

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 Budget

Effective: May 13, 2024

1. Office of Budget (DCNEA).

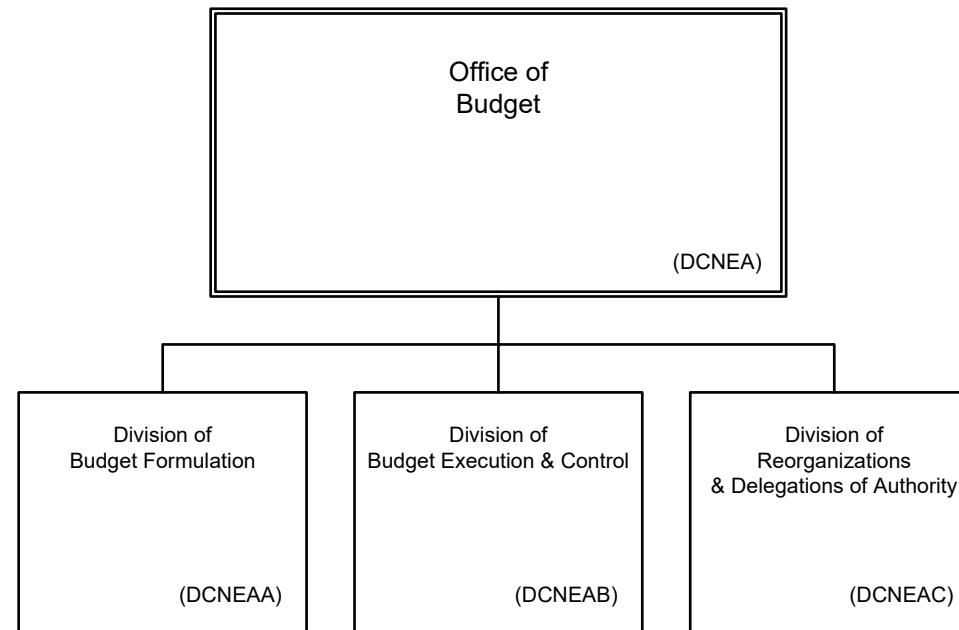
- A. Plans, organizes, and carries out annual and multi-year budgeting in support of the Food and Drug Administration (FDA)'s public health mission and programs.
- B. Provides liaison services on all matters dealing with budget formulation, presentation, and execution with the Department of Health and Human Services (HHS), the Office of Management and Budget (OMB), and other Federal agencies.
- C. Supports the communication of budget information to the House and Senate Appropriations Committees, including the preparation of the Commissioner for testifying at budget hearings, and responding to questions for the record associated with hearings.
- D. Responds to requests for budget information, special reports, and exhibits. Inputs budget data into the OMB database and fulfills other budget reporting requirements, as necessary.
- E. Reviews and analyzes potential budget impacts of Congressional or Administration proposals and provides expert options and recommendations for implementation.
- F. Monitors and approves documents on behalf of the FDA that have budget impact or resource information.
- G. Tracks funding for special initiatives and FDA cross-cutting programs.
- H. Reviews reprogramming requests and recommends appropriate action to FDA leadership.
- I. Manages and coordinates reorganization program activities and delegations of authority program activities for FDA.

- J. Manages the ongoing administrative and management operations of the Office of Budget (OB), such as tracking the office budget, maintaining a list of active position descriptions, and liaising with the human resources programs on OB-related issues.

2. Authority and Effective Date.

The functional statements for the Office of Budget were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

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

Office of Budget (DCNEA)

Division of Budget Formulation (DCNEAA)

Division of Budget Execution and Control (DCNEAB)

Division of Reorganizations and Delegations of Authority (DCNEAC)