

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Human Foods Program**

**Office of the Deputy Commissioner for Human Foods**

Effective Date: May 13, 2024

**1. Office of the Deputy Commissioner for Human Foods (DCRA).**

- A. Provides leadership and strategic direction for all FDA-wide Human Foods Program (HFP) activities, including FDA's inspections and investigations program foods activities.
- B. Plans, administers, coordinates, and evaluates overall FDA-wide HFP regulatory, scientific, and management programs, plans, and policies, including FDA's inspections and investigations program foods activities.

**2. Management Operations Staff (DCRA1).**

- A. Provides advice and guidance to the Deputy Commissioner for Human Foods and senior leadership on all aspects of administrative management operations conducted on behalf of the Deputy Commissioner and HFP senior leadership, including acquisitions, budget, facilities, human resources, Information technology (IT) support, and travel. Serves as the Federal Agency Travel Administrator (FATA) for the Immediate Office.
- B. Manages and oversees areas of office and resource management, including personnel, financial management, management analysis, property, travel, and timekeeping for the Deputy Commissioner for Human Foods and other HFP senior leadership.
- C. Conducts budgetary analysis and forecasts human resources throughout the year for the Deputy Commissioner for Human Foods and HFP senior leadership. Coordinates and responds to data calls related to financial, personnel, administrative, travel management, and property management.
- D. Manages and oversees acquisition and procurement-related services for the Immediate Office. Collaborates with the Office of Resource Management to establish contracts for the Deputy Commissioner for Human Foods and HFP

senior leadership on FDA-wide acquisition programs. Provides advice and technical assistance to leadership on cost-effective and flexible strategies to meet ongoing business needs.

- E. Provides executive support and strategic recommendations to the Deputy Commissioner for Human Foods and HFP senior leadership in the areas of performance management, awards, ethics policy, and operational activities.

**3. Authority and Effective Date.**

The functional statements for the Office of the Deputy Commissioner for Human Foods 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  
Human Foods Program  
Office of the Deputy Commissioner for Human Foods**

Office of the  
Deputy Commissioner for Human Foods  
Management Operations Staff  
(DCRA)

Staff Manual Guide 1231A.1  
Organizations and Functions  
Effective Date: May 13, 2024

The following is the Department of Health and Human Services, Food and Drug Administration, Human Foods Program, Office of the Deputy Commissioner for Human Foods organization structure depicting all the organizational structures reporting to the Deputy Commissioner:

Management Operations Staff (DCRA1)