

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Management and Enterprise Services

Office of Management

Effective Date: May 13, 2024

1. Office of Management (DCNAG).

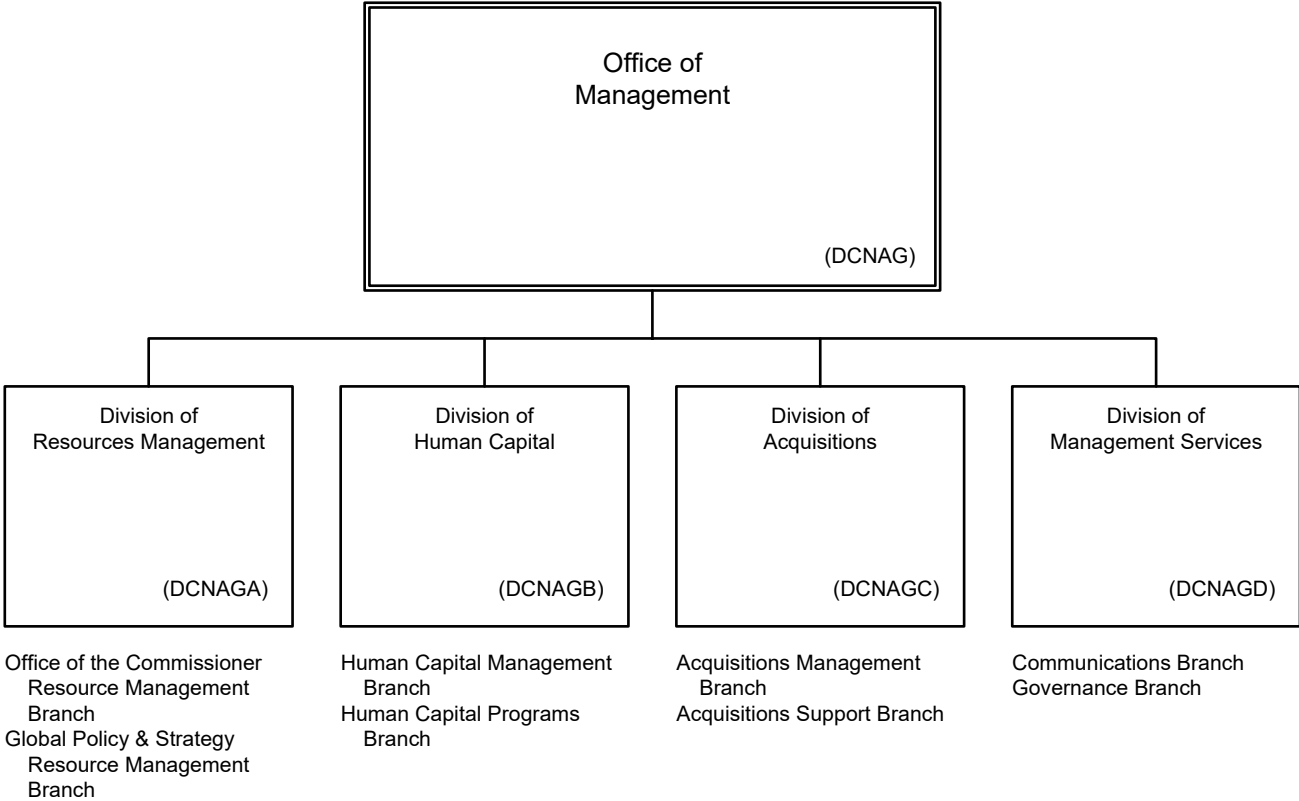
- A. Provides Food and Drug Administration (FDA) – wide guidance in various areas of compliance to support and enhance FDA’s commitment to Equal Employment Opportunity compliance.
- B. Provides guidance and leadership in implementing the President’s Management Agenda, business and customer service improvements, cost effectiveness and resource utilization, strategic planning, and other business process initiatives.
- C. Supports initiatives identified by FDA Senior Leadership and ensures strategic business goals, policies, and objectives are fully implemented to achieve measurable results for the FDA Headquarters.
- D. Serves as an advisor to various FDA programs by providing guidance on business process improvements for office services, practices, and systems to align with FDA-wide management operations objectives.
- E. Ensures performance accountability through action plans, reporting tools, and other business performance indicators.
- F. Manages and oversees acquisition related services and support for FDA Headquarters and FDA-Wide acquisition programs; provides advice and technical assistance for domestic and international personnel.
- G. Serves as the budget liaison for FDA Headquarters and collaborates with the finance, budget, acquisitions, and planning programs.

- H. Serves as a liaison between FDA acquisition and grants services and FDA Headquarters offices; coordinates with customers to track, manage, and provide oversight through contract award.
- I. Serves as the liaison between FDA Headquarters and the human resources program for strategic human capital planning to ensure compliance with federal human capital regulations and laws for headquarters, field offices and foreign posts.
- J. Develops, coordinates, and disseminates overarching communications and education activities for internal and external stakeholders. Provides expertise on core communication and education tools for application in support of FDA programs.

2. Authority and Effective Date.

The functional statements for the Office of Management were approved by the Secretary of Health and Human Services on March 5, 2024 and effective on May 13, 2024.

**Department of Health and Human Services
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Management and Enterprise Services, Office of Management organization structure depicting all the organizational structures reporting to the Director:

Division of Resource Management (DCNAGA)

Division of Human Capital (DCNAGB)

Division of Acquisitions (DCNAGC)

Division of Management Services (DCNAGD)

These organizations report to the Division of Resource Management (DCNAGA):

Office of the Commissioner Resource Management Branch

Global Policy and Strategy Resource Management Branch

These organizations report to the Division of Human Capital (DCNAGB):

Human Capital Management Branch

Human Capital Programs Branch

These organizations report to the Division of Acquisitions (DCNAGC):

Acquisitions Management Branch

Acquisitions Support Branch

These organizations report to the Division of Management Services (DCNAGD):

Communications Branch

Governance Branch