

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE - PERSONNEL

APPROVAL AND ACQUISITION OF TRAINING

Effective Date: 01/12/2010

1. AUTHORITY DELEGATED.

- A. To approve all training;
- B. To acquire off-the-shelf training where direct costs do not exceed \$25,000;
- C. To acquire off-the-shelf training where direct costs exceed \$25,000;
- D. To authorize a waiver of reimbursement for employees who voluntarily leave HHS before completing their required service agreement;

2. TO WHOM DELEGATED.

- A. Items 1.A. and 1.B. are delegated to the Principal Deputy Commissioner; Deputy Commissioners; direct reports to the Commissioner; Associate Commissioner for Regulatory Affairs; Center Directors and Deputies; Center Associate Directors for Management; Director, Office of Management, CDER; Director, Office of Resource Management, ORA; Director, Office of Executive Operations, OC; Regional Food and Drug Directors; and District Directors.
- B. Item 1.C. and 1.D. are redelegated to the Director, Office of Management Programs (OMP), OC, and the FDA Training Officer, OMP.

All previous delegations of authority inconsistent with the provisions of these delegations are superseded.

3. LIMITATIONS.

- A. The Assistant Secretary for Administration (ASA) retains the authority to approve and acquire department-wide training, which is managed by the ASA's office.
- B. No FDA official may approve or acquire his/her own training. Such training must be approved and acquired by an official occupying a higher organizational level of authority.

C. These authorities must be exercised in accordance with all applicable training laws, regulations, and policies.

4. REDELEGATION AND CERTIFICATION.

A. The authority delegated in subparagraph 1.A. may be redelegated no lower than to first-level supervisors.

B. The authority delegated in subparagraph 1.B. may be redelegated to authorized, acquiring officials.

C. The authorities delegated in subparagraphs 1.C. and 1.D. may not be redelegated.

D. Any redelegation must be in writing and specify the nature and extent of the authority redelegated. Delegatees must be certified as knowledgeable about relevant legal, regulatory, and policy requirements. Redelegations must be in writing and a copy must be furnished to the FDA Principal Delegations Control Officer, OMP and the FDA Training Officer, OMP. Delegatees are subject to compliance audits.

5. EFFECTIVE DATE.

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

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	01/12/2010	N/a	OC/OA/ OM/OMP	R. Abbott, Deputy Commissioner for Administration