

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 Financial Management

Effective Date: May 13, 2024

1. Office of Financial Management (DCNEC).

- A. Plans, directs, and coordinates a comprehensive financial management operations program for the Food and Drug Administration (FDA) encompassing the areas of, automated financial systems, fiscal accounting operations, internal and external financial audit, financial services related to purchasing, accounts payable, accounts receivable, travel support and financial reporting.
- B. Makes periodic reports regarding the status of FDA's financial management.
- C. Develops financial inputs, policies, and internal controls for the FDA's programs and financial plans.
- D. Ensures compliance with applicable FDA, Department, and/or Federal standards and policies.
- E. Manages the financial system investment and capital planning process.
- F. Conducts advisory committee financial operation plan (FOP) reviews.
- G. Manages Office of Financial Management (OFM) projects including the: Financial Managers Financial Integrity Act (FMFIA) report, project management of Exhibit 52- Report on Resources for Financial Management Activities, and oversight and coordination of access to financial systems
- H. Develops and tests the OFM emergency preparedness to ensure the FDA's financial infrastructure and integrity.

2. Financial Systems Support Staff (DCNEC1).

- A. Develops, manages, and maintains FDA UFMS and supports FDA financial system users.
- B. Manages and maintains the User Fee System (UFS).
- C. Develops, manages, and maintains FDA Financial Reporting systems (Financial Business Intelligence System (FBIS)).
- D. Provides for monthly, quarterly, and yearly fiscal close out processes within the FDA's financial systems.
- E. Manages the change review board (CRB) for changes to business process and/or UFMS and User Fee System modifications.
- F. Manages and provides technical and functional guidance associated with the UFMS and UFS on behalf of the FDA and its components.
- G. Supports testing required for maintenance, enhancements, and upgrades to OFM's financial and feeder systems.
- H. Ensures the financial integrity and stabilization of UFMS.
- I. Coordinates month-end, quarter-end, and year-end close of financial operations within UFMS.
- J. Tests new functionality of the financial system.
- K. Serves as the liaison to the FDA's end users regarding UFMS issues.
- L. Leads upgrades of UFMS across FDA.
- M. Supports upgrades to the Oracle-based financial system.
- N. Leads FDA resource capacity planning and modernized time reporting as well as other management science analytical capabilities to ensure that quality information is available to inform operational and strategic decision making.

3. User Fee Support Staff (DCNEC2).

- A. Manages and oversees the financial planning and reporting of the Food and Drug Administration (FDA) user fee programs.
- B. Prepares annual User Fee Financial Reports for submission to Congress.

4. Operations Support Staff (DCNEC3).

- A. Manages Office of Financial Management (OFM) contracts.

- B. Provides training, workforce and organizational transition, and financial process documentation services, as well as internal communications.
- C. Serves as the liaison to the human resource programs on OFM-related human resource issues.
- D. Manages the ongoing administrative and management operations of OFM.
- E. Provides administrative, human resources, and FDA guidance to OFM staff

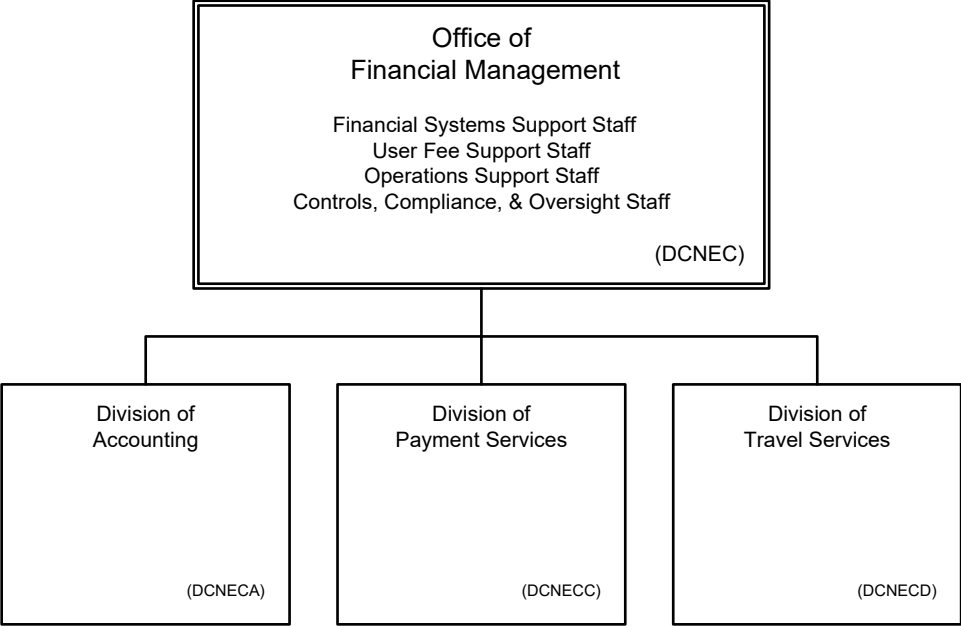
5. Controls, Compliance, and Oversight Support Staff (DCNEC4).

- A. Provides framework for effective internal financial control and compliance in support of the FDA and financial management organizations.
- B. Manages and conducts annual assessment to evaluate FDA's internal control over reporting to meet the requirements of Office of Management and Budget (OMB) Circular A-123 Management's Responsibility for Enterprise Risk Management and Internal Controls and appendices.
- C. Oversees FDA's compliance with the Federal Managers Financial Integrity Act (FMFIA) of 1982 that requires management establish and maintain effective internal controls.
- D. Leads, performs, and coordinates audit-related tasks.

6. Authority and Effective Date.

The functional statements for the Office of Financial Management 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 Financial Management organization structure depicting all the organizational structures reporting to the Director:

Financial Systems Support Staff
User Fee Support Staff
Operations Support Staff
Controls, Compliance, and Oversight Staff
Division of Accounting (DCNECA)
Division of Payment Services (DCNECC)
Division of Travel Services (DCNECD)