

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND
FUNCTIONS**

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR DEVICES AND RADIOLOGICAL HEALTH

OFFICE OF MANAGEMENT

DIVISION OF MANAGEMENT SERVICES

Effective Date: 07/23/2016

1. DIVISION OF MANAGEMENT SERVICES (DKKWKC).

- 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. Manages all administrative needs for the Office of the Center Director (OCD) and the Office of Management (OM).

2. PROGRAM MANAGEMENT BRANCH (DKKWKC1).

- A. Provides human resource services regarding all aspects of personnel management, as well as the allocation and utilization of personnel resources for OM and OCD.
- B. Coordinates the recruitment of all CDRH Executive level positions to include Title 38, Title 42, and Senior Executive Service appointments.
- C. Plans and manages budget and resource allocations for OM and OCD.
- D. Manages the Center Purchase Card Program.

- E. Manages and oversees the Travel Management and related programs for the Center.
- F. Coordinates facilities related activities, for OM/OCD.
- G. Provides other OM/OCD support services including the acquisition, management, and maintenance of supplies, equipment and space, training, timekeeping and travel.
- H. Carries out special projects or takes the lead on certain issues as tasked by the Office Director.

3. OPERATIONS AND FACILITIES BRANCH (DKKWKC2).

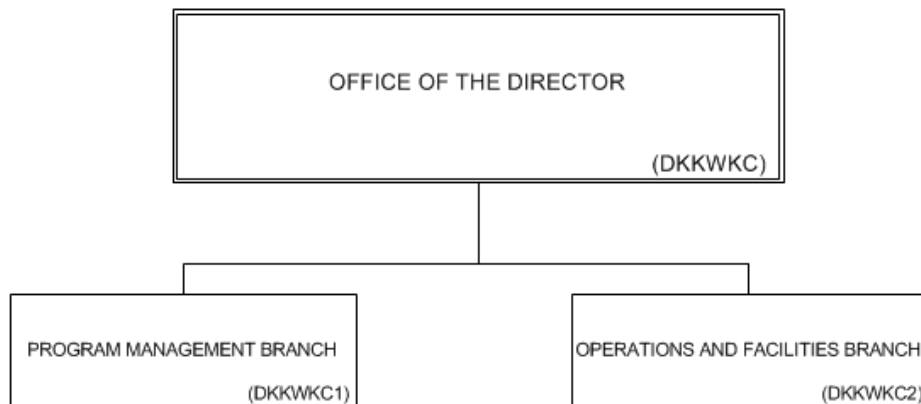
- A. Manages Center's administrative services program to include: space and facility management; property management; copier, shred and recycling programs; mail management and all administrative systems
- B. Provides leadership, direction and guidance to the Center on all time and attendance activities. Coordinates and manages needs within existing timekeeping systems.
- C. Provides management and oversight for the Center's Occupational Health and Safety Program.
- D. Manages the Center's leased vehicle program and serves as the fleet manager.
- E. Provides support and coordination for all Telework reports and Data Calls from the Agency.

4. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Deputy Commissioner for Medical Products and Tobacco on February 17, 2016 and effective July 23, 2016.

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STAFF MANUAL GUIDE 1251.14a
ORGANIZATIONS AND FUNCTIONS
EFFECTIVE DATE: July 23, 2016

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

OFFICE OF THE DIRECTOR (DKKWKC):

- PROGRAM MANAGEMENT BRANCH (DKKWKC1)
- OPERATIONS AND FACILITIES BRANCH (DKKWKC2)