

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS**

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF MEDICAL PRODUCTS AND TOBACCO**

**CENTER FOR TOBACCO PRODUCTS**

**OFFICE OF MANAGEMENT**

Effective Date: 03/24/2014

**1. OFFICE OF MANAGEMENT (DKKIB)**

- A. Provides authoritative advice and guidance to Center leadership and staff on management policies, guidelines, issues and concerns that impact Center programs and initiatives.
- B. Develops strategic management and operational plans and directs technical and administrative staff in providing essential management services and other critical support functions. Analyzes and evaluates management practices, business processes, policies, procedures, data, and recommends improvements or actions based on findings.
- C. Provides oversight for the Center's fiscal planning, and serves as the Center's Chief Financial Officer.
- D. Serves as primary Agency Management Liaison to ensure provision of a broad range of essential administrative support services.

**2. ACQUISITIONS AND ASSISTANCE STAFF (DKKIB1).**

- A. Serve as a liaison between the Center and the Office of Acquisitions and Grants Services (OAGS) to ensure timely and proper execution of contracts, grants, and inter-agency agreements.
- B. Develop and coordinate acquisitions packages, provides advice and guidance for acquisitions, grants, and inter-agency activities for the Center.

**3. INFORMATION AND TECHNOLOGY STAFF (DKKIB2).**

- A. Serves as liaison between the Center and the Office of Information Management (OIM) by reviewing and prioritizing the information and technology needs of the Center.

- B. Prepares business cases, alternatives analysis and funding justifications to meet the short and long term information and technology needs of the Center's programs.
- C. Promotes FDA information management policies and guidelines within the Center and works closely with OIM to implement and enhance systems to improve and facilitate the regulation of tobacco products.
- D. Provides Center guidance to OIM on the approval and priority of helpdesk issues including hardware and software purchases and installation.

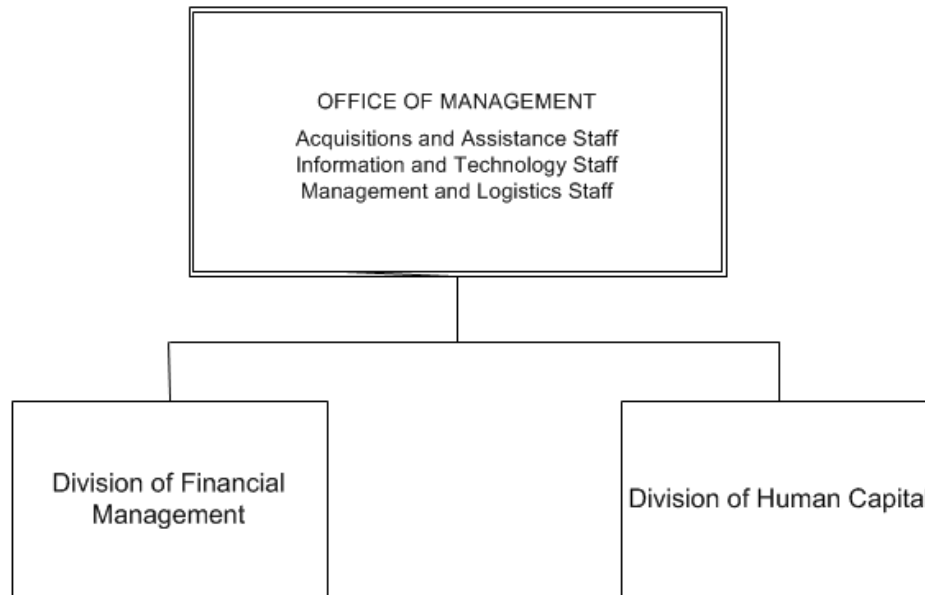
#### **4. MANAGEMENT AND LOGISTICS STAFF (DKKIB3).**

- A. Coordinates internal moves with space allocated by the Office of Facilities Engineering Mission Support Services (OFEMSS). Coordinates security, safety, travel, timekeeping, property, and other logistics programs for the Center.
- B. Serves as liaison between Center and Agency representatives for these administrative and logistical programs.

#### **5. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Office of Management were approved by the Deputy Commissioner for Operations/Chief Operating Officer and effective on 03/24/2014.

**FOOD AND DRUG ADMINISTRATION  
OFFICE OF MEDICAL PRODUCTS AND TOBACCO  
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STAFF MANUAL GUIDE 1352.1  
ORGANIZATIONS AND FUNCTIONS  
EFFECTIVE DATE: March 24, 2014

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Tobacco Products, Office of Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- ACQUISITION AND ASSISTANCE STAFF
- INFORMATION AND TECHNOLOGY STAFF
- MANAGEMENT AND LOGISTICS STAFF
- DIVISION OF FINANCIAL MANAGEMENT
- DIVISION OF HUMAN CAPITAL