

3. Develops and implements the library's collection development policy and interprets policy to customers to justify purchase decisions, collection scope and other criteria.

4. Collects usage data, customer recommendations and feedback to determine information resources to maintain and to cancel; administers acquisition of print and online resources.

5. Establishes site licenses beneficial to FDA research for all library subscribed electronic resources.

6. Establishes pilot tests to evaluate new electronic information resources; analyzes feedback and makes determinations for purchase decisions.

7. Administers the integrated library system and its modules, including the online public access catalog, the federated search engine, and the electronic resource management system.

8. Provides news pushes including the **Federal Register**, and manages listservs to provide daily email updates to online newsletters of interest.

#### **FDA History Office:**

1. Provides expertise on the history of FDA and its predecessors; is a key resource for historical records and resources used for Agency commemoratives, anniversaries and milestones.

2. Responds to information requests from FDA centers, scholars, the press, consumers, government agencies, industry, trade organizations, health professionals, associations, and foreign sources. Presents information in workshops, briefings, and seminars.

3. Conducts research and produces publications, briefing reports, and presentations interpretive of FDA. Maintains an extensive office research file.

4. Provides expertise and assesses the historical value of Agency resources, i.e., records, photographs, films, audio-visual records, and rare or out-of-print monographs. Leverages FDA resources through consultative partnerships with FDA offices. Collaborates on preservation of historical materials with experts at the National Archives and Records Administration, the National Library of Medicine, the Smithsonian Institution, and other government, academic, and private institutions.

5. Collects, processes, and preserves artifacts that capture the history of FDA's work, represent the commodities it regulates, and document the breadth of its responsibilities. Mounts a variety of exhibits in collaboration with other public and private institutions to educate Agency employees and the public about the history and work of the FDA.

6. Partners with the National Library of Medicine, History of Medicine Division, to create and make available transcripts and recordings of an oral history program that documents FDA's institutional history, through personal interviews with key exiting FDA employees.

#### **Office of Real Property Services:**

1. Provides leadership and guidance to Agency components for all aspects of real property management functions.

2. Directs the management of programs and systems leading to the acquisition, alteration, maintenance, and utilization of leased and owned facilities nationwide, except for the acquisition of buildings for the White Oak Headquarters Consolidation.

3. Directs building operations functions for all FDA facilities nationwide.

4. Manages the program and provides direct interface GSA for lease acquisition and lease management for all Agency facilities nationwide.

5. Serves as liaison with DHHS and GSA for general facilities management issues and specifically for the efficient management and operation of facilities occupied by FDA programs nationwide.

6. Directs and manages an excess of \$221 million dollar appropriation for the acquisition, operation, construction, maintenance for the Agency's nationwide real property portfolio.

7. Provides leadership and direction to assure the efficient and effective utilization of FDA's resources dedicated to engineering design, facility improvements, and new construction of FDA facilities nationwide.

8. Establishes management structure and dialog with GSA and the architectural engineering design and construction contractors to ensure FDA program needs and concerns are fully addressed.

9. Ensures meaningful and continuous communication with community leaders and associations, State and local governments, and business leaders in areas where FDA proposes new facilities.

10. Develops and implements program plans, policies and procedures designed to create and maintain a safe and healthful environment for FDA employees, visitors, and guest workers, and to protect the environment.

11. Develops Agency plans, policy and procedures consistent with new environmental health and safety regulatory requirements and Agency needs.

12. Provides fire protection, safety engineering, and environmental health consultation to the Agency's program managers and engineering offices.

13. Leads the Agency's decommissioning efforts to close FDA laboratories and offices from an environmental, safety and health perspective.

14. Consults with program officials on safety matters pertaining to changing and emerging research programs.

15. Recommends special technical studies to increase the knowledge of the relationship between occupational safety and environmental health and laboratory programs of FDA.

16. Provides support to the FDA Safety Advisory Board and conducts the FDA Safety and Health Council meetings.

17. Develops and implements a safety management quality assurance program for the Agency's multiple work sites nationwide. Develops and implements a similar headquarters program consistent with the FDA Safety Advisory Board recommendations and approval.

#### **Jefferson Laboratories Complex Staff:**

1. Provides leadership and direction regarding all aspects of facilities management.

2. Manages and coordinates all aspects of the Jefferson Laboratories long range facilities planning.

3. Develops renovation and improvement project definitions and priorities for inclusion in the Agency's Annual Facilities Plan and budget.

4. Provides leadership and direction to assure the efficient and effective utilization of Jefferson Laboratories resources dedicated to engineering design, facility improvements, maintenance and new construction projects.

#### **Division of Engineering Services:**

1. Manages and directs design and construction requirements for facility acquisitions within the Agency. These requirements may encompass the following activities singularly or in combination; preparation of proposals, preparation of functional requirements, program of requirements and criteria, architect and engineering liaison, space design and planning, functional and technical reviews, preliminary site selections, and project management for facilities construction, renovation and improvement projects.

2. Provides engineering guidance and support for all activities related to maintenance, alterations, and repairs for Agency facilities nationwide.

3. Directs and coordinates all Agency facilities programs concerned with equipment specifications and installation associated with facility acquisitions. Assists the programs' staffs in developing compatible facilities and equipment systems for the Agency.