

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Finance, Budget, and Acquisitions

Effective Date: May 13, 2024

1. Office of Finance, Budget, and Acquisitions (DCNE).

- A. Provides executive leadership and management for all Food and Drug Administration (FDA) financial, budgetary, and acquisitions programs
- B. Executes all related legal authorities, on behalf of the Office of Operations, that the Commissioner and the Deputy Commissioner for Operations & Chief Operating Officer (COO) are empowered to exercise under Office of Management and Budget (OMB) and General Accountability Office (GAO) applicable laws, regulations and instructions; the Federal Acquisition Regulation (FAR); the Chief Financial Officer's Act; the Federal Managers Financial Improvement Act (FMFIA); the Government Performance and Results Act (GPRA); and other applicable laws and regulations.
- C. Formulates the vision, strategy, and short and long-range program goals and policies for assigned program areas. Makes decisions on major organizational and staffing plans in these areas that are consistent with the broad conceptual guidelines of the Commissioner and COO to meet the changing needs of the FDA and new legislation.
- D. Monitors and provides guidance and support to acquisition and grants services, financial operations, and budget programs.
- E. Monitors the implementation of FDA program initiatives for the COO and recommends courses of action to the COO. Provides oversight to all levels of the FDA for the Small Business contracting program.
- F. Represents the COO in fostering effective relationships with the Department, OMB, GAO, Congressional appropriations subcommittees staff members and other committees, industry and outside professional groups in management and operation policies, practices, and requirements of FDA.

G. Provides leadership and direction regarding FDA's internal controls and compliance, and program alignment programs.

2. Business Management Services Staff (DCNE1).

A. Provides administrative, human resources, and FDA guidance to the Office of Finance, Budget, and Acquisitions (OFBA) organizations.

B. Supervises and coordinates the business transformation activities across OFBA, including the Change Review Board (CRB) for changes to business processes and financial management systems.

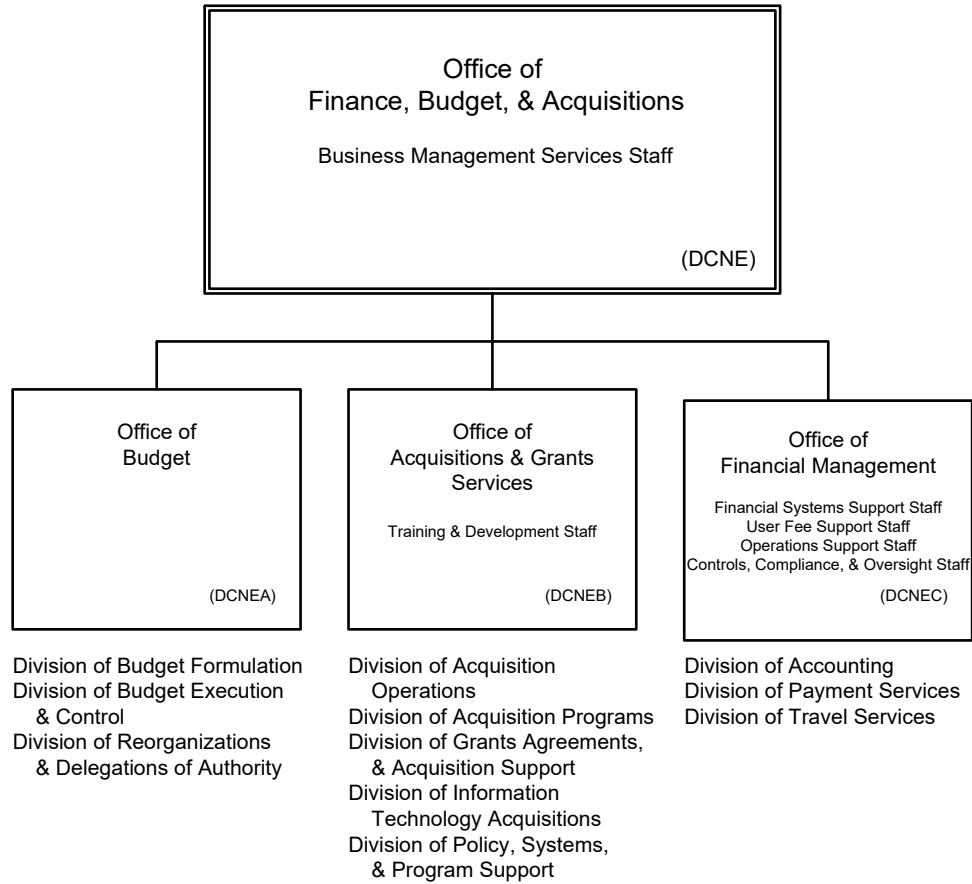
C. Provides workforce and organizational transition supervision, process documentation services, and internal communications.

D. Manages ongoing administrative and management operations within OFBA.

3. Authority and Effective Date.

The functional statements for the Office of Finance, Budget, and Acquisitions 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 Finance, Budget, and Acquisitions**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Finance, Budget, and Acquisitions organization structure depicting all the organizational structures reporting to the Director:

Business Management Services Staff
Office of Budget (DCNEA)
Office of Acquisitions and Grants Services (DCNEB)
Office of Financial Management (DCNEC)

These organizations report to the Office of Budget (DCNEA):

Division of Budget Formulation
Division of Budget Execution and Control
Division of Reorganizations and Delegations of Authority

These organizations report to the Office of Acquisitions and Grants Services (DCNEB):

Division of Acquisition Operations
Division of Acquisition Programs
Division of information Technology Acquisitions
Division of Policy, Systems, and Program Support

These organizations report to the Office of Financial Management (DCNEC):

Division of Accounting
Division of Payment Services
Division of Travel Services