

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 Travel Operations

Effective Date: May 13, 2024

1. Division of Travel Operations (DCSBAD).

- A. Provides overall strategic leadership and guidance to the Office of Inspections and Investigations (OII) on all aspects of travel in accordance with established guidelines in coordination with the Office of Operations.
- B. Works to advance the Office of Operations travel strategic goals, objectives, policies and guidance in OII.
- C. Assures OII's compliance with statutes, executive orders, and administrative directives from the Office of Operations.
- D. Serves as the OII Conference Management Coordinator.
- E. Distributes policy or other guidance to OII in coordination with the Office of Operations.

2. Domestic Travel Branch (DCSBAD1).

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

- C. Serves as liaison with the Office of Financial Management, Division of Travel Services (OFM/DTS) on matters involving OII domestic travel.
- D. Performs travel data analysis and special initiative projects in support of the OII mission related to domestic travel.
- E. Provides support to all OII Senior Executive Service (SES) employees for domestic and local travel, federal travel card issues, etc.
- F. Serves as the OII 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 OII point of contact for all UFMS related issues.

3. Foreign Travel Branch 1 (DCSBAD2).

- A. Consults and provides subject matter advice on all aspects of foreign travel programs and activities under the purview of the OII 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 OFM/DTS on matters involving the processing of foreign travel documents.
- C. Performs travel data analysis and special initiative projects in support of the OII mission related to foreign travel. Analyzes feedback from travelers to evaluate processes and procedures for effectiveness and efficiency for OII foreign travel.
- D. Stays abreast of and analyzes Department of State and foreign country policies pertaining to United States (U.S.) Government official travel to ensure OII foreign travel coordination processes are in sync in coordination with the Office of the Commissioner.
- E. Serves as the subject matter expert and central point of contact for all foreign travel vouchers for OII travel. Assists travelers with preparing and submitting vouchers in a timely fashion.
- F. Serves as the Foreign Travel Federal Agency Travel Administrators (FATA). Serves as an emergency contact for travel agency for any issues that occur outside of normal business hours in relation to OII foreign travel.

4. Foreign Travel Branch 2 (DCSBAD3).

- A. Consults and provides subject matter advice on all aspects of foreign travel programs and activities under the purview of the OII 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 OFM/DTS on matters involving the processing of foreign travel documents.
- C. Performs travel data analysis and special initiative projects in support of the OII mission related to foreign travel. Analyzes feedback from travelers to evaluate processes and procedures for effectiveness and efficiency for OII foreign travel.
- D. Stays abreast of and analyzes Department of State and foreign country policies pertaining to U.S. Government official travel to ensure OII foreign travel coordination processes are in sync in coordination with the Office of the Commissioner.
- E. Serves as the subject matter expert and central point of contact for all foreign travel vouchers for OII travel. Assists travelers with preparing and submitting vouchers in a timely fashion.
- F. Serves as the Foreign Travel FATA. Serves as an emergency contact for travel agency for any issues that occur outside of normal business hours in relation to OII foreign travel.

5. Foreign Travel Branch 3 (DCSBAD4).

- A. Consults and provides subject matter advice on all aspects of foreign travel programs and activities under the purview of the OII 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 OFM/DTS on matters involving the processing of foreign travel documents.
- C. Performs travel data analysis and special initiative projects in support of the OII mission related to foreign travel. Analyzes feedback from travelers to evaluate processes and procedures for effectiveness and efficiency for OII foreign travel.
- D. Stays abreast of and analyzes Department of State and foreign country policies pertaining to U.S. Government official travel to ensure OII foreign travel coordination processes are in sync in coordination with the Office of the Commissioner.

- E. Serves as the subject matter expert and central point of contact for all foreign travel vouchers for OII travel. Assists travelers with preparing and submitting vouchers in a timely fashion.
- F. Serves as the Foreign Travel FATA. Serves as an emergency contact for travel agency for any issues that occur outside of normal business hours in relation to OII foreign travel.

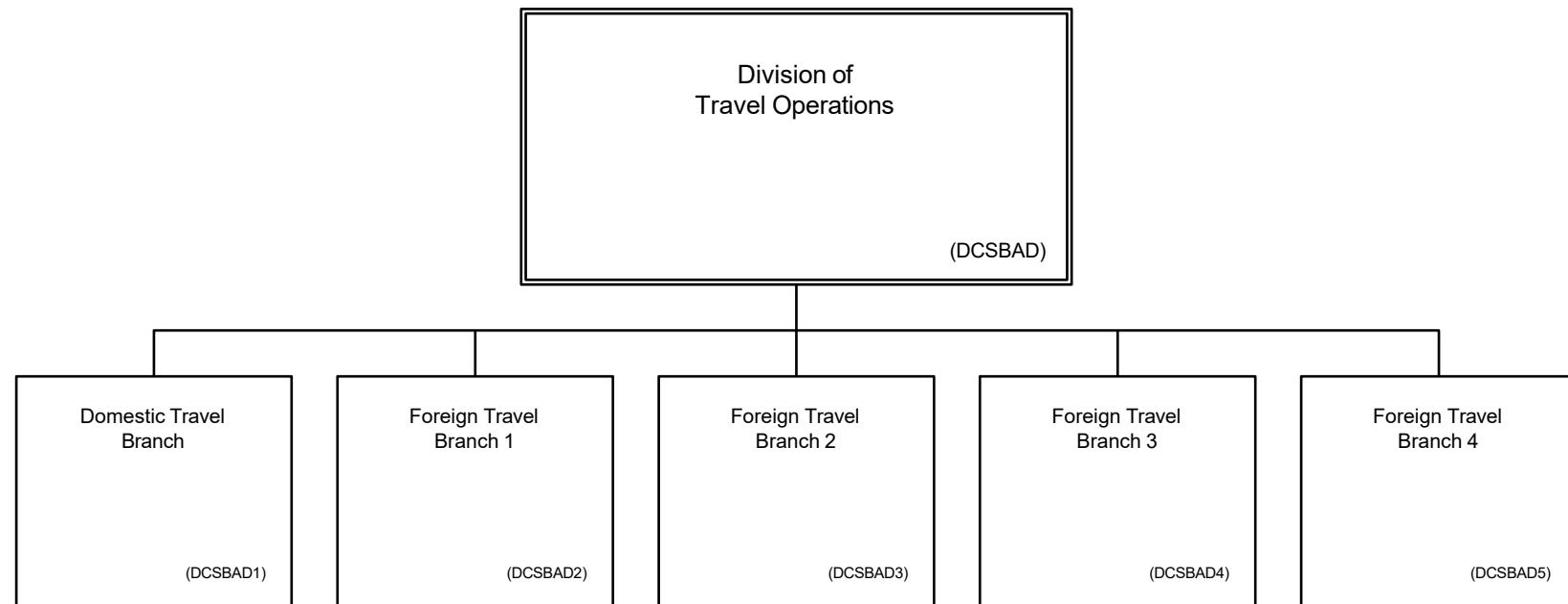
6. Foreign Travel Branch 4 (DCSBAD5).

- A. Consults and provides subject matter advice on all aspects of foreign travel programs and activities under the purview of the OII 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 OFM/DTS on matters involving the processing of foreign travel documents.
- C. Performs travel data analysis and special initiative projects in support of the OII mission related to foreign travel. Analyzes feedback from travelers to evaluate processes and procedures for effectiveness and efficiency for OII foreign travel.
- D. Stays abreast of and analyzes Department of State and foreign country policies pertaining to U.S. Government official travel to ensure OII foreign travel coordination processes are in sync in coordination with the Office of the Commissioner.
- E. Serves as the subject matter expert and central point of contact for all foreign travel vouchers for OII travel. Assists travelers with preparing and submitting vouchers in a timely fashion.
- F. Serves as the Foreign Travel FATA. Serves as an emergency contact for travel agency for any issues that occur outside of normal business hours in relation to OII foreign travel.

7. Authority and Effective Date.

The functional statements for the Division of Travel 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 Travel 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 Travel Operations organization structure depicting all the organizational structures reporting to the Director:

Division of Travel Operations (DCSBAD)

Domestic Travel Branch (DCSBAD1)

Foreign Travel Branch 1 (DCSBAD2)

Foreign Travel Branch 2 (DCSBAD3)

Foreign Travel Branch 3 (DCSBAD4)

Foreign Travel Branch 4 (DCSBAD5)