

SMG 1121A.2

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Inspections and Investigations

Office of Management

Effective Date: May 13, 2024

1. Office of Management (DCSB).

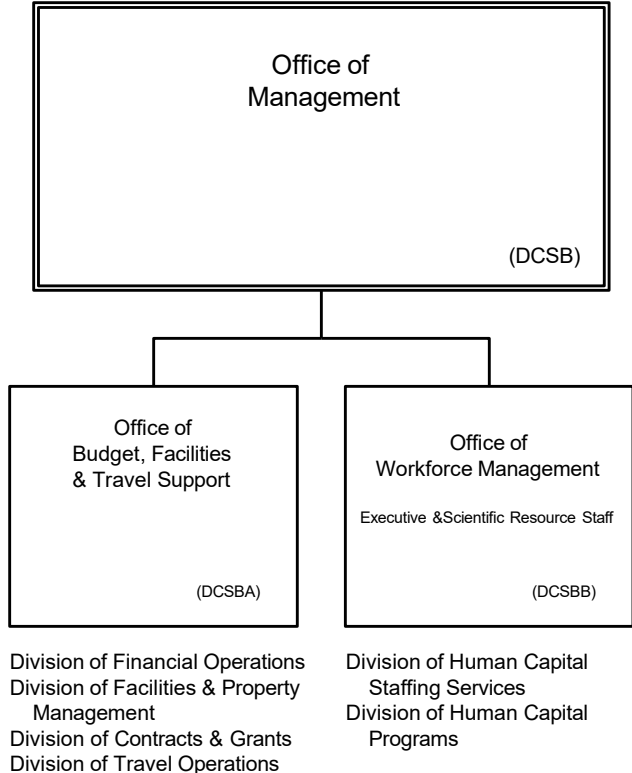
- A. Provides advice and guidance to the Office of Inspections and Investigations (OII) senior leaders and management officials on all administrative matters related to OII resource management including budget, facilities, travel, and human capital.
- B. Evaluates the overall management and capabilities of OII's field administrative organization; initiates action to improve the management of Headquarters (HQ) and field activities to streamline processes and ensure efficiency.
- C. Provides advice and guidance to OII senior leaders and other Food and Drug Administration (FDA) senior officials concerning new legislation, executive orders, new regulations, or other information disseminated by FDA that may affect current or proposed OII policies.
- D. Provides leadership and guidance to assure compliance with statutes, executive orders and administrative directives on all administrative management operations for OII.
- E. Liaisons with FDA's Labor and Employee Relations (LER) to coordinate advice and guidance to OII executives, managers, and staff on all areas of labor and employee relations.
- F. Provides support for management and is the administrative interface with the FDA and Department of Health and Human Services (HHS) related to labor and employee relations.
- G. Represents OII in FDA and HHS labor negotiations.

- H. Develops, reviews and coordinates implementation of OII policies and procedures to ensure compliance with applicable contractual, regulatory, and statutory governing laws in the areas of employee and labor relations.
- I. Manages OII employee relations, including but not limited to employee misconduct and Employee Equal Opportunity (EEO) related matters.
- J. Assures compliance with regulations, executive orders, administrative directives, collective Bargaining Agreements, and statutes such as Federal Labor Relations Act in collaboration with the FDA Employee and Labor Relations organization and other components of the Office of Operations.
- K. Provides administrative support services on all employee and labor relations for all of OII, ensuring customer needs are identified and met.

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
Food and Drug Administration
Office of Inspections and Investigations
Office of Management**



Staff Manual Guide 1121A.2
Organizations and Functions
Effective Date: May 13, 2024

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

Office of Management (DCSB)
Office of Budget, Facilities and Travel Support (DCSBA)
Office of Workforce Management (DCSBB)

These organizations report to the Office of Budget, Facilities and Travel Support (DCSBA):

Division of Financial Operations
Division of Facilities and Property Management
Division of Contracts and Grants
Division of Travel Operations

These organizations report to the Office of Workforce Management (DCSBB):

Executive and Scientific Resource Staff
Division of Human Capital Staffing Services
Division of Human Capital Programs