

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Finance, Budget, and Acquisitions**

**Office of Acquisition and Grants Services**

**Division of Acquisition Operations**

Effective: October 9, 2020

**1. Division of Acquisition Operations (DCNEBA).**

- A. Provides mission specific contracts and simplified acquisitions, including research and development requirements, studies, and laboratory supply and equipment requirements.
- B. Provides contracts and simplified acquisitions services, to include but not limited to, document control room support, professional services, security, events management, temporary services, moving, library support, custodial, etc.
- C. Provides contract and acquisition services for research and development, scientific studies, scientific equipment, and maintenance of scientific equipment.
- D. Plans, executes, and administers contract and orders in support of the mission.

**2. Service Contracts Branch (DCNEBA1).**

- A. Plans, executes, and administers contract and orders in support of customers' missions in accordance with regulation and policy. Commodities procured include: Temporary/Professional Services, Administrative Support, Training, Moving, Guard Services, Mail, Document Management, Conference/Event Planning, and (limited) Laboratory Equipment.
- B. Provides strategic advice to customers on cost effective and flexible strategies for satisfying their ongoing business needs.
- C. Provides contract and acquisition services for research and development, scientific studies, scientific equipment, and maintenance of scientific equipment.

**3. Contracts Operations Branch (DCNEBA2).**

- A. Plans, executes, and administers contract and orders in support of customers' missions in accordance with regulation and policy. Commodities procured include: Building Security, Shredding, Office supplies, Parking, Shuttle Services, Advertising, Subscriptions, Data, and (limited) Laboratory Equipment.
- B. Provides strategic advice to customers on cost effective and flexible strategies for satisfying their ongoing business needs.

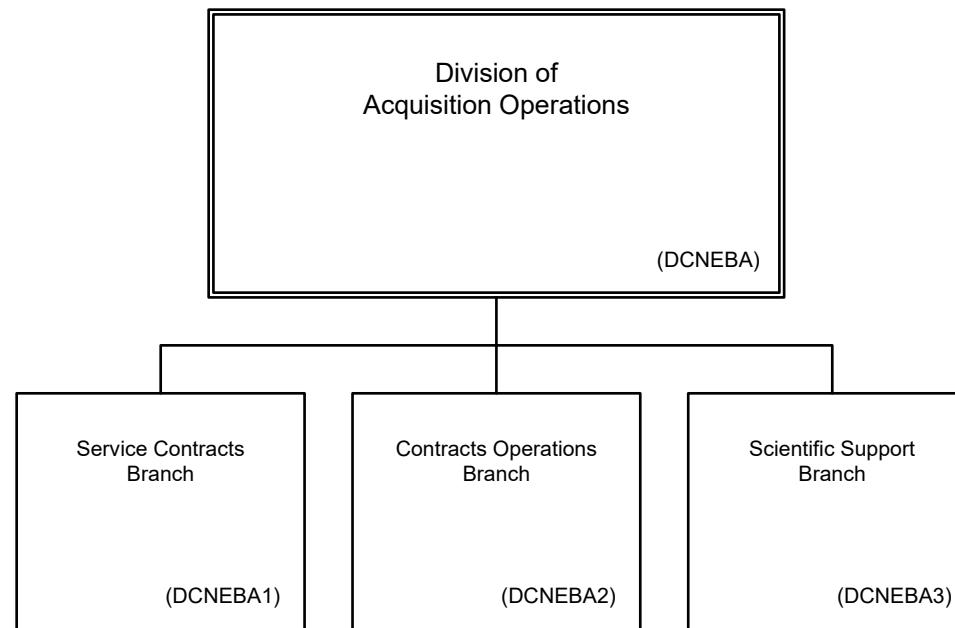
**4. Scientific Support Branch (DCNEBA3).**

- A. Provides cradle-to-grave contract support to all Centers within the FDA for acquisition and subsequent administration of contracts for: research and development (R&D), scientific studies, scientific equipment, and maintenance of that equipment. Manages the FDA's Broad Agency Announcement (BAA) Program with the Office of Acquisitions and Grants Services.
- B. Provides strategic advice to customers on cost effective and flexible strategies for satisfying their ongoing business needs.

**5. Authority and Effective Date.**

The functional statements for the Division of Acquisition Operations were approved by the Commissioner of Food and Drugs on September 8, 2020, and effective on October 9, 2020.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Operations  
Office of Finance, Budget, and Acquisitions  
Office of Acquisitions and Grants Services  
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Effective Date: October 9, 2020

The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Commissioner, Office of Operations, Office of Finance, Budget, and Acquisitions, Office of Acquisitions and Grants Services, Division of Acquisition Operations organization structure depicting all the organizational structures reporting to the Director:

Service Contracts Branch (DCNEBA1)

Contracts Operations Branch (DCNEBA2)

Scientific Support Branch (DCNEBA3)