

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 Travel Management and Operations Support

Effective Date: May 13, 2024

1. Division of Travel Management and Operations Support (DCREE).

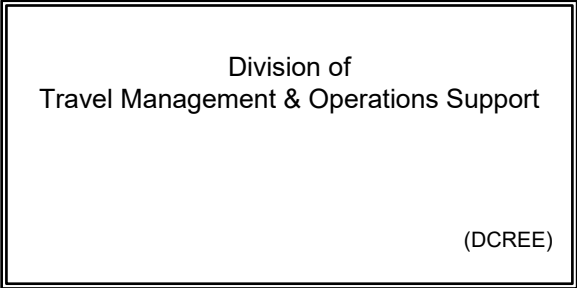
- A. Provides overall strategic leadership and guidance to the Food and Drug Administration's (FDA) Human Foods Program (HFP) on all aspects of travel activities and building operations management in accordance with established guidelines and FDA policy.
- B. Establishes HFP-level implementation guidelines, in coordination with and at the direction of the FDA Finance, Budget, and Acquisitions organizations as it relates to domestic, foreign, sponsored, and local travel; provides interpretation of policies, procedures, and regulations regarding travel. Reviews and approves HFP travel authorizations and vouchers.
- C. Provides travel preparation, liaison, training, and one-on-one consultation services to HFP leadership and staff relating to all forms of travel.
- D. Manages the Government Travel Card (GTC) Program for HFP to ensure travel card accounts are utilized in accordance with the Department of Health and Human Services (HHS) Travel Policy; monitors travel card activity for misuse, abuse, or illegal activity; and addresses travel card delinquencies.
- E. Serves as the emergency contact with the Government Travel Contractor for issues that occur outside of normal business hours in relation to HFP travel.
- F. Serves as the lead on the GTC program for HFP.
- G. Creates, monitors, and provides reports regarding travel activity to the HFP Offices.

- H. Coordinates facility-related activities including small-scale office renovations, laboratory support equipment maintenance, locksmith services, mail and courier services, copier and shredding services, laboratory glassware and storeroom operations, shipping and receiving, media preparation, laboratory coat services, and dry ice services for HFP organizations.
- I. Manages parking program, government fleet program, small-scale building maintenance and renovation budget estimating, key management, and facility and laboratory support contracts for HFP organizations.
- J. Provides guidance and oversight of the personal property management program by coordinating/liasing with HFP property custodial officers (PCOs) on activities pertaining to the accounting and utilization of government-owned and/or leased personal property including disposition of surplus, reporting procedures, and establishment of inventory controls.

2. Authority and Effective Date.

The functional statements for the Division of Travel Management and Operations Support were approved by 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
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Division of Travel Management and Operations Support**



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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 Travel Management and Operations Support organization structure depicting all the organizational structures reporting to the Director: