

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

**ADMINISTRATIVE - PERSONNEL**

**AUTHORITY FOR PERFORMANCE APPRAISAL PROVISIONS UNDER THE  
PERFORMANCE MANAGEMENT APPRAISAL PROGRAM (PMAP)**

Effective Date: 01/12/2010

**1. AUTHORITY DELEGATED.**

Authority for performance appraisal provisions under the Performance Management Appraisal Program (PMAP).

- A. Authority, as a rating official (as described in HHS Instruction 430-1 for employees under their supervision), to determine critical elements and performance standards, conduct progress reviews, and to finalize ratings.
- B. To determine, Agency-wide, whether a second level review is required for establishment of performance plans.
- C. To determine, Agency-wide, whether a second level review is required for review of initial ratings by immediate supervisors.

**2. TO WHOM DELEGATED.**

- A. Item 1.A. is delegated to immediate supervisors, through the officials in the supervisory line above them.
- B. Items 1.B. and 1.C. are delegated to the Principal Deputy Commissioner.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**3. LIMITATIONS.**

The Commissioner retains the authority to develop and administer performance appraisal systems in accordance with the requirements of the HHS Performance Management Appraisal Program and to recommend Assistant Secretary for Administration (ASA) approval, contingent upon subsequent approval by the U.S. Office of Personnel Management (OPM) where required, for exceptions to the requirements referred to in the HHS Performance Management Appraisal Program.

The ASA retains the authority to establish Department-wide requirements for performance appraisal systems and approve exceptions to the Department's requirements, contingent upon subsequent approval by OPM where required.

**4. REDELEGATION AND CERTIFICATION.**

These authorities may not be further redelegated.

**5. EFFECTIVE DATE.**

The Deputy Commissioner for Administration approved this delegation, via memorandum, on January 12, 2010.