

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 Regulatory Management Operations

Office of Budget, Facilities and Travel Support

Effective Date: February 9, 2022

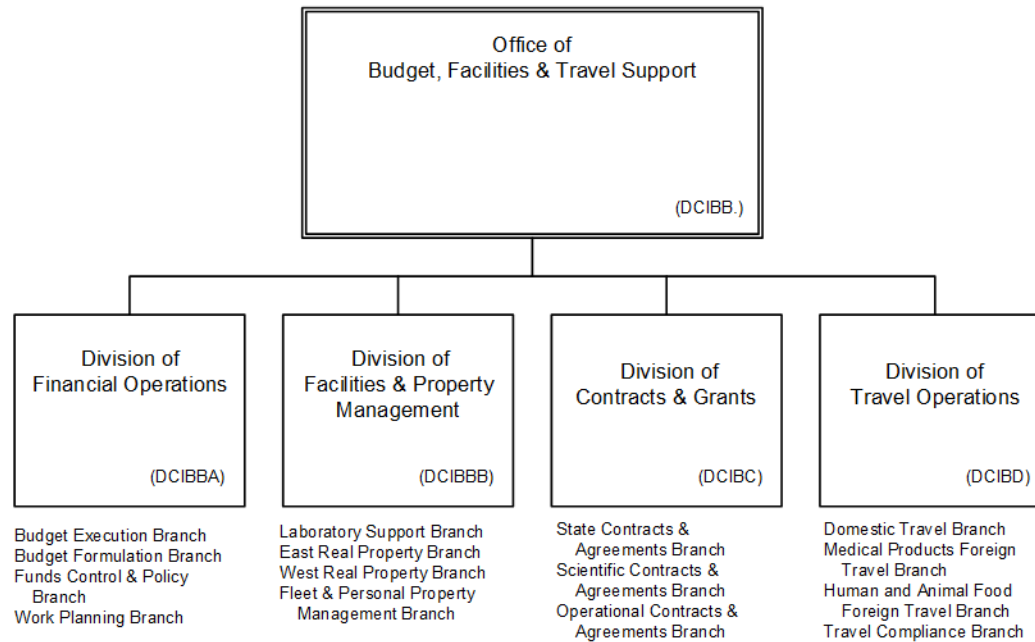
1. Office of Budget, Facilities and Travel Support (DCIBB).

- A. Provides overall guidance and strategic planning for all aspects of financial management for Office of Regulatory Affairs (ORA) senior leaders. This includes budget execution, acquisitions, and budget formulation.
- B. Provides guidance related to Office of Management and Budget (OMB) and Government Accountability Office (GAO) financial inquiries to include statutes, regulations, policies, procedures and instructions.
- C. Oversees all contracting and acquisition aspects for ORA to include cooperative agreements, contracts, and grants.
- D. Oversees the ORA's annual budget estimates for review by the Department of Health and Human Services (DHHS), OMB, and Congress.
- E. Provides overall strategic leadership and guidance to Office of Regulatory Affairs (ORA) on all aspects of travel in accordance with established guidelines.
- F. Provides leadership and guidance to ORA on all aspects of physical security, safety management and property management activities in accordance with established guidelines.

2. Authority and Effective Date.

The functional statements for the Office of Budget, Facilities and Travel Support were approved by the Deputy Secretary of Health and Human Services on December 22, 2021, and effective on February 9, 2022.

**Department of Health and Human Services
Food and Drug Administration
Office of Regulatory Affairs
Office of Regulatory Management Operations
Office of Budget, Facilities, and Travel Support**



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

Division of Financial Operations (DCIBBA)

Division of Facilities and Property Management (DCIBBB)

Division of Contracts and Grants (DCIBBC)

Division of Travel Operations (DCIBBD)

These organizations report to the Division of Financial Operations:

Budget Execution Branch (DCIBBA1)

Budget Formulation Branch (DCIBBA2)

Funds Control and Policy Branch (DCIBBA3)

Work Planning Branch (DCIBBA4)

These organizations report to the Division of Facilities and Property Management:

Laboratory Support Branch (DCIBBB1)

East Real Property Management Branch (DCIBBB2)

West Real Property Management Branch (DCIBBB3)

Fleet and Personal Property Management Branch (DCIBBB4)

These organizations report to the Division of Contracts and Grants:

State Contracts and Agreements Branch (DCIBBC1)

Scientific Contracts and Agreements Branch (DCIBBC2)

Operational Contracts and Agreements Branch (DCIBBC3)

These organizations report to the Division of Travel Operations:

Domestic Travel Branch (DCIBBD1)

Medical Products Foreign Travel Branch (DCIBBD2)

Human and Animal Food Foreign Travel Branch (DCIBBD3)

Travel Compliance Branch (DCIBBD4)