

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

FOOD AND DRUG ADMINISTRATION

OFFICE OF FOODS AND VETERINARY MEDICINE

CENTER FOR VETERINARY MEDICINE

OFFICE OF MANAGMENT

Effective: October 1, 2012

1. OFFICE OF MANAGEMENT (DJJV B).

- A. Provides guidance and leadership in the analysis, development, planning, coordination, implementation, and evaluation of administrative management activities and policies including: human capital recruitment; onboarding program; staff development and training; budget formulation and execution; strategic planning; internal controls including Office of Inspector General (IG) and the General Accountability Office (GAO) audits; procurement; travel; facilities; property; security; performance management; awards; health and safety.
- B. Provides leadership and direction for the management and administrative interface with the Agency, the Department and other Federal agencies.
- C. Performs management and program analysis, program assessments, or special studies of key issues relative to policy review and oversight. Directs a variety of short-range and long-range special projects or assignments of substantial significance to the Center.

2. PROGRAM AND RESOURCE MANAGEMENT STAFF (DJJV B1).

- A. Provides budget execution (S&E and User Fee) and fiscal accounting services for the Center. Monitors and provides officials with continual awareness of obligated commitments and status of funds.
- B. Conducts payroll, operating, and user fee analysis and forecasting of resources throughout the year.
- C. Provides administration of the Animal Drug Use Fee Act (ADUFA) and Animal Generic Drug User Fee Act (AGDUFA). Manages and tracks Congressional requirements including collections and performance.

- D. Provides coordination for procurement and contract activities, as well as leveraging initiatives. Interfaces with the Office of Acquisitions and Grants Services.
- E. Implements the purchase card program for the Center. Conducts periodic audits, creates new accounts, and provides support to cardholders.
- F. Coordinates and facilitates the implementation of Activity Time Reporting in CVM.
- G. Provides support to end users on UFMS/iProcurement related issues and coordinates with Office of Financial Management (OFM) on the administration of user accounts and training.

3. HUMAN CAPITAL MANAGEMENT STAFF (DJJVB2).

- A. Conducts workforce planning and strategic human capital planning efforts for the Center for Veterinary Medicine (CVM) to include assessing future skills needed to ensure the attainment of changing operational goals and objectives. Defines the strategic roles or positions that are required to execute CVM's objectives as well as the critical competencies for these roles. Prioritizes, develops and implements the Center's human capital programs assuring alignment with CVM business objectives, as well as with Agency and Departmental human resource policies.
- B. Manages the Center's talent acquisition process to include advancing outreach efforts for HHS/FDA/CVM's recruitment of highly-skilled individuals. Promotes public awareness of the Center's career opportunities, internships, and student appointments. Coordinates all recruitment marketing and communication activities to attract a talented, professional, and diverse workforce.
- C. Advises CVM Management, employees and potential candidates on the federal recruitment system. Specifically, options for recruitment, navigating the application process, and ensuring that Management receives the most qualified candidates for their specific vacancies.
- D. Serves as the liaison between CVM and the Human Resources servicing center on all personnel issues including, but not limited to, Capital HR, appointment mechanisms, recruitment flexibilities, SES appointments, Title 42 appointments, retention flexibilities and position management.
- E. Effectively contributes to employee engagement by managing the Center's Onboarding Program F. Manages the Center' performance policy ensuring employee development is allied with organizational, departmental, and/or

work group needs.

- G. Manages talent retention endeavors such as the Center's Employee Exit Program, Quality of Work/Life Program, Awards Program, and serves as liaison between Office of Financial Service and the Payroll Customer Service Team for all activities related to leave and pay issues.

Additional Talent Management Activities

- H. Serves as the Ethics liaison between CVM and the Agency. Must continuously keep abreast of current Ethics regulations, policies and procedures, provide accurate, technical guidance to CVM staff, and accurately and consistently complete data calls and special requests.
- I. Manages the Center's Commissioned Corps program.
- J. Serves as Center contact for organizational transfers, account access and day-to-day maintenance of EASE.
- K. Serves as liaison between Center and Program Support Center for activities related to production of timecards in ITAS. Activities may include technical assistance and applying business rules.
- L. Provides expert guidance and advice with matters involving complex and sensitive employee relations issues.

4. TALENT DEVELOPMENT STAFF (DJJVB3).

- A. Serves as a conduit to prepare employees with the skills needed to successfully accomplish CVM's mission to produce and disseminate knowledge to protect human and animal health.
- B. Consults with the Center to direct the analysis, design, development, implementation, and evaluation of competency-based professional development programs in management, leadership, regulatory issues, science, technology and administrative to create a rich environment for employee engagement and to assure the highest level of competency among the Center's professional scientific, technical, regulatory, and managerial, and support staff.
- C. Creates connections between continuous learning, knowledge management and the High Performance Organization (HPO) environment so that learning is experiential, practical, applicable, and actionable, and meets the unique challenges of our scientific and regulatory environment.
- D. Develops policies and guidelines for building collaborative partnerships

with academic institutions to develop programs of mutual benefit that increase the understanding between these vital contacts and CVM. Oversees educational and academic programs available to employees for professional development, talent management and unique veterinary public health initiatives.

5. MANAGEMENT LOGISTICS STAFF (DJJVB4).

- A. Serves as the Center focal point for travel services.
- B. Serves as liaison between Center and Agency for all accountable and non accountable property activities including but not limited to policy, compliance, and surplus.
- C. Provides help desk support to Property Custodial Officers for the Asset Management System where assets are posted and maintained for the Center.
- D. Coordinates and manages the Audio Visual and Video Teleconferencing Support and Maintenance Program.
- E. Serves as the Center focal point for facility services.
- F. Coordinates and manages the Center Health and Safety Program for all Center non-laboratory sites, including the Emergency Evacuation Plan and the Continuity of Operations Plan.

6. BUDGET PLANNING AND EVALUATION STAFF (DJJVB5).

- A. Prepares the Center's annual budget estimates. This includes all phases of budget analysis and formulation and presentation. Assists staff in justifying for anticipated needs. The daily management of budget formulation activities in the Center includes responsibility for formulating, presenting, and analyzing organizational budgets. This includes determining personnel and operating requirements based on priorities and needs.
- B. Conducts management and program analysis studies and participates in the program planning process to identify operational goals and evaluation methods. Designs and recommends systems and procedures and develops policy recommendation to implement study conclusions.
- C. Conducts various internal reviews in accordance with instructions and guidelines provided by the Agency, Department, OMB and Congress. Conducts analyses and presents summary of findings to management officials. Assists in the coordination and preparation of responses to the

Office of the Inspector General, and the Government Accountability Office regarding audits, investigations, and studies.

- D. Prepares budget and performance briefing material for the Congressional appropriations process. Prepares responses to Questions for the Record (QFRs), Significant Items and Reports, and other responses to Congressional requests.
- E. Oversees and serves as liaison between CVM and the Agency on the Federal Managers Financial Integrity Act (FMFIA).
- F. Fully engaged in the FDA Strategic Planning Council, supporting major Agency projects related to strategic planning, annual performance planning and reporting, and other initiatives as directed. Coordinates and facilitates Center response implementing the FDA Strategic Priorities Document.
- G. Directs the Center's Strategic Plan and the efforts to effectively accomplish Center performance goals and objectives. Facilitates implementation of Strategic Plan recommendations.
- H. Serve as the primary FDA-TRACK liaison between CVM and the Agency facilitating CVM contributions such as maintaining dashboards, which includes developing performance measures, coordinating and analyzing data, and reviewing web content.
- I. Develops costs models for the Center in order to better understand costs associated with the implementation of new programs and the associated resource needed anticipated.
- J. Conducts industry and trend analyses to assess how the external environment may be changing and could shape current and new programs, in addition to new trends that may affect our resource and program costs.

7. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Secretary for Health and Human Services, effective October 1, 2012.

Staff Manual Guide 1242.1
Organizations and Functions
Effective Date: October 1 , 2012

FOOD AND DRUG ADMINISTRATION
OFFICE OF FOODS AND VETERINARY MEDICINE
CENTER FOR VETERINARY MEDICINE
OFFICE OF MANAGEMENT

OFFICE OF MANAGEMENT

Program and Resource Management Staff
Human Capital Management Staff
Talent Development Staff
Management Logistics Staff
Budget Planning and Evaluation Staff

STAFF MANUAL GUIDE 1242.1
ORGANIZATIONS AND FUNCTIONS
EFFECTIVE DATE: October 1, 2012

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

OFFICE OF THE DIRECTOR:

- Program and Resource Management Staff
- Human Capital Management Staff
- Talent Development Staff
- Management Logistics Staff
- Budget Planning and Evaluation Staff