

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR DRUG EVALUATION AND RESEARCH

OFFICE OF MANAGEMENT

DIVISION OF BUDGET EXECUTION AND RESOURCE MANAGEMENT

Effective Date: November 17, 2014

1. DIVISION OF BUDGET EXECUTION AND RESOURCE MANAGEMENT (DKKNBB).

- A. Oversees Center-wide resource management and budget execution activities.
- B. Provides financial management oversight, analysis, and support for the Center's user fee programs.
- C. Coordinates and manages the Center's service and extramural contracts, Inter-Agency Agreements (IAAs), grants, and simplified acquisitions support activities.
- D. Oversees the Center's time reporting data collection and compliance activities.
- E. Oversees Center-wide financial accountability, internal controls, and risk management activities.
- F. Provides management analysis support in the form of management studies, program evaluations, and other management support activities.

2. BUDGET EXECUTION BRANCH (DKKNBB3).

- A. Provides Center-wide oversight, analysis, support, and guidance in the implementation of financial management policies and procedures.
- B. Oversees the execution of Center for Drug Evaluation and Research (CDER's) current year resources, and formulates, develops, and executes budget and financial operating plans for the Center.
- C. Manages and monitors the Center's payroll budget resources.

- D. Plans, monitors, and evaluates CDER's financial activities, including advising Center leadership regarding resource allocation strategies, resource utilization trends to inform financial planning, and preparation of multi-year financial plans for all user fee funds.

3. ACQUISITIONS SUPPORT BRANCH (DKKNBB4).

- A. Oversees CDER's acquisitions planning, and provides assistance, advice, review, analysis, and problem-solving for new, existing, anticipated, or impending acquisitions, contracts, IAAs and grants.
- B. Serves as a Liaison between the Agency's Office of Acquisitions and Grants Services (OAGS) and CDER programs related to the Center's Annual Acquisition Plan to ensure timely and proper execution of contracts, grants, and inter-Agency/reimbursable agreements.
- C. Coordinates outreach activities within CDER and to business community, providing information on CDER and the Agency's acquisitions and responding to requests for information.
- D. Manages the Center's purchase card program by providing financial control point and program administration services, such as budget tracking, conducting periodic audits, issuing budget advisories and program policy changes, providing staff training, and serving as Liaison to OAGS.

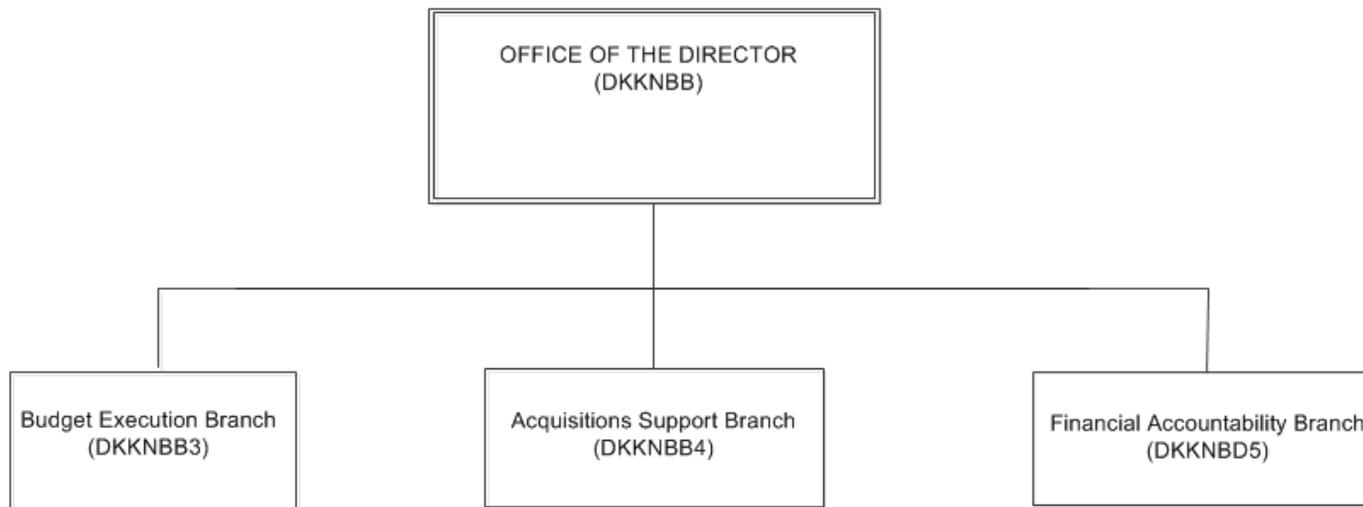
4. FINANCIAL ACCOUNTABILITY BRANCH (DKKNBB5).

- A. Oversees financial accountability and internal controls activities, conducts risk management assessments and analyses, and provides support, policy development, and guidance to Senior Leadership Officials and program contacts to ensure or improve program integrity.
- B. Provides core logistical operations support to CDER's time reporting system, including data collection and time reporting compliance activities, communications to users, training support, and policy development.
- C. Monitors the Center's Full-Time Employee (FTE) ceilings and provides resource utilization tracking and analysis, coordinates and prepares reports, and advises Senior Management Officials regarding current and future FTE resource allocation needs.
- D. Provides consultative services to the Center's customers and management officials on strategies and solutions to operational and management issues through management analysis and studies.

5. AUTHORITY AND EFFECTIVE DATE.

This Division was approved by the Director, Center for Drug Evaluation and Research, and effective on November 17, 2014.

**FOOD AND DRUG ADMINISTRATION
OFFICE OF MEDICAL PRODUCTS AND TOBACCO
CENTER FOR DRUG EVALUATION AND RESEARCH
OFFICE OF MANAGEMENT
DIVISION OF BUDGET EXECUTION AND RESOURCE MANAGEMENT**



STAFF MANUAL GUIDE 1261.11
ORGANIZATIONS AND FUNCTIONS
EFFECTIVE DATE: November 17, 2014

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Drug Evaluation and Research, Office of Management, Division of Budget Execution and Resource Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Budget Execution Branch
- Acquisitions Support Branch
- Financial Accountability Branch