

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 Financial Management

Effective: February 9, 2022

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 for the FDA's programs and financial plans.
- D. Ensures compliance with applicable FDA, Department, and/or Federal standards and policies.
- E. Manages Office of Financial Management (OFM) contracts.
- F. Manages the financial system investment and capital planning process.
- G. Conducts advisory committee financial operation plan (FOP) reviews.
- H. Supports upgrades to the Oracle-based financial system.
- I. 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
- J. Develops and tests the OFM emergency preparedness to ensure the FDA's financial infrastructure and integrity.
- K. Manages the change review board (CRB) for changes to business process and/or Unified Financial Management System (UFMS) and User Fee System modifications.
- L. Supports testing required for maintenance, enhancements, and upgrades to OFM's financial and feeder systems.

- M. Manages and provides technical and functional guidance associated with the Unified Financial Management System (UFMS) on behalf of the FDA and its components.
- N. Ensures the financial integrity and stabilization of UFMS.
- O. Coordinates month-end, quarter-end, and year-end close of financial operations within UFMS.
- P. Tests new functionality of the financial system.
- Q. Serves as the liaison to the FDA's end users regarding UFMS issues.
- R. Leads upgrades of UFMS across FDA.

2. Financial Systems Support Staff (DCNEC1).

- A. Develops, manages, and maintains FDA UFMS and supports FDA financial system users.
- B. Develops, manages, and maintains FDA Financial Reporting systems (Hyperion Budget and Planning and Business Intelligence Reporting System (BIRS)).
- C. Provides for monthly, quarterly, and yearly fiscal close out processes within the FDA's financial systems.

3. User Fee Support Staff (DCNEC2).

- A. Manages and oversees the invoicing, collection, 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.
- C. Manages and maintains the User Fee System (UFS).

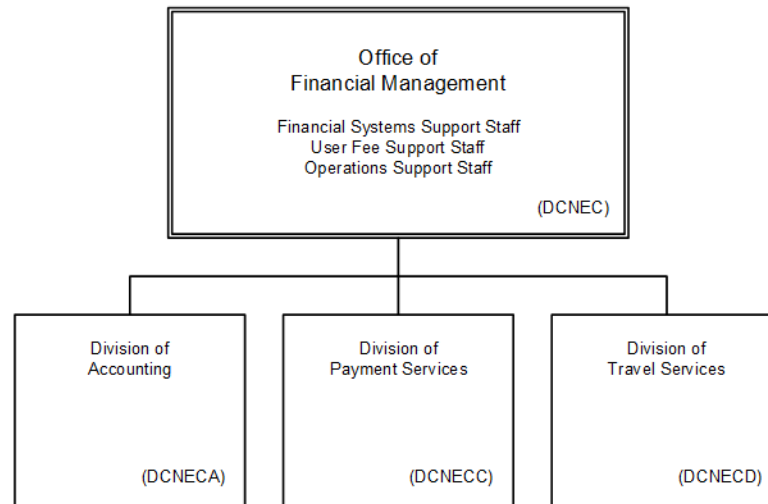
4. Operations Support Staff (DCNEC3).

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

5. Authority and Effective Date.

The functional statements for the Office of Financial Management were approved by the Acting Commissioner of Food and Drugs on December 7, 2021, and effective on February 9, 2022.

**Department of Health and Human Services
Food and Drug Administration
Office of Operations
Office of Finance, Budget, Acquisitions, and Planning
Office of Financial Management**



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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 Financial Management organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Office of Financial Management (DCNEC):
Financial Systems Support Staff
User Fee Support Staff
Operations Support Staff
Division of Accounting (DCNECA)
Division of Payment Services (DCNECC)
Division of Travel Services (DCNECD)