

**SMG 1251.14a**

**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**

**Division of Management Services**

Effective Date: December 14, 2018

**1. Division of Management Services (DCCBC).**

- A. Collaborates with Center for Devices and Radiological Health (CDRH) leadership to plan, coordinate, and direct Center-wide administrative management activities including travel services, accountable and non-accountable property activities, and fleet management services.
- B. Leads and coordinates the Center's Occupational Health and Safety Program.
- C. Coordinates and serves as the primary liaison for space and facility services with the Agency.
- D. Directs and manages administrative and conflict of interest activities in support of the Center's Advisory Committee Program.

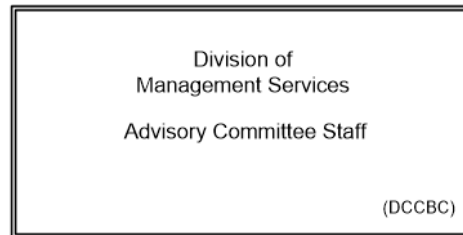
**2. Advisory Committee Staff (DCCBC1).**

- A. Directs and manages Center programs involving the use of scientific advisors, consultants, and committees.
- B. Provides direction for Center scientific liaison with medical and scientific communities, industry, and the private sector.
- C. Counsels and coordinates with Center managers on the use of scientific experts and resources.
- D. Develops Center policy and guidelines related to the appointment and utilization of scientific advisors and consultants.

### **3. Authority and Effective Date.**

The functional statements for the Division of Management Services 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  
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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, Division of Management Services organization structure depicting all the organizational structures reporting to the Director.

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

- Advisory Committee Staff