

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

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF OPERATIONS**

**OFFICE OF FINANCE, BUDGET, AND ACQUISITIONS**

**OFFICE OF ACQUISITIONS AND GRANTS SERVICES**

Effective Date: 07/08/2011

**1. OFFICE OF ACQUISITIONS AND GRANTS SERVICES (DMMDB)**

- A. Provides management direction and leadership for acquisitions, grants, cooperative agreements, technology transfers, and interagency agreements
- B. Provides administrative management support to the four operational Divisions in the areas of budget execution; staff and organizational planning as well as advice and analysis of administrative policy and procedures in order to assist managers in accomplishing the mission of the organization
- C. Serves as the Agency focal point for developing, coordinating, and implementing FDA policies and procedures pertaining to acquisitions, interagency agreements, technology transfer and grants management; coordinates all administrative matters related to acquisitions, grants, cooperative agreements, interagency agreements, memoranda of understanding and technology transfer
- D. Provides acquisition management information and overall policy and technical support to all levels of the Office, Agency, Department, and the Federal government in the areas of technology transfer, patents and acquisition and assistance matters
- E. Maintains liaison with the DHHS on contracts and grants/assistance management policy and procedural and operating matters
- F. Provides the oversight function to all levels of the Agency in the Small Business contracting program. Provides technical guidance in all areas of the Agency printing management program

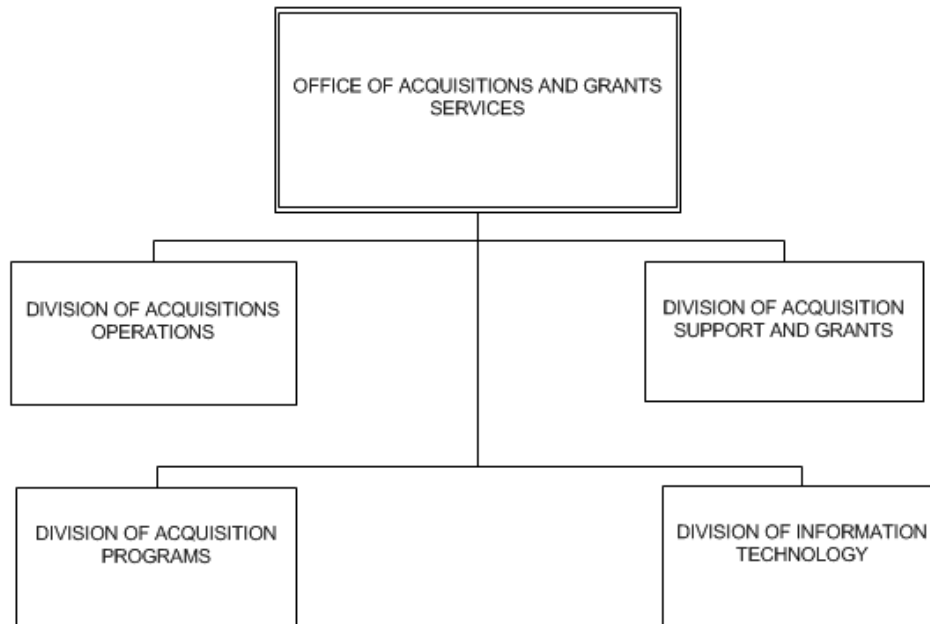
G. Develops policy for printing to insure timely and cost effective implementation of the Agency printing program

## 2. AUTHORITY AND EFFECTIVE DATE

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

<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
Initial	01/13/2009	N/a	OC/OO/ OM/OMP	Commissioner of the Food and Drug Administration
Revision	08/07/2009	N/a	OC/OA/OM/ OBOHCP/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

FOOD AND DRUG ADMINISTRATION  
OFFICE OF OPERATIONS  
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Staff Manual Guide 1117.82a  
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 organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF ACQUISITIONS AND GRANTS SERVICES:

- DIVISION OF ACQUISITIONS OPERATIONS
- DIVISION OF ACQUISITION SUPPORT AND GRANTS
- DIVISION OF ACQUISITION PROGRAMS
- DIVISION OF INFORMATION TECHNOLOGY