

**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**

**Division of Acquisitions Management**

Effective Date: May 13, 2024

**1. Division of Acquisitions (DCNAGC).**

- A. 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.
- B. Provides an internal control structure to provide efficient and effective services related to acquisitions across FDA Headquarters.
- C. Serves as a liaison between Office of Acquisition and Grants Services (OAGS) and FDA Headquarters organizations; coordinates with customers to track, manage, and provide oversight through contract award.
- D. Provides guidance to FDA Headquarters organizations on all aspects of contract administration and management as well as communicates compliance with OAGS requirements.
- E. Develops and administers supplemental training to Contracting Officer Representatives.

**2. Acquisitions Management Branch (DCNAGC1).**

- A. Provides acquisition related assistance and oversight across FDA Headquarters, to include but not limited to late acquisitions, prompt invoice payments, acquisition related data calls, Contractor Performance Assessment and Reporting System (CPARS), and Advanced Acquisition Planning (AAP).

- B. Conducts acquisition planning and execution that consists of developing required procurement documentation, coordinating with budget execution, and facilitate the execution of designated enterprise-wide contracts vehicles.
- C. Manages purchasing requirements and collaborates with OAGS for FDA Headquarters organizations and provides program management and support for receiving invoices.

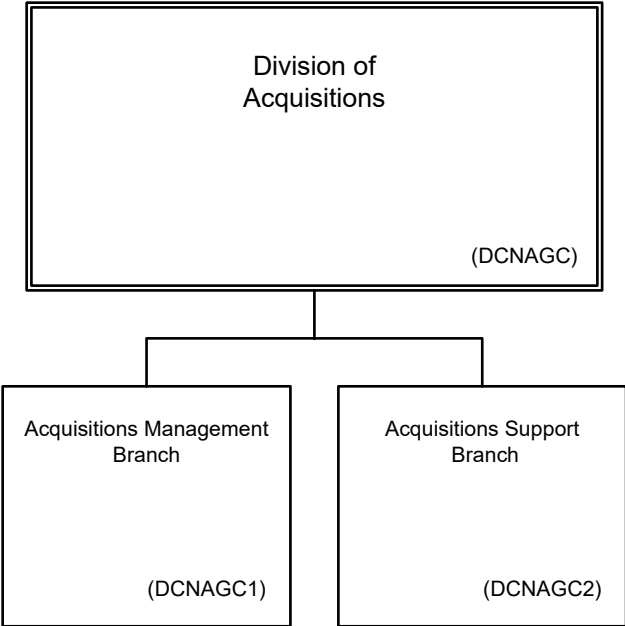
**3. Acquisitions Support Branch (DCNAGC2).**

- A. Provides full spectrum acquisition support, assistance, and oversight within OMES, to include but not limited to Contract Officer Representative (COR) support, acquisition package development, drafting Acquisition Strategies, invoice processing, financial oversight, entering requisitions in the Unified Financial Management System (UFMS), vendor management, Contractor Performance Assessment and Reporting System (CPARS) evaluations, and Advanced Acquisition Planning (AAP) entries.,
- B. Reviews and facilitates budget execution with Division of Resource Management (DRM) and supported offices.
- C. Facilitates Inter-Agency agreements (IAAs) and grants for the Office of Management and Enterprise Services (OMES).
- D. Coordinates OMES mission specific contracts and simplified acquisitions.

**4. Authority and Effective Date.**

The functional statements for the Division of Acquisitions 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  
Food and Drug Administration  
Office of Operations  
Office of Management and Enterprise Services  
Office of Management  
Division of Acquisitions**



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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, Division of Acquisitions organization structure depicting all the organizational structures reporting to the Director:

Acquisitions Management Branch (DCNAGC1)

Acquisitions Support Branch (DCNAGC2)