

**SMG 1433.3**

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

**ADMINISTRATIVE - PERSONNEL**

**AUTHORITY TO GRANT LEAVE TO COMMISSIONED OFFICERS**

Effective Date: 12/23/2009

**1. AUTHORITY DELEGATED.**

To grant annual and sick leave to commissioned officers.

**2. TO WHOM DELEGATED.**

Immediate supervisors for their respective organizations.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**3. LIMITATIONS.**

This authority will be exercised in accordance with pertinent instructions found in the Commissioned Corps Personnel Manual and applicable statutory, regulatory, policy, program, and procedural requirements.

**4. REDELEGATION AND CERTIFICATION.**

These authorities 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.**

The Deputy Commissioner for Administration approved this delegation, via memorandum, on December 23, 2009.

<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
Initial	12/23/2009	N/a	OC/OA/ OM/OCC	R. Abbott, Deputy Commissioner for Administration