

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 Travel Operations

Effective Date: February 9, 2022

1. Division of Travel Operations (DCIBBD).

- A. Provides overall strategic leadership and guidance to Office of Regulatory Affairs (ORA) on all aspects of travel in accordance with established guidelines.
- B. Works to advance the strategic goals and objectives related to travel policies and guidance in ORA.
- C. Assures compliance with statutes, executive orders, and administrative directives.
- D. Serves as the ORA Conference Management Coordinator.
- E. Provides communication support including distribution of policy or other guidance, intranet and SharePoint postings.

2. Domestic Travel Branch (DCIBBD1).

- A. Oversees and provides subject matter expertise on all aspects of domestic travel supporting programs and activities under the purview of ORA. Activities include studies, analyses, and evaluation of procedures for the assessment, improvement, effectiveness, and efficiency of comprehensive travel program support.
- B. Serves as the Emergency Contact for travel agency for any issues that occur outside of normal business hours in relation to ORA domestic travel.

- C. Serves as liaison with the Office of Financial Management, Division of Travel Services (OFM/DTS) on matters involving ORA domestic travel.
- D. Performs travel data analysis and special initiative projects in support of the ORA mission related to domestic travel.
- E. Provides support to all ORA Senior Executive Service (SES) employees for domestic and local travel, federal travel card issues, etc.
- F. Serves as the ORA Central Billed Account point of contact including but not limited to reconciliation, posting of invoices and clearing Unified Financial Management System (UFMS) schedules.
- G. Serves as the point of contact for all UFMS related issues

3. Human and Animal Food Foreign Travel Branch (DCIBBD2).

- A. Oversees and provides subject matter authority on all aspects of foreign travel programs and activities under the purview of the ORA Human and Animal Food and Medical Device programs. Activities include studies, analyses, and evaluation of procedures for the assessment, improvement, effectiveness, and efficiency of comprehensive travel program support.
- B. Serves as the Emergency Contact for any issues that due to international natural or manmade disasters that occur to ensure the safety and wellbeing of ORA travelers.
- C. Serves as a liaison with Office of Financial Management, Division of Travel services (OFM/DTS) on matters involving the processing of foreign travel documents.
- D. Performs travel data analysis and special initiative projects in support of the ORA mission related to foreign travel. Analyzes feedback from travelers to evaluate processes and procedures for effectiveness and efficiency.
- E. Stays abreast of and analyzes Department of State and foreign country policies pertaining to U.S. Government official travel to ensure ORA foreign travel coordination processes are in sync and ORA employee passports are applied for and renewed on a timely basis.
- F. Serves as an Emergency Contact for travel agency for any issues that occur outside of normal business hours in relation to ORA foreign travel.

4. Medical Products Foreign Travel Branch (DCIBBD3)

- A. Oversees and provides subject matter authority on all aspects of foreign travel programs and activities under the purview of the ORA medical products and tobacco operations programs including the Drugs, BIMO and

Biologics programs. Activities include studies, analyses, and evaluation of procedures for the assessment, improvement, effectiveness, and efficiency of comprehensive travel program support.

- B. Serves as a liaison with Office of Financial Management, Division of Travel services (OFM/DTS) on matters involving the processing of foreign travel documents.
- C. Performs travel data analysis and special initiative projects in support of the ORA mission related to foreign travel. Analyzes feedback from travelers to evaluate processes and procedures for effectiveness and efficiency.
- D. Stays abreast of and analyzes Department of State and foreign country policies pertaining to U.S. Government official travel to ensure ORA foreign travel coordination processes are in sync.
- E. Serves as the subject matter expert and central point of contact for all foreign travel vouchers. Assists travelers with preparing and submitting vouchers in a timely fashion.
- F. Serves as the Foreign Travel Federal Agency Travel Administrator (FATA). Serves as an Emergency Contact for travel agency for any issues that occur outside of normal business hours in relation to ORA foreign travel.

5. Travel Compliance Branch (DCIBBD4)

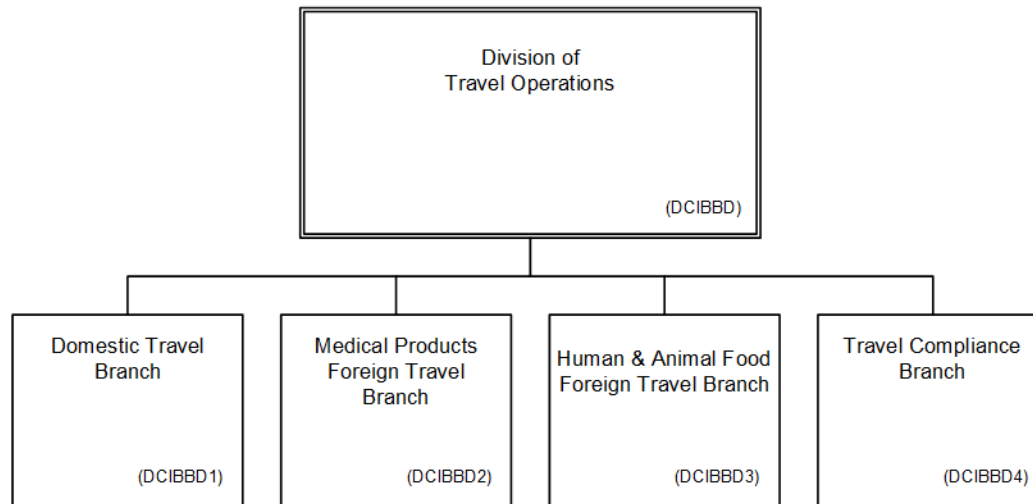
- A. Serves as the ORA travel compliance coordinator, responsible for all travel compliance related issues. Coordinates with OFM/DTS and ORA travelers to resolve compliance issues. Identifies compliance violation trends to develop targeted training to address the violation.
- B. Monitors and continually reviews travel processes for ORA to ensure overall efficiency and improvement. Keeps DTO travel process documentation up to date Ensures all ORA travel card holders complete required training every 3 years.
- C. Oversees the development and deployment of training sessions related to all aspects of domestic, foreign and local travel. Ensures all ORA travel card holders complete required training every 3 years.
- D. Develops key knowledge documents for distribution via email and/or intranet portals.
- E. Provides interpretation and guidance to all ORA employees on the Federal Travel Regulations (FTR), HHS Travel Manual, and the Joint Travel Regulation (JTR) policies and responsibilities for domestic travel. Assures compliance with statutes, executive orders, and administrative directives regarding domestic federal travel.

F. Serves as ORA lead administrator for the electronic travel system and government travel card (GTC) program. Activities include overall program management by managing users, analyzing and rectifying system issues, assuring user compliance with local policies, analyzing report data and trends to develop new policies, procedures, and guidance materials or adapts exiting guidance in response to new regulatory requirements and to promote efficiencies in program operations. Serves as a liaison with Office of Financial Management (OFM) and the servicing bank on any GTC issues.

6. Authority and Effective Date.

The functional statements for the Division of Travel Operations 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
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Office of Budget, Facilities, and Travel Support
Division of Travel Operations**



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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 Travel Operations organization structure depicting all the organizational structures reporting to the Director:

Domestic Travel Branch (DCIBBD1)

Medical Products Foreign Travel Branch (DCIBBD2)

Human and Animal Food Foreign Travel Branch (DCIBBD3)

Travel Compliance Branch (DCIBBD4)