

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Inspections and Investigations

Office of Management

Office of Budget, Facilities and Travel Support

Division of Financial Operations

Effective Date: May 13, 2024

1. Division of Financial Operations (DCSBAA).

- A. Provides overall guidance and strategic planning for all aspects of financial management for Office of Inspections and Investigations (OII) senior leaders. This includes budget execution, acquisitions, and budget formulation.
- B. Provides guidance related to Office of Management and Budget (OMB), Government Accountability Office (GAO), and Office of the Inspector General (OIG) financial inquiries to include statutes, regulations, policies, procedures, and instructions in coordination with the Food and Drug Administration (FDA) Office of the Commissioner and the Office of Operations (OO).
- C. Provides guidance related to the Federal Manager's Financial Integrity Act (FMFIA), the Government Performance and Results Act (GPRA), Chief Financial Officer Act, and other legislation, regulations, and applicable laws for OII in collaboration with the OO.
- D. Prepares the OII's annual budget estimates in coordination with the OO including all phases of budget analysis, formulation, execution, and presentation. Assists staff in providing justification for anticipated needs.

2. Human and Animal Food Budget Execution Branch (DCSBAA1).

- A. Provides budgetary guidance to all OII senior leaders and managers to ensure critical mission needs are met for human and animal food programs. Serves as liaison with the OO.

- B. Prepares, monitors, and analyzes current year budget setting funding and full-time equivalents (FTE) levels for each organization within OII supported by human and animal food.
- C. Provides guidance related to the Federal Managers' Financial Integrity Act (FMFIA), the Government Performance and Results Act, the Chief Financial Officers Act, and other applicable laws and regulations.
- D. Serves as OII lead on the annual FMFIA report on the financial vulnerabilities of OII.
- E. Serves as OII point of contact for Financial Management Systems access and Delegations of Authority.

3. Budget Formulation Branch (DCSBAA2).

- A. Prepares the OII's annual budget estimates for review by the Department of Health and Human Services (HHS), OMB, and Congress. Serves as liaison with the OO.
- B. Serves as liaison with OII's Work Planning Branch on work-planning and resource utilization allocations.
- C. Directs and coordinates the OII budget activities; develops data and justification to support the OII budget formulation activities.
- D. Analyzes, formulates, and develops the annual budget for the OII in accordance with FDA, HHS, OMB, and Congressional guidelines.
- E. Develops and coordinates OII's long range funding plans.

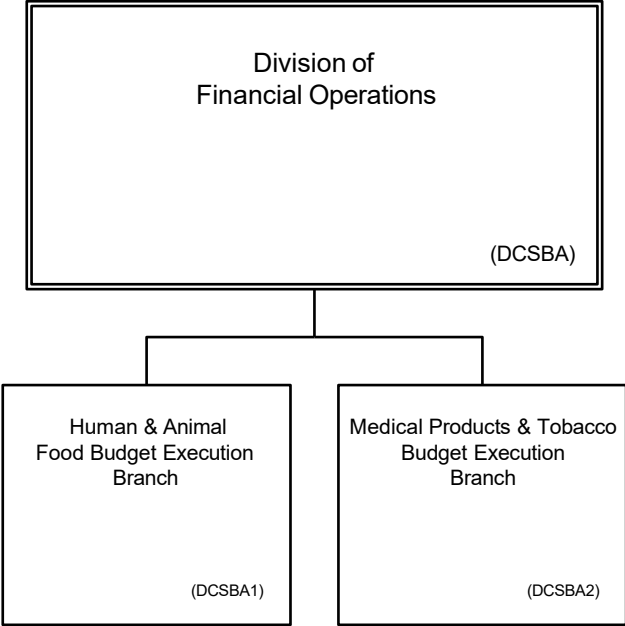
4. Medical Products and Tobacco Budget Execution Branch (DCSBAA3).

- A. Manages and coordinates OII's role in FDA User Fee programs.
- B. Plan, develop, and execute funds in the User Fees received by OII.
- C. Ensures that the OII budget is executed within the required Congressional program, projects, and activities requirements.
- D. Consults monthly reconciliation of each OII Office for monitoring of funding commitments and obligations.
- E. Develops internal OII financial allocations.
- F. Serves as financial experts for User Fee renegotiations for OII programs.

5. Authority and Effective Date.

The functional statements for the Division of Financial Operations were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services
Food and Drug Administration
Office of Inspections and Investigations
Office of Management
Office of Budget, Facilities, and Travel Support
Division of Financial Operations**



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

Division of Financial Operations (DCSBA)

Human and Animal Food Budget Execution Branch (DCSBA1)

Medical Products and Tobacco Budget Execution Branch (DCSBA2)