

**SMG 1251.10**

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Devices and Radiological Health**

**Office of Management**

Effective Date: December 14, 2018

**1. Office of Management (DCCB).**

- A. Advises the Center Director regarding all administrative management matters.
- B. Represents the Center for Devices and Radiological Health (CDRH) on all administrative management matters in interactions with the Department and the Food and Drug Administration (FDA).
- C. Plans, develops, and implements Center management policies and programs concerning financial and human resource management, contracts and grants management, organizational, and general administrative support services.
- D. Develops and implements the Center's long-range and operational plans

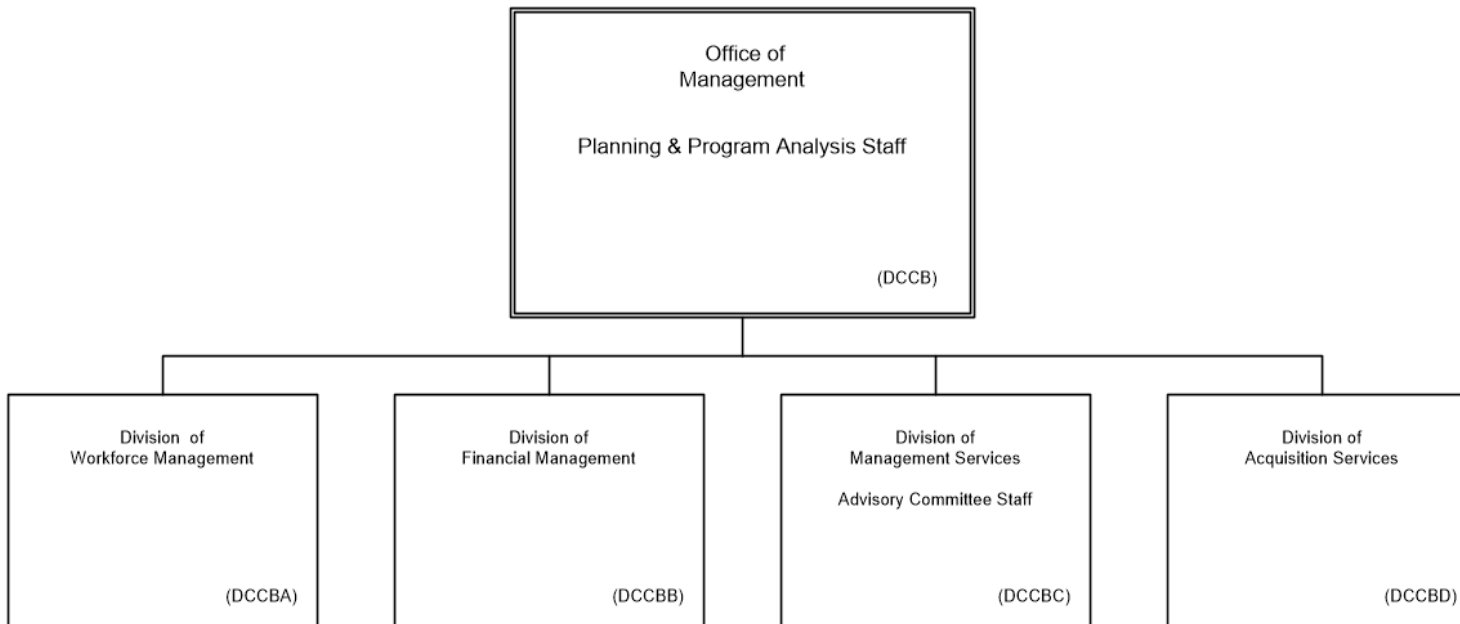
**2. Planning and Program Analysis Staff (DCCB1).**

- A. Provides program and project management support and coordination for Center- wide and Office of Management (OM) administrative initiatives
- B. Leads OM metrics development, tracking, and analyses against stated performance targets and goals
- C. Facilitates and tracks the Office of Management (OM) Customer Service initiative, OM Quality Management, and other continuous improvement activities

**3. 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 Devices for Radiological Health  
Office of Management**



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

The staff and divisions report to the Office of Management (DCCB)

- Planning & Program Analysis Staff

Division of Workforce Management (DCCBA)

Division of Division of Financial Management (DCCBB)

The staff reports to the Division of Management Services (DCCBC)

- Advisory Committee Staff

Division of Acquisition Services (DCCBD)