

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

Office of Acquisitions and Grants Services

Division of Acquisition Programs

Effective: October 9, 2020

1. Division of Acquisition Programs (DCNEBB).

- A. Provides advice and assistance to all Centers within the Food and Drug Administration (FDA) for the acquisition and administration of contracts for the following: facilities management, furniture, construction, architect and engineering, energy savings equipment.
- B. Plans and manages all contracting activities related to the Food and Drug Administration (FDA) State Inspection Programs, including Food, Feed, Egg, Mammography, Devices, Tissue, and Tobacco in support of FDA's public health mission. In addition, responsible for acquisition of FDA's laboratory supplies/reagent requirements.

2. Field Operations Branch (DCNEBB2).

- A. Co-located at the FDA's National Center for Toxicological Research (NCTR) in Jefferson, AR, uniquely responsible for their facility operation and maintenance, construction, and architect-engineering contract requirements as well as cradle-to-grave contract support to all other Centers within the FDA for acquisition and care of research animals, pathology services, contracts for research and development, scientific studies, scientific equipment, and maintenance of equipment.

3. Facilities Support Branch (DCNEBB3).

- A. Provides contract support in the areas of concentration to include: facility operation and maintenance services, minor construction, architect-engineering services, move management services, furnishings management services, as well as cradle-to-grave contract support to all other Centers within the FDA for acquisition and subsequent administration of contracts for research and

development, scientific studies, scientific equipment and related maintenance services.

4. ORA Inspections Branch (DCNEBB4).

- A. Plans and manages all contracting activities related to the FDA State Inspection Programs, including Food, Feed, Egg, Mammography, and Devices.
- B. Manages and maintains the acquisition of FDA's laboratory supplies/reagent requirements.

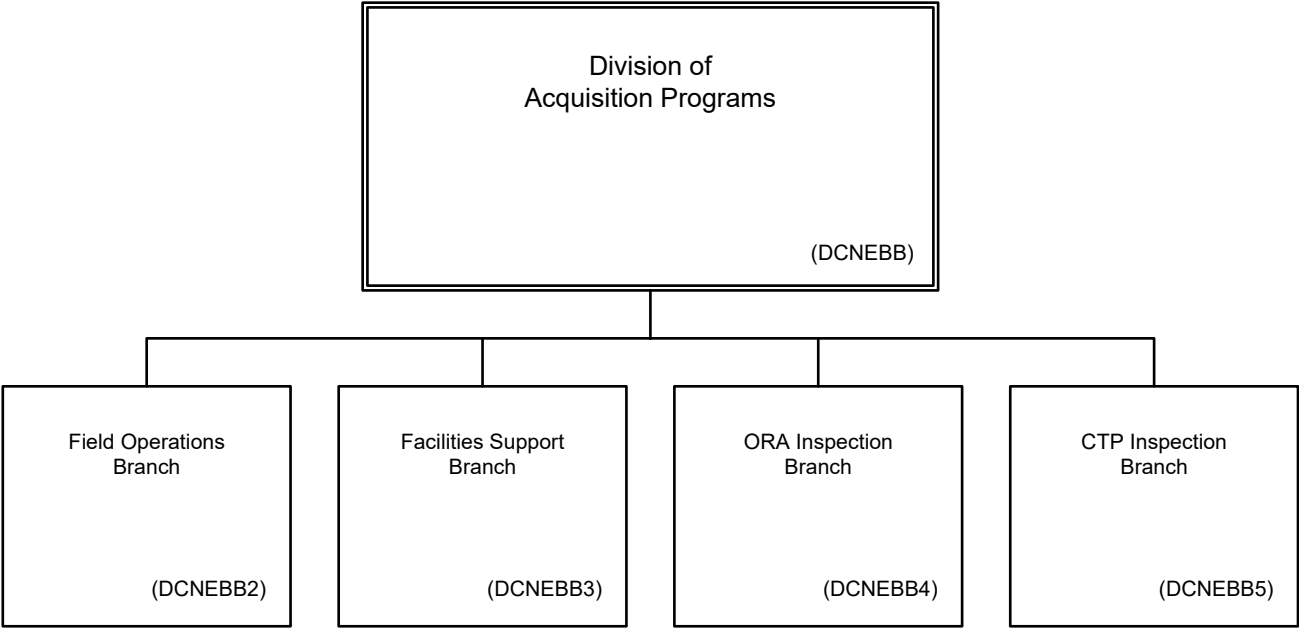
5. CTP Inspections Branch (DCNEBB5).

- A. Plans and manages all contracting activities related to the FDA CTP State Tobacco inspection program as well as tribal tobacco inspections, and 3rd party tobacco inspection contracts, as required.

6. Authority and Effective Date.

The functional statements for the Division of Acquisition Programs were approved by the Commissioner of Food and Drugs on September 8, 2020, and effective on October 9, 2020.

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

Field Operations Branch (DCNEBB2)
Facilities Support Branch (DCNEBB3)
ORA Inspection Branch (DCNEBB4)
CTP Inspection Branch (DCNEBB5)