

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Food Safety and Applied Nutrition**

**Office of Management**

**Division of Information Technology Management**

Effective Date: October 9, 2020

**1. Division of Information Technology Management (DCEBC).**

- A. Provides Information and Technology leadership, guidance, and coordination for the Center for Food Safety and Applied Nutrition (CFSAN). Responsible for oversight of CFSAN Information Technology (IT) portfolio, data and information systems, technological solutions and IT infrastructure. Division of Information Technology Management (DITM) provides technical, programmatic, and centralized information management services to the CFSAN community at large.
- B. Oversees and executes the Office of Management and Budget (OMB) mandated Capital Planning and Investment Control (CPIC) processes for CFSAN. Manages the CFSAN IT Budget formulation and execution processes and chairs the CFSAN Information Technology Investment Review Board (ITIRB). The IT budget is comprised of the Center's strategic IT initiatives, programs, projects and IT operational support assets.

**2. Regulatory and Data Management Branch (DCEBC1).**

- A. Leads the CFSAN IT Portfolio Regulatory Systems and provides oversight of the Center's regulatory IT initiatives, programs and projects. Provides Business Analysis Support, IT Project management and IT system development support and expertise. Provides technical and contracting support to the CFSAN business community over the full life cycle of IT application systems from initiation through IT solution implementation and maintenance.

- B. Oversees the CFSAN Data Standards and Data Governance Program activities. Manages the development, organization, structure and continuation and maturity of CFSAN Data Standards as well as information and technical knowledge management in cooperation of CFSAN offices to ensure system interoperability in a shared data environment.
- C. Leads the CFSAN Records Management Program and provides leadership, training and guidance to support. Promotes Center-wide compliance with Federal records laws, regulations, and Food and Drug Administration (FDA) policy.

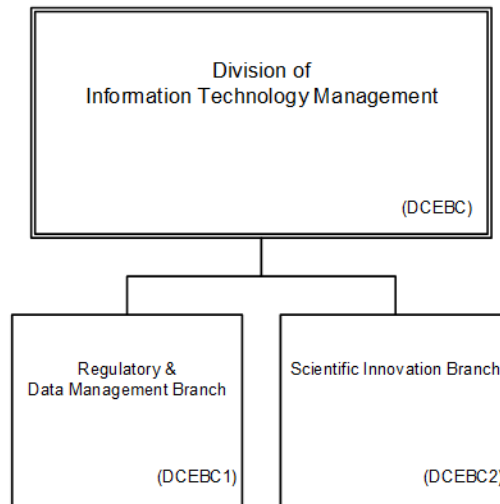
### **3. Scientific Innovation Branch (DCEBC2).**

- A. Oversees the Center's IT Infrastructure, Telecommunications & Scientific Computing. Coordinates planning and implementation of Information Technology solutions to meet CFSAN's scientific community requirements, manage IT infrastructure and telecommunications project improvements for all CFSAN facilities, and oversees the FDA Wiley Scientific Data Center/Scientific Computing Lab.
- B. Provides Center IT Liaison Services and serve as a liaison for coordinating all IT desktop support, IT equipment provisioning, IT mobility, software licensing, deployment of new agency desktop and telecommunications technology upgrades. Administers special projects for CFSAN IT domain in coordination with the FDA's Information Management and Technology.
- C. Administers Conference Services and IT Property Management for CFSAN. Provides audio visual services for conference rooms in the Wiley and University Station buildings, Comcast and Direct TV broadcasting, and manages the IT equipment property inventory.

### **4. Authority and Effective Date.**

The functional statements for the Division of Information Technology Management were approved by the Commissioner of Food and Drugs, FDA and effective on October 9, 2020

**Department of Health and Human Services  
Food and Drug Administration  
Center for Food Safety and Applied Nutrition  
Office of Management  
Division of Information Technology Management**



**Staff Manual Guide 1231.112**  
**Organizations and Functions**  
**Effective Date: October 9, 2020**

The following is the Department of Health and Human Services, Food and Drug Administration, Center for Food Safety and Applied Nutrition, Office of Management, Division of Information Technology Management organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Division of Information Technology Management (DCEBC):

Regulatory and Data Management Branch (DCEBC1)

Scientific Innovation Branch (DCEBC2)