

SMG 1117A.24

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Enterprise Management Services

Division of Resources Management

Effective Date: December 14, 2018

1. Division of Resources Management (DCNAD).

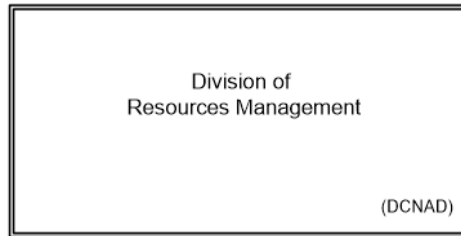
- A. Serves as the budget liaison for the Food and Drug Administration (FDA) Headquarters and collaborates with the Office of Finance, Budget & Acquisitions (OFBA) on issues impacting FDA's domestic and international offices;
- B. Plans, organizes, and carries out annual and multi-year budgeting for FDA Headquarters in support of FDA's public health mission and programs;
- C. Monitors FDA staffing ceiling authorizations, proposes ceiling adjustments as needed, monitors FTE usage, alerts management to potential under and/or over utilization of resources and spending and prepares recurring reports and analyses on FTE levels;
- D. Conducts year-end closeout of appropriations with the FDA Senior Leadership and FDA Headquarter Offices. Prepares all necessary end-of-fiscal-year budget and staffing reports by organization and by program, and enters all past-year data;
- E. Responds to requests for budget information and special reports and exhibits;
- F. Serves as purchasing agent and collaborates with contracting office to establish contracts for the FDA Headquarters, and receives invoices in iProcurement;
- G. Coordinates, tracks, reports and reconciles FDA Headquarters Purchase Card spending;
- H. Reviews and analyzes potential budget impacts of Congressional or Administration proposals, providing expert options and recommendations.

I. Tracks special initiatives and FDA cross-cutting programs.

2. Authority and Effective Date.

The functional statements for the Division of Resources 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
Office of Operations
Office of the Enterprise Management Services
Division of Resources Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Enterprise Management Services, Division of Resources Management organization structure depicting all the organizational structures reporting to the Director.

Division of Resources Management (DCNAD)