

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - PERSONNEL

**AUTHORITY TO APPROVE RECRUITMENT, RETENTION, AND
RELOCATION INCENTIVES (3Rs)**

Effective Date: 12/16/2009

1. AUTHORITY DELEGATED.

- A. To approve recruitment and relocation incentives of up to 25 percent of base pay.
- B. To approve or renew retention incentives of up to 25 percent of base pay for an individual and up to 10 percent of base pay to a group or category of employees.
- C. To serve as recommending official for items 1.A. and 1.B.
- D. To serve as recommending official for termination of service agreements and payments for recruitment and relocation incentives.
- E. To approve termination of service agreements and payments for recruitment and relocation incentives.
- F. To approve a request for a waiver of repayment of recruitment, relocation, and retention incentives monies, if it is determined that recovery would be against equity and good conscience or against the public interest.
- G. To recommend the approval or disapproval of waivers of repayment of recruitment, relocation, and retention incentive monies.

2. TO WHOM DELEGATED.

- A. Item 1.A is delegated to the Principal Deputy Commissioner.
- B. Item 1.B. is delegated to the Principal Deputy Commissioner.
- C. Item 1.C. is delegated to officials one echelon below the Commissioner (direct reports to the Commissioner).
- D. Item 1.D. is delegated to officials two echelons below the Commissioner (i.e., one level below those identified in 2.C.).

- E. Item 1.E. is delegated to the Principal Deputy Commissioner and the Deputy Commissioner for Administration.
- F. Item 1F. is delegated to the Assistant Commissioner for Management (Operations).
- G. Item 1.G. is delegated to the Director, Office of Management Programs.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

3. LIMITATIONS.

- A. The Commissioner retains the authority to approve a recruitment/relocation incentive and/or a retention incentive for individuals who are under his/her direct supervision.
- B. The Office of Personnel Management retains the authority to approve retention allowances of more than 25 percent for individuals or 10 percent for a group or category of employees.

4. REDELEGATIONS AND CERTIFICATION.

These authorities may not be redelegated.

5. EFFECTIVE DATE.

The Commissioner of Food and Drugs 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/ OBOHCP/OMP	Margaret A. Hamburg, M.D., Commissioner of Food and Drugs