

**SMG 1121A.21**

**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**

**Office of Budget, Facilities and Travel Support**

Effective Date: May 13, 2024

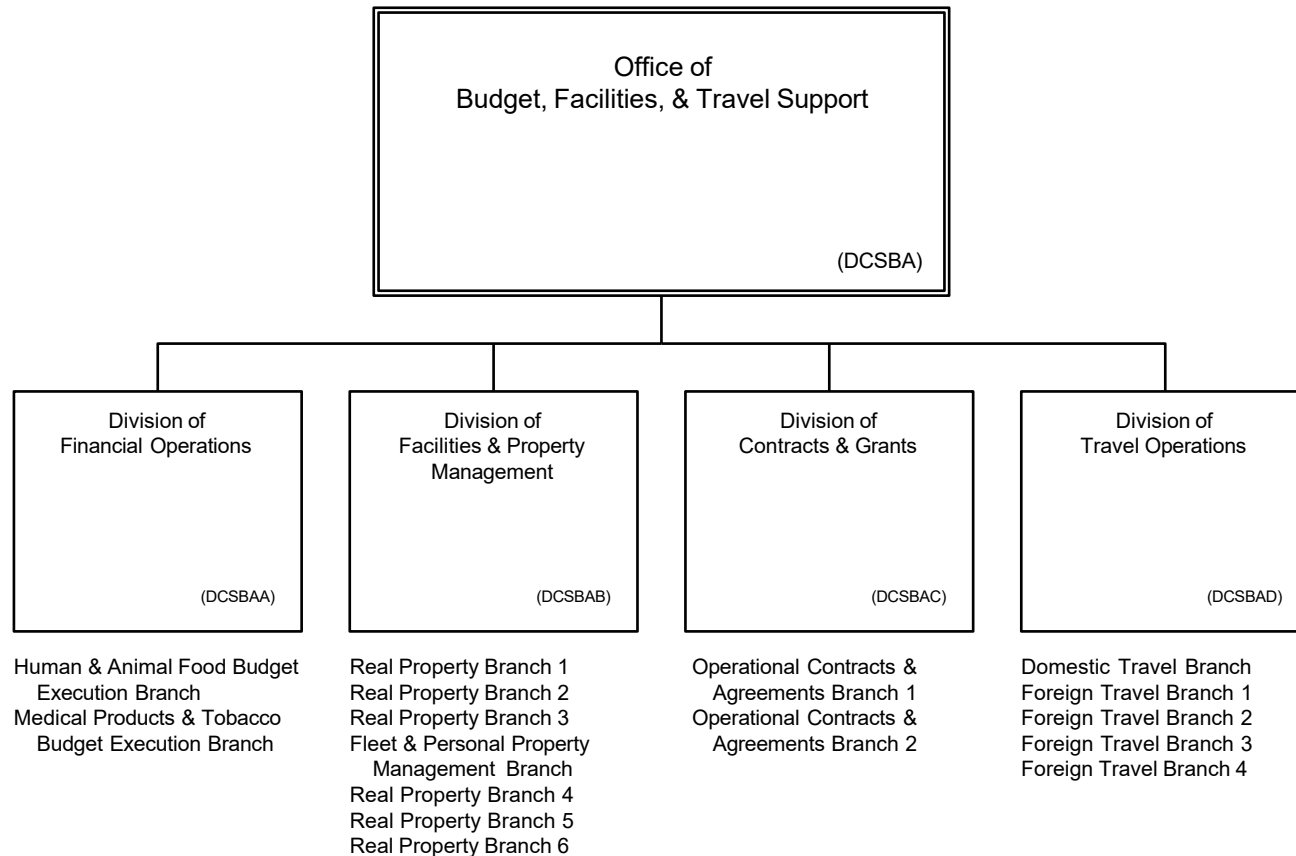
**1. Office of Budget, Facilities and Travel Support (DCSBA).**

- A. Provides overall guidance and strategic planning for all aspects of Office of Inspections and Investigations (OII) financial management for senior leaders. This includes budget execution, acquisitions, and budget formulation.
- B. Provides guidance related to Office of Management and Budget (OMB), Government Accountability Office (GAO), and Office of the Inspector General (OIG) financial inquiries to include statutes, regulations, policies, procedures, and instructions in coordination with the Office of Operations (OO).
- C. Consults on all contracting and acquisition actions for OII to include cooperative agreements, contracts, and grants.
- D. Coordinates the OII's annual budget estimates through the Office of Operations for review by the Department of Health and Human Services (HHS), OMB, and Congress.
- E. Provides overall strategic leadership and guidance to OII on all aspects of travel in accordance with established guidelines.
- F. Provides leadership and guidance to OII on all aspects of field facilities, physical security, safety management, and property management activities in accordance with established guidelines in coordination with the OO.

**2. Authority and Effective Date.**

The functional statements for the Office of Budget, Facilities and Travel Support 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  
Office of Budget, Facilities, and Travel Support**



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

Office of Budget, Facilities, and Travel Support (DCSBA):

Division of Financial Operations (DCSBAA)

Division of Facilities and Property Management (DCSBAB)

Division of Contracts and Grants (DCSBAC)

Division of Travel Operations (DCSBAD)

These organizations report to the Division of Financial Operations (DCSBAA):

Human and Animal Food Budget Execution Branch

Medical Products and Tobacco

Budget Execution Branch

These organizations report to the Division of Facilities and Property Management (DCSBAB):

Real Property Branch 1

Real Property Branch 2

Real Property Branch 3

Fleet and Personal Property Management Branch

Real Property Branch 4

Real Property Branch 5

Real Property Branch 6

These organizations report to the Division of Contracts and Grants (DCSBAC):

Operational Contracts and Agreements Branch 1

Operational Contracts and Agreements Branch 2

These organizations report to the Division of Travel Operations (DCSBAD):

Domestic Travel Branch

Foreign Travel Branch 1

Foreign Travel Branch 2

Foreign Travel Branch 3

Foreign Travel Branch 4