

SMG 1352.1

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Tobacco Products

Office of Management

Effective Date: December 14, 2018

1. Office of Management (DCFB).

- A. Provides authoritative advice and guidance to Center leadership and staff on management policies, guidelines, issues and concerns that impact Center programs and initiatives.
- B. Develops strategic management and operational plans and directs technical and administrative staff in providing essential management services and other critical support functions. Analyzes and evaluates management practices, business processes, policies, procedures, data, and recommends improvements or actions based on findings.
- C. Provides oversight for the Center's fiscal planning, and serves as the Center's Chief Financial Officer.
- D. Serves as primary Agency Management Liaison to ensure provision of a broad range of essential administrative support services.

2. Acquisitions and Assistance Staff (DCFB1)

- A. Serves as a liaison between the Center and the Office of Acquisitions and Grants Services (OAGS) to ensure timely and proper execution of contracts, grants, and inter-agency agreements.
- B. Develops and coordinate acquisitions packages, provides advice and guidance for acquisitions, grants, and inter-agency activities for the Center.

3. Information and Technology Staff (DCFB2)

- A. Serves as liaison between the Center and the Office of Information Management and Technology (OIMT) by reviewing and prioritizing the information and technology needs of the Center.
- B. Prepares business cases, alternatives analysis and funding justifications to meet the short and long-term information and technology needs of the Center's programs.
- C. Promotes FDA information management policies and guidelines within the Center and works closely with OIMT to implement and enhance systems to improve and facilitate the regulation of tobacco products.
- D. Provides Center guidance to OIMT on the approval and priority of helpdesk issues including hardware and software purchases and installation.

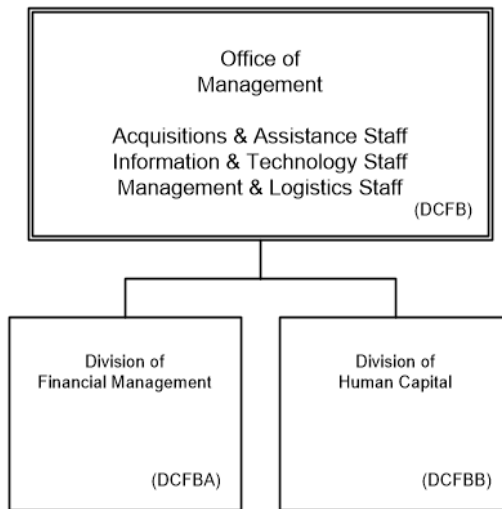
4. Management and Logistics Staff (DCFB3)

- A. Coordinates internal moves with space allocated by the Office of Facilities Engineering Mission Support Services (OFEMSS). Coordinates security, safety, travel, timekeeping, property, and other logistics programs for the Center.
- B. Serves as liaison between Center and FDA representatives for these administrative and logistical programs.

5. Authority and Effective Date.

The functional statements for the Office of Management were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services
Food and Drug Administration
Center for Tobacco Products
Office of Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Tobacco Products, Office of Management organization structure depicting all the organizational structures reporting to the Office Director:

These staffs and divisions report to the Office of Management (DCFB):

Acquisitions & Assistance Staff

Information & Technology Staff

Management & Logistics Staff

Division of Financial Management (DCFBA)

Division of Human Capital (DCFBB)