

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Veterinary Medicine**

**Office of Management**

Effective Date: March 15<sup>th</sup>, 2025

**1. Office of Management (DCGB).**

- A. Provides authoritative guidance and leadership in the evaluation, analysis, development, coordination, and implementation of business and operational elements including user fee management and reauthorizations; human capital management; staff development and training; budget formulation and execution; information technology; facilities management; and safety and security management.
- B. Develops and implements the Center's short- and long-range strategic and tactical plans.
- C. Provides leadership and direction for the management and administrative interface with the Food and Drug Administration (FDA), the Department of Health and Human Services (HHS), and other federal agencies to ensure compliance with statutes, executive orders, and administrative directives.
- D. Performs program evaluations, analyses, and assessments, and special studies of key issues relative to policy review and oversight. Directs a variety of special projects or assignments of substantial significance to the Center.

**2. Financial Management Staff (DCGB1).**

- A. Leads the development, formulation, and analysis of the Center's performance budget through all phases of the Congressional budget processes, including development of performance measures.
- B. Provides budget execution (Salaries, Expenses, and User Fees) and fiscal accounting services for the Center. Monitors and provides officials with continual awareness of committed, obligated, and forecasted payroll and operating funds.

- C. Provides administration and conducts analyses of the Animal Drug Use Fee Act and Animal Generic Drug User Fee Act. Manages and tracks Congressional requirements including collections and performance.
- D. Develops and coordinates acquisitions, provides advice and guidance, and serves as the liaison between the Center and the FDA to ensure proper execution of contracts, grants, interagency agreements, and purchase cards.
- E. Leads executive performance management for the Center including coordinating the Center's senior executive performance plan process and development of the Center's organizational assessment submission.
- F. Conducts evaluations for the Center such as cost analysis, internal control assessments, and environmental scans to assess risk and support, inform, and improve short- and long-term strategic planning.
- G. Leads strategic and tactical planning of Departmental, FDA, and Center goals and priorities, including CVM's Strategic Roadmap.
- H. Leads CVM's time reporting system.

### **3. Human Capital Management Staff (DCGB2).**

- A. Provides human capital services to recruit, engage, and retain a highly skilled, committed workforce for the Center. Develops and implements the Center's short- and long-range strategic and tactical plans.
- B. Serves as a partner with the FDA human resources organizations for the Center's human capital management programs.
- C. Provides strategic advice, guidance, and consultation to Center leadership on human capital matters to advance the Center's accomplishment of its mission.
- D. Provides leadership and support to the Center in the areas of outreach, hiring, and onboarding; performance management; awards and recognition; employee engagement; employee retention; timekeeping and leave; flexible workplace programs; ethics; and Commissioned Corps.

### **4. Talent Development Staff (DCGB3).**

- A. Oversees the Center's talent development program focusing on holistic individual development, including training, relationship-based learning, and experiential learning to support different learning needs and styles.
- B. Directs the analysis, design, development, implementation, and evaluation of competency-based professional development programs in supervisory; leadership; relationship; wellbeing; regulatory; scientific;

administrative/information technology; retirement/financial; safety; and other operational areas to create a rich environment for employee development and engagement.

- C. Creates connections between continuous learning, knowledge management, and the High-Performance Organization philosophy so that learning is intentional, experiential, practical, applicable, actionable, and meets the unique challenges of our work environment.
- D. Conducts assessments to strengthen organizational culture, enhance the leadership pipeline, and develop the workforce at large to ensure continuous improvement related to achieving CVM's critical public health mission.
- E. Leverages cutting-edge learning technologies and platforms to offer an enhanced and flexible learning environment to support different learning styles and align with the Center's ever-changing work environment.

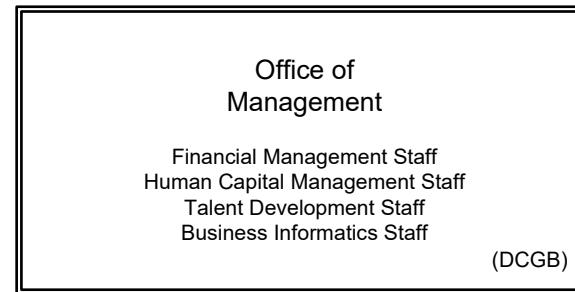
## **5. Business Informatics Staff (DCGB5).**

- A. Serves as the liaison between the Center and the Office of Digital Transformation by strategizing, reviewing, and prioritizing the information technology (IT) needs of the Center.
- B. Promotes the FDA's IT guidelines and policies within the Center and helps prepare business artifacts and funding justifications for the IT needs in support of the Center's business programs.
- C. Manages the Center's IT portfolio; completes and reports Capital Planning and Investment Control functions to the Department; and provides governance and oversight to the Center's IT investments.
- D. Serves as the liaison between the Center and the FDA for all asset management activities, including policy, compliance, and surplus.
- E. Provides expertise in records and information management to support mission-related and administrative records for the Center.

## **6. Authority and Effective Date.**

The functional statements for the Office of Management were approved by the Chief Financial Officer and effective on March 15<sup>th</sup>, 2025.

**Department of Health and Human Services  
Food and Drug Administration  
Center for Veterinary Medicine  
Office of Management**



Staff Manual Guide 1242.1

Organizations and Functions

Effective Date: August 23, 2024

The following is the Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of Management organization structure depicting all the organizational structures reporting to the Director:

Office of Management (DCGB)

Financial Management Staff

Human Capital Management Staff

Talent Development Staff

Business Informatics Staff