

MANAGEMENT

GUIDE TO DELEGATIONS OF AUTHORITY - TRAVEL

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PURPOSE The purpose of this MAPP is to redelegate certain travel authorities that were delegated to the Center Director, Deputies, and Executive Officers by the Associate Commissioner for Management, FDA.

REFERENCES

FDA Guide 1455.1, Authority to Authorize and Approve Local and Domestic Travel, Transportation, and Related Allowance-Civil Service Personnel.

DELEGATIONS

The Center Director, Deputy Center Directors, and Executive Officer hereby delegate the authority to authorize and approve Domestic and Local Travel, Transportation, Related Allowances, Increased Lodging Allowance and Use of Non-Contract Airlines to the Directors of Center Offices, with authority to redelegate as specified in this MAPP.

LIMITATIONS

- The authority to approve foreign travel has been redelegated to the Center Director, without authority to redelegate.
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- The redelegation of authorities to accept support for travel from Non-Federal sources (either Cash or in Kind) and Premium Class travel has been restricted by the Office of the Secretary, DHHS. The authority designated may only be redelegated to the FDA Chief Financial Officer, without further redelegation.
 - All first-class air travel must be approved in advance by the Secretary or Under Secretary.
 - The Commissioner will serve as the approving official for employees within the Commissioner's jurisdiction.
 - No FDA official may authorize or approve his/her own travel. Such travel must be approved by an authorizing official occupying a higher organizational level or authority.
 - Prior to signing a request, all officials delegated travel approval authority must assure that the request is prevalidated as to the availability of funds.
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REDELEGATIONS

This authority may be redelegated as follows:

- Directors, Center Divisions
 - Deputy Directors, Center Divisions
 - Management Officers
 - Administrative Officers
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TRAINING AND CERTIFICATION

- Upon notification of a delegation of authority, employees should attend the Redelegations Training Class conducted by the Office of Financial Management.
- Training should be completed prior to approving any of the relevant travel documents previously mentioned in this MAPP. For certification training information contact the Office of Training and Communications to enroll in

individual sessions.

- Upon the completion of the Redelegations class, certification of class attendance will be issued by the Office of Financial Management.
 - Any redelegation must be authorized in writing and specify the nature and extent of the authority redelegated. A copy of the redelegation of this authority must be submitted to the Office of Management, HFD-10, and to the FDA Delegations Control Officer (HFA-340), (OM will consolidate CDER's listing and forward to the Director, Office of Financial Management, HFA-100)
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EFFECTIVE DATE

This MAPP is effective upon date of publication.