

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

Division of Facilities and Property Management

Effective Date: February 9, 2022

1. Division of Facilities and Property Management (DCIBBB).

- A. Provides leadership and guidance to Office of Regulatory Affairs (ORA) on all aspects of physical security, safety management and property management activities in accordance with established guidelines.

2. Laboratory Support Branch (DCIBBB1).

- A. Manages the ORA personal property database and ensures that all ORA Offices and Programs comply with the laws and regulations governing personal property.
- B. Develops policies and providing procedural guidance to the ORA Offices and Programs.
- C. Develops and coordinates short and long-range ORA facility plans and priorities, in coordination with Food and Drug Administration (FDA) and other government offices.

3. East Real Property Branch (DCIBBB2).

- A. Manages the ORA personal property database and ensures that all ORA Offices and Programs comply with the laws and regulations governing personal property.
- B. Develops policies and providing procedural guidance to the ORA Offices and Programs.

- C. Develops and coordinates short and long-range ORA facility plans and priorities, in coordination with FDA and other government offices.
- D. Assuring property accountability records are reconciled by periodic inventories.

4. West Real Property Branch (DCIBBB3)

- A. Manages the ORA personal property database and ensures that all ORA Offices and Programs comply with the laws and regulations governing personal property.
- B. Develops policies and providing procedural guidance to the ORA Offices and Programs.
- C. Develops and coordinates short and long-range ORA facility plans and priorities, in coordination with FDA and other government offices.
- D. Assuring property accountability records are reconciled by periodic

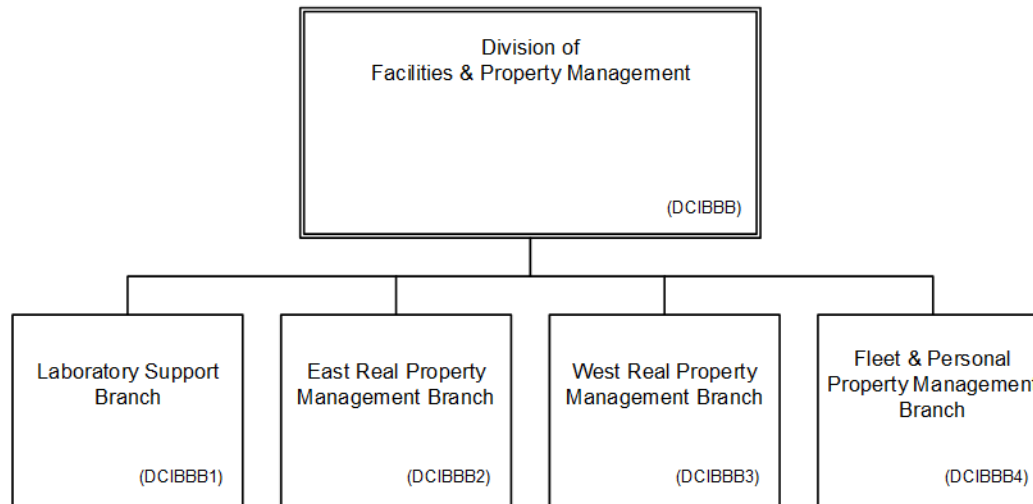
5. Fleet and Personal Property Management (DCIBBB4)

- A. Manages the ORA Government Owned Vehicles and Fleet program for ORA and ensures Offices and Programs comply with the laws and regulations governing personal property.
- B. Provides leadership, and guidance in the proper accounting, utilization, care, and disposal of property.
- C. Reviews FDA vehicle operations to assure all Government requirements are carried out.

6. Authority and Effective Date.

The functional statements for the Division of Facilities and Property Management 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
Division of Facilities and Property Management**



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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, Division of Facilities and Property Management organization structure depicting all the organizational structures reporting to the Director:

Laboratory Support Branch (DCIBBB1)

East Real Property Branch (DCIBBB2)

West Real Property Branch (DCIBBB3)

Fleet and Personal Property Management Branch (DCIBBB4)