

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Human Foods Program

Office of Resource Management

Effective Date: May 13, 2024

1. Office of Resource Management (DCRE).

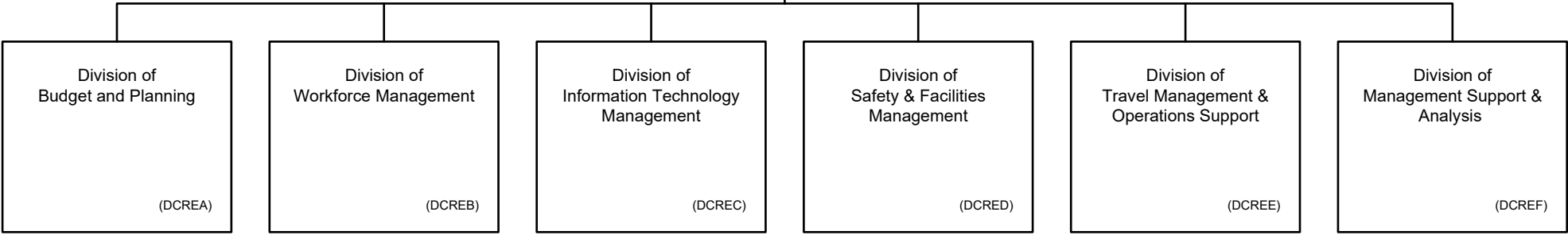
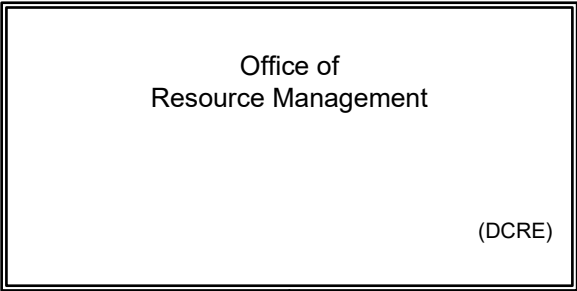
- A. Provides guidance and leadership in the analysis, development, planning, coordination, implementation, and evaluation of administrative management activities and policies, including the Food and Drug Administration's (FDA) Human Foods Program (HFP) operations related to budget, financial, human capital, security, safety, and laboratory safety and health programs.
- B. Coordinates management operations, administrative, budget, and financial activities, and coordinates training and development for the HFP program areas and organizations.
- C. Strategically allocates HFP resources based on public health risk assessment, prioritization, and evaluation decisions.
- D. Produces actionable analyses of existing and contemplated resources that support HFP work, both to improve internal management and to better inform external stakeholders.
- E. Provides HFP support functions including personal property management and accountability, office and laboratory space management, mail and courier services, printing and reproduction, and conference room services.
- F. Performs management studies, internal controls assessments and evaluations, or special studies of key issues relative to administrative and financial policy review, compliance and oversight.
- G. Provides centralized expertise and coordination of all Information Technology (IT), Records Management and Scientific Computing activities for the HFP.

- H. Provides advice and guidance to HFP leadership and other senior management officials on all matters related to HFP's resource management operations, training, and employee development plans.
- I. Provides advice and guidance to the HFP leadership and senior officials concerning new legislation, executive orders, regulations, or other information that may affect current or proposed HFP administrative and financial policies.
- J. Provides leadership and guidance to assure compliance with statutes, executive orders and administrative directives on all administrative management operations, and training and development.

2. Authority and Effective Date.

The functional statements for the Office of Resource 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
Human Foods Program
Office of Resource Management**



Budget Formulation Branch
Budget Execution Branch
Acquisition Liaison Branch
Financial Operations Branch

Recruitment Liaison Branch
Workforce Policy & Programs Branch
Staff College

Regulatory & Data Management Branch
Scientific Computing and IT Support Branch

(DCREF)

(DCREE)

(DCRED)

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(DCREB)

(DCREA)

Staff Manual Guide 1231A.5
Organizations and Functions
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The following is the Department of Health and Human Services, Food and Drug Administration, Human Foods Program, Office of Resource Management organization structure depicting all the organizational structures reporting to the Director:

Division of Budget and Planning (DCREA)

Division of Workforce Management (DCREB)

Division of Information Technology Management (DCREC)

Division of Safety and Facilities Management (DCRED)

Division of Travel Management and Operations Support (DCREE)

Division of Management Support and Analysis (DCREF)

These organizations report to the Division of Budget and Planning (DCREA):

Budget Formulation Branch (DCREA1)

Budget Execution Branch (DCREA2)

Acquisition Liaison Branch (DCREA3)

Financial Operations Branch (DCREA4)

These organizations report to the Division of Workforce Management (DCREB):

Recruitment Liaison Branch (DCREB1)

Workforce Policy and Programs Branch (DCREB2)

Staff College (DCREB3)

These organizations report to the Division of Information Technology Management (DCREC):

Regulatory and Data Management Branch (DCREC1)

Scientific Computing and IT Support Branch (DCREC2)

These organizations report to the Division of Safety and Facilities Management (DCRED):

These organizations report to the Division of Travel Management and Operations Support (DCREE):

These organizations report to the Division of Management Support and Analysis (DCREF):