

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - FACILITIES MANAGEMENT

**AUTHORITY TO APPROVE THE USE OF FDA FACILITIES FOR MEETINGS
FOR NON-OFFICIAL PURPOSES**

Effective Date: 12/16/2009

1. AUTHORITY DELEGATED.

To approve requests for occasional use of special purpose facilities for nonofficial purposes.

2. TO WHOM DELEGATED.

Center Directors; Associate Commissioner for Regulatory Affairs; Center Associate Directors for Management; Director, Office of Management, CDER; Director, Office of Resource Management, ORA; Director, Office of Executive Operations, OC; Chief, Office of Shared Services (OSS), Office of Management (OM); Director, Office of Real Property Services, (ORPS), OSS; Directors of facilities located outside the Washington metropolitan area; and Directors of field facilities.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded. Additionally, I hereby ratify and affirm any actions taken that in effect involved the exercise of these authorities delegated herein prior to the effective date of this delegation.

3. LIMITATIONS.

The General Services Administration (GSA) has retained the authority to review the use of facilities for nonofficial purposes, if so warranted, for all buildings assigned to HHS by GSA.

4. REDELEGATION AND CERTIFICATION.

These authorities may be redelegated. Any redelegation must be in writing and specify the nature and extent of the authority redelegated. Delegates must be certified as knowledgeable about the legal, regulatory, and policy requirements regarding the use of FDA facilities. A copy of the redelegation of this authority must be furnished to the Director, ORPS, OSS, (HFA-240) and the FDA Reorganization Coordinator and Principal Delegation Control Officer. Delegates are subject to compliance audits.

5. EFFECTIVE DATE.

Russell J. Abbott, Deputy Commissioner for Administration, approved this delegation, via memorandum on December 16, 2009.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	12/16/2009	N/a	OC/OA/ OM/OSS	Russell J. Abbott, Deputy Commissioner for Administration