

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 Science and Engineering Laboratories

Division of Administrative and Laboratory Support

Effective Date: December 14, 2018

1. Division of Administrative and Laboratory Support (DCCDD).

- A. Provides leadership and support to the Office of the Director, Division Directors and laboratory professionals on all administrative and laboratory support issues.
- B. Directs the administration of all financial, personnel and technical management functions.
- C. Directs and conducts management and program analyses to provide guidance to the Office Director on administrative and technical policies, guidelines, and issues that impact Office initiatives and program areas.
- D. Manages and updates administrative, laboratory, and technical processes and procedures.
- E. Coordinates strategic planning and development activities.
- F. Conducts special assignments or projects pertaining to resource and laboratory operations.

2. Authority and Effective Date.

The functional statements for the Division of Administrative and Laboratory Support 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 and Radiological Health
Office of Science and Engineering Laboratories
Division of Administrative and Laboratory Support**

Division of
Administrative & Laboratory Support

(DCCDD)

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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 Science and Engineering Laboratories, Division of Administrative and Laboratory Support organization structure depicting all the organizational structures reporting to the Director.

Division of Administrative & Laboratory Support (DCCDD)