

**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

DIVISION OF ACQUISITION PROGRAMS

Effective Date: 07/08/2011

1. DIVISION OF ACQUISITION PROGRAMS (DMMDBB)


- A. Responsible for formulating FDA-wide acquisition policies governing Office of Acquisitions and Grants Services (OAGS) operational Divisions, providing advice and technical assistance on matters related to FDA acquisition programs, and monitoring the adoption of acquisition policies by the Department to ensure consistent policy interpretation
- B. Provides managerial oversight and administration of the Agency's purchase card program. Liaison with the bank, processing administrative functions, providing training and other assistance to ensure that participants understand their responsibilities under the program
- C. Responds to contract related Freedom of Information Act (FOIA) requests, and ratifications of unauthorized procurements
- D. Provides field office and facility support, construction and renovation, architect/engineering services contracts and simplified acquisitions
- E. Plans and manages all contracting activities related to NCTR acquisition programs

2. AUTHORITY AND EFFECTIVE DATE

The functional statements for this Division were approved by the Secretary of Health and Human Services, effective 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/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

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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 Programs organization structure depicting all the organizational structures reporting to the Office Director.

DIVISION OF ACQUISITION PROGRAMS