

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Regulatory Affairs

Office of Management

Division of Field Administration

Effective Date: December 14, 2018

1. Division of Field Administration (DCIBD).

- A. Provides advice and counsel to the Office level Director, including budget formulation and execution, financial management, procurement, management analysis, personnel, facilities, and administrative operations
- B. Coordinates with the Office of Regulatory Affairs (ORA) program directors, district directors, program division directors, and laboratory directors in the development and implementation of financial, personnel, administrative, and facilities management services.
- C. Identifies field resource needs and ensures all field offices are properly equipped to meet ORA's mission.

2. Field Administrative Program and Policy Branch (DCIBD1)

- A. Provides leadership and guidance to ORA program directors on all aspects of administrative program management operations activities in accordance with established regulations and guidelines.
- B. Develops, prioritizes, and implements ORA administrative management programs for the field, assuring alignment with operational objectives and adherence to all applicable Health and Human Services (HHS) administrative management policies.

3. Field Administration Branch(DCIBD2)

- A. Provides leadership and support to field office directors and program division directors on aspects of administrative operations including budget execution, procurement, human capital management, facilities, and other administrative support operations.
- B. Identifies district and program division resource needs and implements the directors' priorities for budget execution and hiring.
- C. Arranges for and coordinates new hire onboarding in field offices.

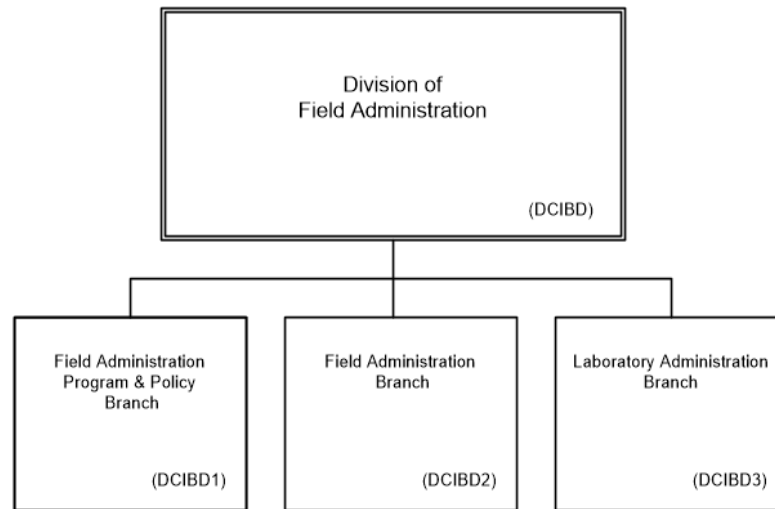
4. Laboratory Administration Branch (DCIBD3)

- A. Provides leadership and support to the laboratory directors on aspects of administrative operations for ORA laboratories, including budget execution, procurement, human capital management, facilities, and other administrative support operations.
- B. Identifies laboratory resource needs and implements the director's priorities for budget execution and hiring.
- C. Arranges for and coordinates new hire onboarding in laboratories.

5. Authority and Effective Date.

The functional statements for the Division of Field Administration 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 Regulatory Affairs
Office of Management
Division of Field Administration**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Management, Division of Field Administration organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Division of Field Administration (DCIBD):

Field Administration Program & Policy Branch (DCIBD1)

Field Administration Branch (DCIBD2)

Laboratory Administration Branch (DCIBD3)