

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Security and Passport Operations

Division of Resource Integration and Passport Operations

Effective Date: May 13, 2024

- 1. Division of Resource Integration and Passport Operations (DCNHC).**
 - A. Provides direction and leadership for all internal Office of Security and Passport Operations (OSPO) administrative programs and initiatives.
 - B. Responsible for all aspects of procurement activity and acquisition management across OSPO.
 - C. Provides direct oversight, coordination, and interaction with Food and Drug Administration (FDA's) Working Capital Fund personnel.
 - D. Provides leadership and advice on matters affecting strategic human capital planning, workforce management, programs, policies, accountability, and reporting.
 - E. Develops and implements OSPO's budget.
 - F. Formulates budget and related legislature policy proposals for OSPO Programs.
 - G. Establishes and maintains an Office-wide performance-based budget formulation, execution, and management system.
- 2. Resource Integration Branch (DCNHC1).**
 - A. Serves as the focal point for OSPO's overall communication strategy and execution.
 - B. Manages and initiates all FDA financial requirements for budget execution and formulation in the OSPO.

- C. Provides effective means for financing, budgeting, and accounting for costs.
- D. Provides a framework that reinforces OSPO's full cost commitment to improving procedures for financial planning, reporting, and management.
- E. Manages the day-to-day operations for the Office administration programs such as human resources (HR) and personnel, budget, facilities, etc.
- F. Reviews and analyzes OSPO Program operations, including budget and policy implementation and monitoring high-priority budget initiatives.

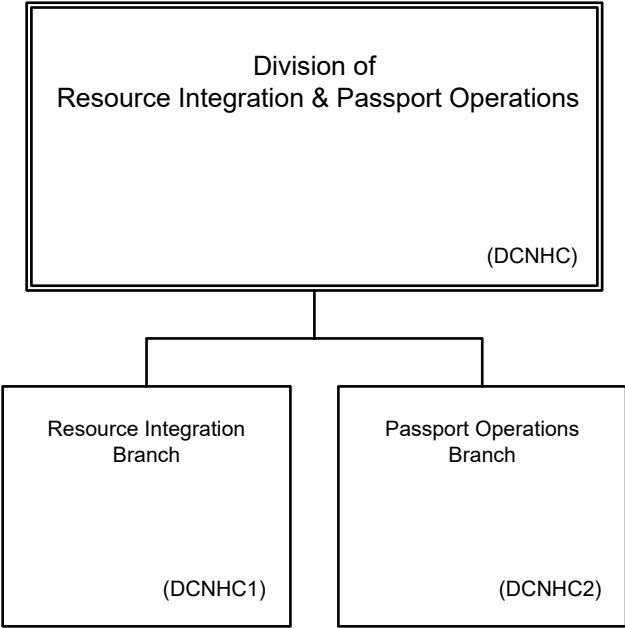
3. Passport Operations Branch (DCNHC2).

- A. Provides direction and implements international travel policies, initiatives, and training for the Passport and Visa program FDA wide.
- B. Provides direction and acts as the focal point for the FDA and the final clearing authority for policies and procedures pertaining to international travel.
- C. Ensures compliance of all international requirements by FDA Travelers, as stated and, directed by the Department of State and other Federal Agencies relating to international travel.

4. Authority and Effective Date.

The functional statements for the Division of Resource Integration and Passport 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 Operations
Office of Security and Passport Operations
Division of Resource Integration and Passport Operations**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Security and Passport Operations, Division of Resource Integration and Passport Operations organization structure depicting all the organizational structures reporting to the Director:

Resource Integration Branch (DCNHC1)
Passport Operations Branch (DCNHC2)