

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 Facilities and Property Management

Effective Date: May 13, 2024

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

- A. Provides leadership and guidance to Office of Inspections and Investigations (OII) on all aspects of field facilities, physical security, safety management and property management activities in accordance with established guidelines in coordination with the Office of Operations.
- B. Develops and coordinates short and long-range OII facility plans and priorities, in coordination with agency and other government offices.
- C. Manages the OII personal property database and ensures that all OII offices and programs comply with the laws and regulations governing personal property.
- D. Provides leadership and guidance in the management of OII's leased vehicles in coordination with the Office of Operations.
- E. Serves as OII's Security Liaison with the in coordination with the Office of Operations.
- F. Develops internal policies/processes and provides procedural guidance to OII offices and programs.

2. Real Property Branch 1 (DCSBAB1).

- A. Coordinates with OII Program Directors and Program Division Directors in the development and implementation of Food and Drug Administration (FDA) and office administrative and facilities management operations.

- B. Plans and manages administrative programs including space management, move coordination, building maintenance operations, shred and recycling activities and parking in coordination with the Office of Operations.
- C. Assures OII property accountability records are reconciled by periodic inventories and audits.
- D. Identifies field resource needs and ensures all field offices are properly equipped to meet OII's mission.
- E. Develops internal policies and provides procedural guidance to OII offices and programs.
- F. Provides PIV, badging, and credentialing issuance support, in coordination with the Office of Operations, for Health and Human Services (HHS) Operational Divisions, FDA Centers, Offices, and the Human Foods Program.

3. Real Property Branch 2 (DCSBAB2).

- A. Coordinates with OII Program Directors and Program Division Directors in the development and implementation of FDA and office administrative and facilities management operations.
- B. Plans and manages administrative programs including space management, move coordination, building maintenance operations, shred and recycling activities and parking in coordination with the Office of Operations.
- C. Assures OII property accountability records are reconciled by periodic inventories and audits.
- D. Identifies field resource needs and ensures all field offices are properly equipped to meet OII's mission.
- E. Develops internal policies and provides procedural guidance to OII offices and programs.
- F. Provides personal identity verification (PIV), badging, and credentialing issuance support, in coordination with the Office of Operations, for HHS Operational Divisions, FDA Centers, Offices, and the Human Foods Program.

4. Real Property Branch 3 (DCSBAB3).

- A. Coordinates with OII Program Directors and Program Division Directors in the development and implementation of FDA and office administrative and facilities management operations.

- B. Plans and manages administrative programs including space management, move coordination, building maintenance operations, shred and recycling activities and parking in coordination with the Office of Operations.
- C. Assures OII property accountability records are reconciled by periodic inventories and audits.
- D. Identifies field resource needs and ensures all field offices are properly equipped to meet OII's mission.
- E. Develops internal policies and provides procedural guidance to OII offices and programs.
- F. Provides PIV, badging, and credentialing issuance support, in coordination with the Office of Operations, for HHS Operational Divisions, FDA Centers, Offices, and the Human Foods Program.

5. Fleet and Personal Property Management Branch (DCSBAB4).

- A. Manages the OII Government Owned Vehicles and Fleet program for OII 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 in coordination with the Office of Operations.
- C. Reviews OII vehicle use to assure compliance with government requirements.
- D. Develops internal policies and provides procedural guidance to the OII offices and programs.

6. Real Property Branch 4 (DCSBAB5).

- A. Coordinates with OII Program Directors and Program Division Directors in the development and implementation of FDA and office administrative and facilities management operations.
- B. Plans and manages administrative programs including space management, move coordination, building maintenance operations, shred and recycling activities and parking in coordination with the Office of Operations.
- C. Assures OII property accountability records are reconciled by periodic inventories and audits.
- D. Identifies field resource needs and ensures all field offices are properly equipped to meet OII's mission.

- E. Develops internal policies and provides procedural guidance to OII offices and programs.
- F. Provides PIV, badging, and credentialing issuance support, in coordination with the Office of Operations, for HHS Operational Divisions, FDA Centers, Offices, and the Human Foods Program.

7. Real Property Branch 5 (DCSBAB6).

- A. Coordinates with OII Program Directors and Program Division Directors in the development and implementation of FDA and office administrative and facilities management operations.
- B. Plans and manages administrative programs including space management, move coordination, building maintenance operations, shred and recycling activities and parking in coordination with the Office of Operations.
- C. Assures OII property accountability records are reconciled by periodic inventories and audits.
- D. Identifies field resource needs and ensures all field offices are properly equipped to meet OII's mission.
- E. Develops internal policies and provides procedural guidance to OII offices and programs.
- F. Provides PIV, badging, and credentialing issuance support, in coordination with the Office of Operations, for HHS Operational Divisions, FDA Centers, Offices, and the Human Foods Program.

8. Real Property Branch 6 (DCSBAB7).

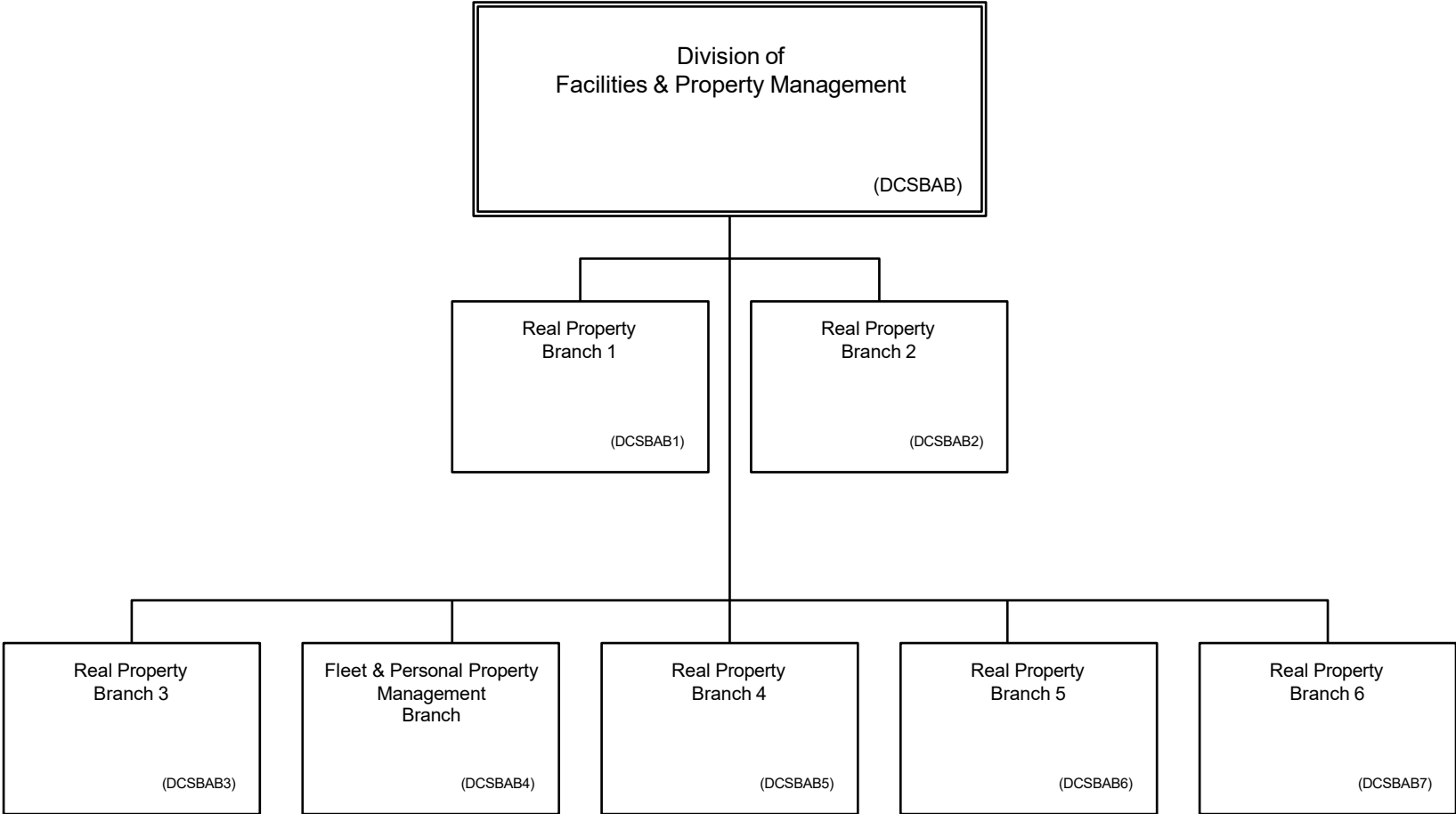
- A. Coordinates with OII Program Directors and Program Division Directors in the development and implementation of FDA and office administrative and facilities management operations.
- B. Plans and manages administrative programs including space management, move coordination, building maintenance operations, shred and recycling activities and parking in coordination with the Office of Operations.
- C. Assures OII property accountability records are reconciled by periodic inventories and audits.
- D. Identifies field resource needs and ensures all field offices are properly equipped to meet OII's mission.
- E. Develops internal policies and provides procedural guidance to OII offices and programs.

F. Provides PIV, badging, and credentialing issuance support, in coordination with the Office of Operations, for HHS Operational Divisions, FDA Centers, Offices, and the Human Foods Program.

9. Authority and Effective Date.

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



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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 Facilities and Property Management structure depicting all the organizational structures reporting to the Director:

Division of Facilities and Property Management (DCSBAB)

Real Property Branch 1 (DCSBAB1)

Real Property Branch 2 (DCSBAB2)

Real Property Branch 3 (DCSBAB3)

Fleet and Personal Property Management Branch (DCSBAB4)

Real Property Branch 4 (DCSBAB5)

Real Property Branch 5 (DCSBAB6)

Real Property Branch 6 (DCSBAB7)