

SMG 1117A.62

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, Acquisitions, and Planning

Office of Acquisitions and Grants Services

Effective: October 9, 2020

1. Office of Acquisitions and Grants Services (DCNEB).

- A. Provides management direction and leadership for acquisitions, grants, cooperative agreements, technology transfers, interagency agreements, and purchase card program.
- B. Provides administrative management support to the five operational Divisions in the areas of budget execution; staff and organizational planning as well as advice and analysis of administrative policy and procedures.
- C. Serves as the focal point for developing, coordinating, and implementing Food and Drug Administration (FDA) policies and procedures pertaining to acquisitions, interagency agreements, and grants management; coordinates all administrative matters related to acquisitions, grants, cooperative agreements, interagency agreements, memoranda of understanding and purchase cards.
- D. Provides acquisition management information, overall policy and technical support in the areas of technology transfer, patents and acquisition and assistance matters for the FDA, Department and other Federal government components.
- E. Act as liaison on contracts and grants/assistance management policy and procedural and operating matters to the Department of Health and Human Services (DHHS).
- F. Provides the oversight function to all levels of the FDA for the Small Business contracting program. Supports the DHHS strategic goal to encourage and assist the participation of all small businesses in FDA contracts.
- G. Facilitates collaboration between the Office of Acquisitions and Grants Services (OAGS) and the FDA Centers/Offices to provide early acquisition support and multidisciplinary technical expertise to make the acquisition process more efficient. Develops policy for printing to insure timely and cost-effective implementation of the FDA printing program.

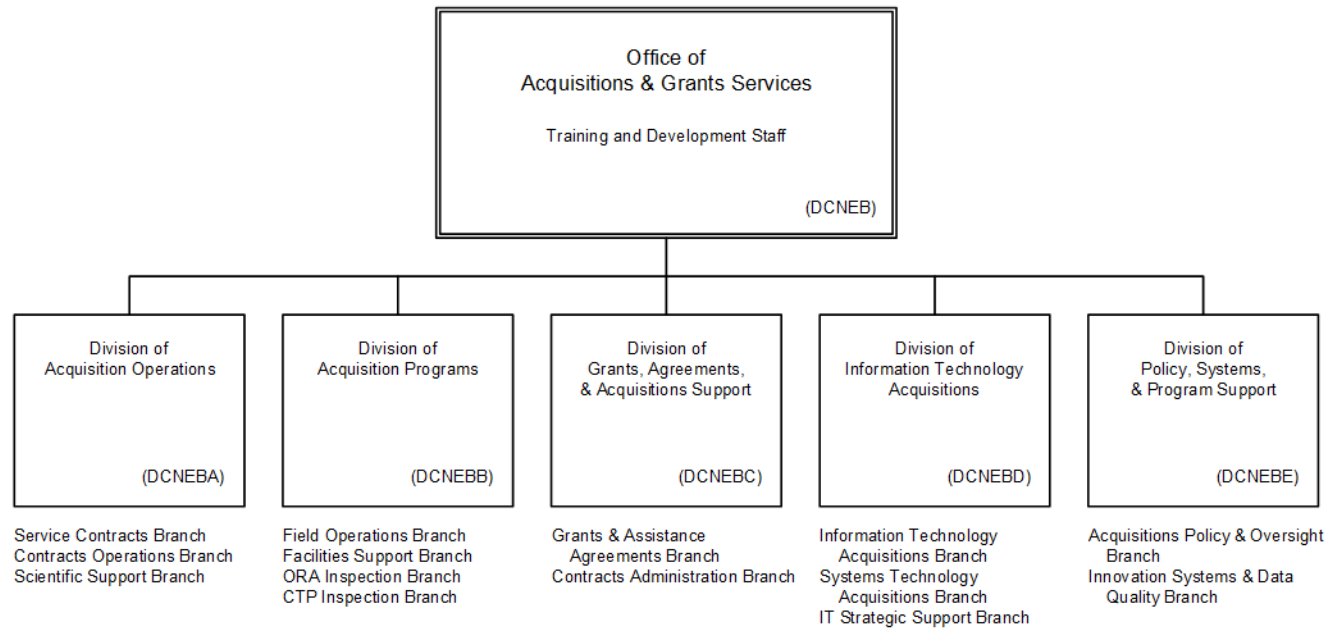
2. Training and Development Staff (DCNEB1).

- A. Provides training and development of entry level Contracts Specialists.
- B. Conducts training for Midlevel and Senior level OAGS Contract Specialists and Contracting Officers.
- C. Provides overflow processing of procurement actions below \$25,000.

3. Authority and Effective Date.

The functional statements for the Office of Acquisitions, and Grants Services 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**



Staff Manual Guide 1117A.62
Organizations and Functions
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, Acquisitions, and Planning, Office of Acquisitions and Grants Services organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Office of Acquisitions and Grants Services (DCNEB):

Training and Development Staff (DCNEB1)

Division of Acquisition Operations (DCNEBA)

Division of Acquisition Programs (DCNEBB)

Division of Grants, Agreements, and Acquisitions Support (DCNEBC)

Division of Information Technology Acquisitions (DCNEBD)

Division of Policy, Systems, and Program Support (DCNEGE)

These organizations report to the Division of Acquisition Operations (DCNEBA):

Service Contracts Branch

Contracts Operations Branch

Scientific Support Branch

These organizations report to the Division of Acquisition Programs (DCNEBB):

Field Operations Branch

Facilities Support Branch

ORA Inspection Branch

CTP Inspection Branch

These organizations report to the Grants, Agreements, and Acquisitions Support (DCNEBC):

Grants and Assistance Agreements Branch

Contracts Administration Branch

These organizations report to the Division of Information Technology Acquisitions (DCNEBD):

Information Technology Acquisitions Branch

Systems Technology Acquisitions Branch

IT Strategic Support Branch

These organizations report to the Division of Policy, Systems, and Program Support (DCNEBE):

Acquisitions Policy and Oversight Branch

Innovation Systems and Data Quality Branch