

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Human Foods Program

Office of Resource Management

Division of Information Technology Management

Effective Date: May 13, 2024

1. Division of Information Technology Management (DCREC).

- A. Provides overall strategic leadership, guidance, and coordination for the Human Foods Program (HFP) on all aspects of Information Technology (IT) in accordance with established guidelines.
- B. Manages the HFP IT portfolio, data and information systems, technological solutions, and IT infrastructure. Provides technical, programmatic, and centralized information management services for the HFP Offices.
- C. Oversees and executes the Office of Management and Budget (OMB) mandated Capital Planning and Investment Control (CPIC) processes for HFP. Manages the HFP IT Budget formulation and execution processes in coordination with the HFP budget and planning organization and chairs the HFP Information Technology Investment Review Board (ITIRB).
- D. Leads the HFP IT Portfolio Regulatory Systems and provides oversight of HFP's regulatory IT initiatives, programs, and projects. Provides business analysis support, IT project management and IT system development support and expertise. Provides technical and contracting support to HFP Offices over the full life cycle of IT application systems from initiation through IT solution implementation and maintenance.
- E. Oversees the HFP Data Standards and Data Governance Program activities. Manages the development, organization, structure, continuation, and maturity of HFP Data Standards as well as information and technical knowledge management in cooperation with HFP Offices to ensure system interoperability in a shared data environment.

- F. Leads the HFP Records Management Program and provides leadership, training, and guidance to support records management. Promotes HFP-wide compliance with Federal records laws, regulations, and Food and Drug Administration (FDA) policy.

2. Regulatory and Data Management Branch (DCREC1).

- A. Leads the HFP IT Portfolio Regulatory Systems and provides oversight of the Center's regulatory IT initiatives, programs, and projects. Provides Business Analysis Support, IT Project management and IT system development support and expertise. Provides technical and contracting support to the HFP business community over the full life cycle of IT application systems from initiation through IT solution implementation and maintenance.
- B. Oversees the HFP Data Standards and Data Governance Program activities.
- C. Manages the development, organization, structure and continuation and maturity of HFP Data Standards as well as information and technical knowledge management in cooperation of HFP offices to ensure system interoperability in a shared data environment.
- D. Leads the HFP Records Management Program and provides leadership, training, and guidance to support. Promotes HFP-wide compliance with Federal records laws, regulations, and FDA policy.

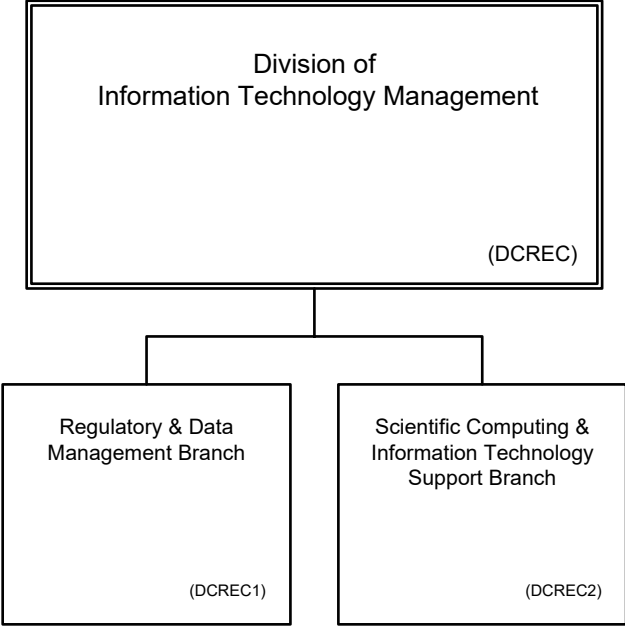
3. Scientific Computing and IT Support Branch (DCREC2).

- A. Oversees HFP's IT Infrastructure, Telecommunications & Scientific Computing. Coordinates planning and implementation of IT solutions to meet HFP's scientific community requirements, manage IT infrastructure and telecommunications project improvements for all HFP facilities, and oversees the FDA Wiley Scientific Data Center/Scientific Computing Lab.
- B. Provides HFP IT Liaison Services and serves as a liaison for coordinating all IT desktop support, IT equipment provisioning, IT mobility, software licensing, deployment of new agency desktop and telecommunications technology upgrades. Administers special projects for HFP IT domain in coordination with the FDA's Digital Transformation program.
- C. Administers Conference Services and IT Property Management for HFP. Provides audio visual services for conference rooms in the Wiley and University Station buildings, for internet and cable TV broadcasting, and manages the IT equipment property inventory.

4. Authority and Effective Date.

The functional statements for the Division of Information Technology 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
Human Foods Program
Office of Resource Management
Division of Information Technology Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Human Foods Program, Office of Resource Management, Division of Information Technology Management organization structure depicting all the organizational structures reporting to the Director:

Regulatory and Data Management Branch (DCREC1)

Scientific Computing and IT Support Branch (DCREC2)