

**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 Pharmaceutical Quality**

**Office of Administrative Operations**

Effective Date: October 10, 2023

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

- A. Provides oversight and leadership to the Office of Pharmaceutical Quality (OPQ) 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 OPQ.
- C. Provides oversight of financial management activities and analysis for the OPQ.
- D. Advises Office Directors on administrative policies and guidelines through program evaluation and forecasting.
- E. Manages studies designed to improve administrative processes within the OPQ.
- F. Provides guidance to management on recruitment procedures and policies.
- G. Serves as the liaison to the Center for Drug Evaluation and Research (CDER); and provides consultative services to management and administrative staff for all facilities related programs for OPQ.
- H. Provides leadership and directions to management officials on the implementation and execution of the Performance Management programs.

## **2. Administrative Analysis Staff (DCDLI1).**

- A. Plans, directs, and evaluates the Office's functional activities and resources utilization.
- B. Reviews and approves all human resources recruitment and non-recruitment actions prior to the submission to the CDER Office of Management; and facilitates outreach activities for executive positions and resources.
- C. Monitors the OPQ'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 OPQ 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 those for the Public Health Service Commissioned Corps.
- H. Provides leadership, direction, and guidance to the OPQ on timekeeping, payroll and the Integrated Time and Attendance System.
- I. Provides the OPQ coordination and direction for the Voluntary Leave Transfer Program, Restored Leave Program, and the Flexible Work Arrangement Program.

## **3. Administrative Operations Staff 1 (DCDLI2).**

- 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 the office's divisions to define the Office's mission, scope, and strategic plan.

**4. Administrative Operations Staff 2 (DCDLI3).**

- 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 the office's divisions to define the Office's mission, scope, and strategic plan.

**5. Administrative Operations Staff 3 (DCDLI4).**

- 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 the office's divisions to define the Office's mission, scope, and strategic plan.

**6. Administrative Operations Staff 4 (DCDLI5).**

- 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 the office's divisions to define the Office's mission, scope, and strategic plan.

#### **7. Financial Services Staff (DCDLI6).**

- 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 OPQ 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 OPQ travel program.

#### **8. Authority and Effective Date.**

The functional statements for the Office of Administrative Operations were approved by the Secretary of Health and Human Services on August 10, 2023, and effective on October 10, 2023.

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

Office of  
Administrative Operations

Administrative Analysis Staff  
Administrative Operations Staff 1  
Administrative Operations Staff 2  
Administrative Operations Staff 3  
Administrative Operations Staff 4  
Financial Services Staff

(DCDLI)

Staff Manual Guide 1280.11  
Organizations and Functions  
Effective Date: October 10, 2023

The following is the Department of Health and Human Services, Food and Drug Administration, Center for Drug Evaluation and Research, Office of Pharmaceutical Quality, Office of Administrative Operations organization structure depicting all the organizational structures reporting to the Director:

Office of Administrative Operations (DCDLI)  
Administrative Analysis Staff  
Administrative Operations Staff 1  
Administrative Operations Staff 2  
Administrative Operations Staff 3  
Administrative Operations Staff 4  
Financial Services Staff