

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Biologics Evaluation and Research

Office of Management

Division of Acquisitions and Budget Resources

Effective Date: January 6, 2022

1. Division of Acquisitions and Budget Resources (DCBBF).

- A. Provides comprehensive management and operational activities related to all funding types within Center for Biologics and Evaluation Research (CBER).
- B. Conducts all payroll planning and execution and coordinates on mass allocation assignments for User Fee utilization.
- C. Reviews and approves requests for both domestic and international travel.
- D. Oversees the program management of financial and acquisitions information in support of the Food and Drug Administration (FDA)/CBER mission.
- E. Provides an internal control structure to provide efficient and effective services related to acquisitions and assistance.
- F. Conducts acquisition planning and execution consisting of developing required procurement documentation, coordinating with budget execution, and facilitate the execution of FDA fellows through various fellowship programs.
- G. Facilitates Inter-Agency agreements and coordinating both funding and procurement related processes.
- H. Conducts higher level purchase card transactions related to acquisition needs within CBER.
- I. Oversees and provides guidance on all purchase card related matters.

2. Budget Planning and Execution Branch (DCBBF2).

- A. Manages budget/resource management and operational activities related to: financial operating, resource spending, reimbursable Interagency Agreements, Interdepartmental Delegation of Authority, Cooperative Research and

Development Agreements and refund plans including User Fees (including Prescription Drug User Fee Act (PDUFA), Medical Device User Fee Amendment (MDUFA), Generic Drug User Fee Act (GDUFA), and Biosimilar User Fee Act (BSUFA)) management and export certificates.

- B. Manages the Center payroll and full-time equivalent activity; and supports the payroll functions utilizing the agency Integrated Budget Acquisition Planning System and the Center Biologics Planning Execution and Reporting System.
- C. Manages the Center's government purchase and convenience check programs, in coordination with other Agency components.
- D. Serves as the Center liaison for travel and provides review oversight to all domestic and foreign travel.

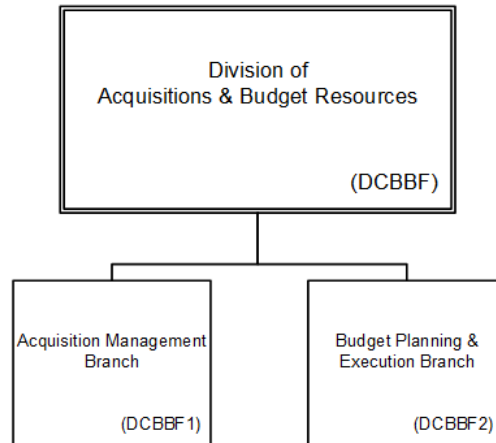
3. Acquisition Management Branch (DCBBF1).

- A. Provides acquisitions support, including the use of different contract/ procurement vehicles to support the Center/Office mission. These vehicles require a lot of planning, market research, drafting of requirements and administration.
- B. Provides an internal control structure to provide efficient and effective services related to acquisitions and assistance. Activities regarding acquisition/assistance services must flow through the Office of Management Acquisition Management Branch.
- C. Develops and maintains a mutually respectable working relationship with the Office of Acquisitions and Grants Services (OAGS), CBER staff, contracted vendors, grantees, and other Federal Agencies.
- D. Provides a significant support role in the negotiation of contract or grant services in conjunction with the OAGS Contracting Officer or Grants Management Specialist, and subsequently the payment terms and schedule. Works collaboratively with CBER and OAGS staff to identify appropriate terms for negotiation and award.

4. Authority and Effective Date.

The functional statements for the Division of Acquisitions and Budget Resources were approved by the Deputy Secretary of Health and Human Services and effective on January 6, 2022.

**Department of Health and Human Services
Food and Drug Administration
Center for Biologics Evaluation and Research
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Division of Acquisitions and Budget Resources**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Biologics Evaluation and Research, Office of Management, Division of Acquisitions and Budget Resources organization structure depicting all the organizational structures reporting to the Director:

Division of Acquisitions and Budget Resources (DCBBF)

These organizations report to the Division of Acquisitions and Budget Resources:

Acquisition Management Branch (DCBBF1)

Budget Planning and Execution Branch (DCBBF2)