

**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 Information Technology Acquisitions**

Effective: October 9, 2020

**1. Division of Information Technology Acquisitions (DCNEBD).**

- A. Responsible for planning, awarding, and administering contracts and simplified acquisitions in accordance with regulation and policy for Information Technology requirements for hardware, software and services.
- B. Provides strategic business advice to customers on cost effective and flexible strategies for meeting ongoing and future information technology (IT) requirements.

**2. Information Technology Acquisitions Branch (DCNEBD1).**

- A. Performs services for the acquisition and administration of contracts and simplified acquisitions which include but are not limited to the following commodities: IT-related hardware, software, and services from the information technology offices and primarily for the Center for Biologics Evaluation and Research (CBER), Center for Tobacco Products (CTP), Center for Veterinary Medicine (CVM), and Office of Regulatory Affairs (ORA).

**3. Systems Technology Acquisitions Branch (DCNEBD2).**

- A. Performs services for the acquisition and administration of contracts and simplified acquisitions which include but not limited to the following commodities: IT-related hardware, software, services from information technology offices and primarily for the Center for Drug Evaluation and Research (CDER), Center for Devices and Radiological Health (CDRH), Center for Food Safety and Applied Nutrition (CFSAN), and Office of the Commissioner (OC) and the Offices that report to OC.

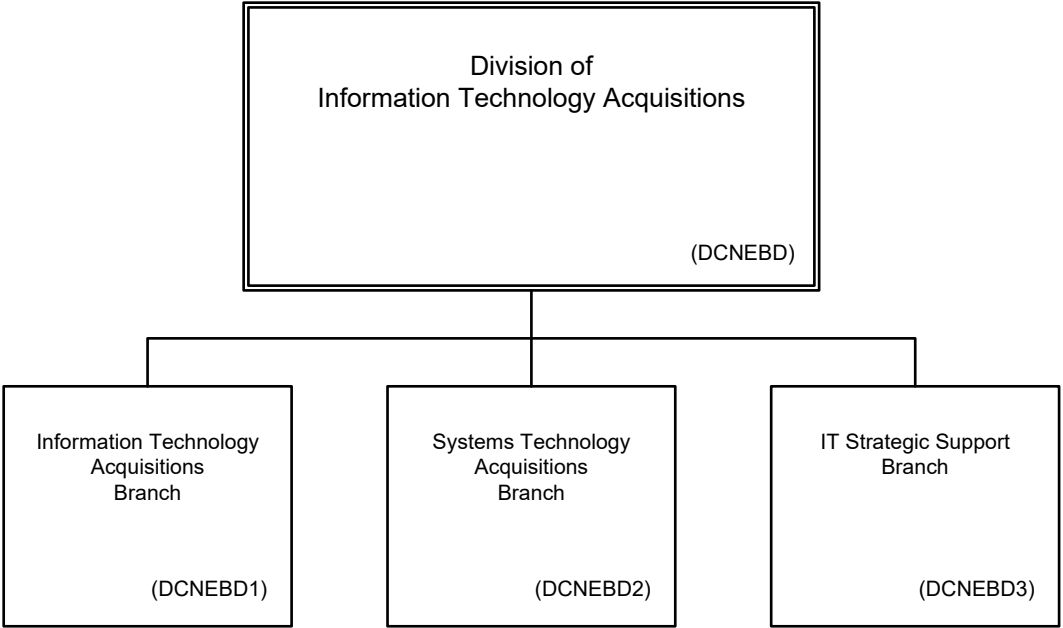
**4. IT Strategic Support Branch (DCNEBD3).**

- A. Information Technology Strategic Support Branch (ITSS): Information Technology Acquisitions Branch (ITAB): Responsible for the acquisition and administration of contracts and simplified acquisitions which include but not limited to the following commodities: IT-related hardware, software, services from Office of Information Management.

**5. Authority and Effective Date.**

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

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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 Information Technology Acquisitions organization structure depicting all the organizational structures reporting to the Director:

Information Technology Acquisitions Branch (DCNEBD1)  
Systems Technology Acquisitions Branch (DCNEBD2)  
IT Strategic Support Branch (DCNEBD3)