

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Finance, Budget, and Acquisitions**

**Office of Acquisitions and Grants Services**

**Division of State Acquisition, Agreements and Grants**

Effective Date: December 14, 2018

**1. Division of State Acquisition, Agreements and Grants (DCNEBC)**

- A. Plans and manages all contracting activities related to the Food and Drug Administration (FDA) State Inspection Programs, including Food, Feed, Egg, Mammography, Devices, Tissue, and Tobacco in support of FDA's public health mission. In addition, responsible for acquisition of FDA's laboratory supplies/reagent requirements.
- B. Plans and manages all the FDA's interagency agreements.
- C. Plans and manages the FDA's financial assistance services through grants and cooperative agreements.
- D. Provides oversight and administration of the FDA's purchase card program.
- E. Establish division goals and priorities and assures their consistency with the overall objectives of the Office.

**2. Grants and Assistance Agreements Branch (DCNEBC1)**

- A. Plans, awards, and manages the FDA's financial assistance services through grants and cooperative agreements.

**3. ORA Inspection Branch (DCNEBC2)**

- A. Plans and manages all contracting activities related to the FDA State Inspection Programs, including Food, Feed, Egg, Mammography, and Devices.

B. Manages and maintains the acquisition of FDA's laboratory supplies/reagent requirements.

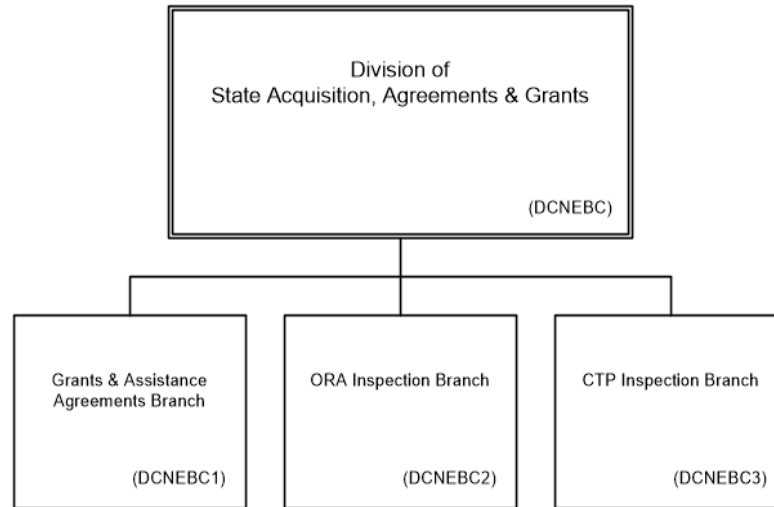
**4. CTP Inspection Branch (DCNEBC3)**

A. Plans and manages all contracting activities related to the FDA CTP State Tobacco inspection program as well as tribal tobacco inspections, and 3rd party tobacco inspection contracts, as required.

**5. Authority and Effective Date**

The functional statements for the Division of State Acquisition, Agreements and Grants were approved by the Secretary of Health and Human Services and effective December 14, 2018.

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Finance, Budget, and Acquisitions, Office of Acquisitions and Grants Services, Division of State Acquisition, Agreements, and Grants organization structure depicting all the organizational structures reporting to the Director.

These organizations below report to the Division of State Acquisition, Agreements, and Grants (DCNEBC)

Grants and Assistance Agreements Branch (DCNEBC1)

ORA Inspection Branch (DCNEBC2)

CTP Inspection Branch (DCNEBC3)