

SMG 1117.821a

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

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE FINANCE, BUDGET AND ACQUISITIONS

OFFICE OF ACQUISITIONS AND GRANTS SERVICES

DIVISION OF ACQUISITION OPERATIONS

Effective Date: 07/08/2011

1. DIVISION OF ACQUISITION OPERATIONS (DMMDBA)


- A. Responsible for mission specific contracts and simplified acquisitions, including research and development requirements, studies, and laboratory supply and equipment requirements
- B. Responsible for acquisition of service contracts and simplified acquisitions, including but not limited to, document control room support, professional services, security, events management, temporary services, moving, library support, custodial, etc.

2. AUTHORITY AND EFFECTIVE DATE

The functional statements for this Division were approved by the Secretary of Health and Human Services, effective on July 8, 2011.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	01/13/2009	N/a	OC/OO/OM/OMP	Commissioner of the Food and Drug Administration
Revision	08/07/2009	N/a	OC/OO/ OM/OMP	Secretary of the Department of Health and Human Services
Revision	07/08/2011	N/a	OO/OM	Secretary of the Department of Health and Human Services

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DIVISION OF
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Staff Manual Guide 1117.821a
Organizations and Functions
Effective Date: 07/08/2011

The following is the Food and Drug Administration, 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 Office Director.

DIVISION OF ACQUISITION OPERATIONS