

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Drug Evaluation and Research**

**Office of Translational Sciences**

**Office of Administrative Operations**

Effective Date: September 25, 2019

**1. Office of Administrative Operations (DCDJE).**

- A. Provides oversight and leadership to the Office's administrative activities and resource utilization.
- B. Provides leadership and oversight for Title 5, Title 42, Senior Executive Service equivalent appointments, Senior Biomedical Research Services, and Title 38 (Physicians and Dentist Pay) program activities for the Office.
- C. Provides oversight of financial management activities and analysis for the Office.
- D. Advises Office Directors on administrative policies and guidelines through program evaluation and forecasting.
- E. Manages studies designed to improve administrative processes within the Office of Translational Sciences (OTS).
- F. Provides guidance to management on recruitment procedures and policies.
- G. Serves as the liaison to the Center; and provides consultative services to management and administrative staff for all facilities related programs for OTS.
- H. Provides leadership and directions to Management Officials on the implementation and execution of the Performance Management programs.

**2. Administrative Analysis Staff (DCDJE1).**

- A. Plans, directs, and evaluates the Office's functional activities and resource utilization.

- B. Reviews and approves all human resources recruit and non-recruit actions prior to the submission to the Office of Management; and facilitates outreach activities for executive positions and resources.
- C. Monitors the Office's Full-Time Employee (FTE) ceilings and provides resource utilization tracking and analysis, coordinates and prepares reports, and advises senior leadership regarding current and future FTE resource allocation needs.
- D. Oversees Office Recruitment, Retention, and Relocation Incentive efforts; Provides guidance on policies related to special pay authorities.
- E. Conducts management and program analyses and evaluations to provide consultations on policies and procedures for administrative areas.
- F. Plans and manages programs and services including space management, move coordination, building maintenance operations, conference services.
- G. Plans and coordinates the rewards and awards programs including Commissioned Corps.
- H. Provides leadership, direction and guidance to the Office on timekeeping, payroll and the Integrated Time and Attendance System.
- I. Provides office coordination and direction for the Voluntary Leave Transfer Program, Restored Leave Program and the Flexible Work Arrangement Program.

**3. Administrative Operations Staff 1 (DCDJE2).**

- A. Provides support services to subordinate program offices within the Office on administrative, budget, travel, contracts management, facilities management and provides service and support on personnel operations services and recruitment activities.
- B. Adheres to policies, procedures, and best practices related to the office administration and contract management within the Office.
- C. Provides programmatic oversight of the property program; and serves as a liaison between the Office and the organizational units serviced for all accountable and non-accountable property activities.
- D. Partners with sub-office to define Division's mission, scope, and strategic plan.

**4. Administrative Operations Staff 2 (DCDJE3).**

- A. Provides support services to subordinate program offices within the Office on administrative, budget, travel, contracts management, facilities management and

provides service and support on personnel operations services and recruitment activities.

- B. Adheres to policies, procedures, and best practices related to the office administration and contract management within the Office.
- C. Provides programmatic oversight of the property program; and serves as a liaison between the Office and the organizational units serviced for all accountable and non-accountable property activities.
- D. Partners with sub-office to define Division's mission, scope, and strategic plan.

#### **5. Administrative Operations Staff 3 (DCDJE4).**

- A. Provides support services to subordinate program offices within the Office on administrative, budget, travel, contracts management, facilities management and provides service and support on personnel operations services and recruitment activities.
- B. Adheres to policies, procedures, and best practices related to the office administration and contract management within the Office.
- C. Provides for programmatic oversight of the property program; and serves as a liaison between the Office and the organizational units serviced for all accountable and non-accountable property activities.
- D. Partners with sub-office to define Division's mission, scope, and strategic plan.

#### **6. Financial Services Staff (DCDJE5).**

- A. Provides oversight and management for planning and execution of the Office budget portfolio.
- B. Provides office-wide oversight, analysis, support, and guidance in the implementation of financial management policies and procedures.
- C. Monitors and evaluates budget trends and funding levels for OTS programs and activities to inform office-wide financial planning
- D. Coordinates and manages the acquisitions planning by providing assistance, advice, review, analysis, and problem-solving for new, existing, anticipated, or impending acquisitions, service and extramural contracts, Inter-Agency Agreements, grants, and simplified acquisitions support activities.
- E. Manages the Office's purchase card program by providing financial control point and program administration services, such as budget tracking, conducting periodic internal audits and program policy changes.

F. Manages and provides consultative services to the subordinate program offices for travel services; and responsible for the overall management and oversight of the Office's travel program.

**7. Authority and Effective Date.**

The functional statements for the Office of Administrative Operations were approved by the Secretary of Health and Human Services on September 25, 2019.

**Department of Health and Human Services  
Food and Drug Administration  
Center for Drug Evaluation and Research  
Office of Translational Sciences  
Office of Administrative Operations**

Office of  
Administrative Operations

Administrative Analysis Staff  
Administrative Operations staff 1  
Administrative Operations Staff 2  
Administrative Operations Staff 3  
Financial Services Staff (DCDJE)

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Organizations and Functions  
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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Drug Evaluation and Research, Office of Translational Science, Office of Administrative Operations organizational structures depicting all the organizational structures reporting to the Director.

Office of Administrative Operations (DCDJE).

These organizations report to the Office of Administrative Operations:

- Administrative Analysis Staff
- Administrative Operations Staff 1
- Administrative Operations Staff 2
- Administrative Operations Staff 3
- Financial Services Staff