the ASAM retains authority to approve any nonreimbursable or partially reimbursable detail under section 214 of the PHS Act for a period of more than 30 days.

#### **4. REDELEGATION AND CERTIFICATION.**

The authority 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.**

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