

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Management and Enterprise Services**

**Office of Management**

**Division of Resources Management**

Effective Date: May 13, 2024

**1. Division of Resources Management (DCNAGA).**

- A. Serves as the budget liaison for the Office of the Commissioner (OC) and collaborates with the Office of Finance, Budget, Acquisitions, and Planning (OFBAP) on issues impacting the Food and Drug Administration's (FDA) domestic and international offices.

**2. Office of the Commissioner Resource Management Branch (DCNAGA1).**

- A. Plans, organizes, and carries out annual and multi-year budgeting for FDA Headquarters in support of FDA's public health mission and programs.
- B. Conducts year-end closeout of appropriations with FDA Senior Leadership and FDA Headquarters organizations. Prepares all necessary end-of-fiscal-year budget and staffing reports by organization and by program and enters all past-year data.
- C. Responds to requests for budget information and special reports and exhibits.
- D. Coordinates, tracks, reports, and reconciles all FDA Headquarters Purchase Card spending.
- E. Reviews and analyzes potential budget impacts of Congressional or Administration proposals, providing expert options and recommendations.
- F. Tracks special initiatives and agency cross-cutting programs.

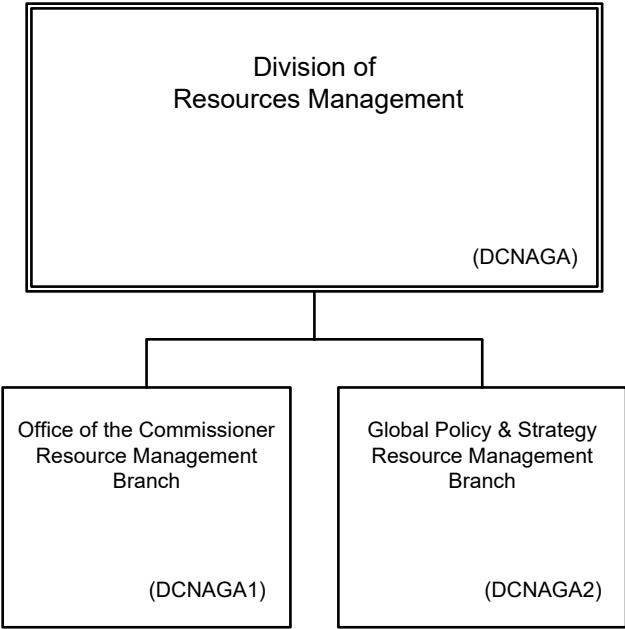
**3. Office of Global Policy and Strategy Resource Management Branch (DCNAGA2).**

- A. Plans, organizes, and carries out annual and multi-year budgeting for The Office of Global Policy and Strategy (OGPS) in support of FDA's public health mission and programs.
- B. Conducts year-end closeout of appropriations with OGPS Senior Leadership. Prepares all necessary end-of-fiscal-year budget and staffing reports by organization and by program and enters all past-year data.
- C. Responds to requests for budget information and special reports and exhibits.
- D. Coordinates, tracks, reports, and reconciles all OGPS Purchase Card spending.
- E. Reviews and analyzes potential budget impacts of Congressional or Administration proposals, providing expert options and recommendations.
- F. Tracks special initiatives and agency cross-cutting programs.

**4. Authority and Effective Date.**

The functional statements for the Division of Resources 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 Operations  
Office of Management and Enterprise Services  
Office of Management  
Division of Resources Management**



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Effective Date: May 13, 2024

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

Office of the Commissioner Resource Management Branch (DCNAGA1)

Global Policy and Strategy Resource Management Branch (DCNAGA2)