

**SMG 1251.15a**

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Devices and Radiological Health**

**Office of Management**

**Division of Acquisition Services**

Effective Date: December 14, 2018

**1. Division of Acquisition Services (DCCBD).**

- A. Provides leadership and direction for CDRH's acquisitions activities, such as developing and coordinating acquisitions packages and providing advice and guidance to Center management.
- B. Serves as a liaison between the Center and the Food and Drug Administration's acquisitions and grants programs to ensure timely and proper execution of contracts.
- C. Provides guidance and assistance on new and/or amended acquisition law, regulations, requirements and policies to include professional certification requirements for the Center Contracting Officer Representatives (COR) acquisition community.

**2. Authority and Effective Date.**

The functional statements for the Division of Acquisition Services were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services  
Food and Drug Administration  
Center for Devices and Radiological Health  
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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Devices and Radiological Health, Office of Management, Division of Acquisition Services organization structure depicting all the organizational structures reporting to the Director.

Division of Acquisition Services (DCCBD)