

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 Budget

Division of Budget Execution and Control

Effective: October 9, 2020

1. Division of Budget Execution and Control (DCNEAB).

- A. Provides guidance and advice on the management and development of the budgets for the Food and Drug Administration's (FDA) Office of the Commissioner (OC) and Headquarters. Conducts analyses about FDA-level and cross-component accounts, trends, and projects. Interprets Department Health and Human Services (DHHS) requirements and establishes FDA policy/procedures on all phases of budget execution.
- B. Works with DHHS and the Office of Management and Budget to get funds apportioned that have been appropriated by Congress and oversees the transfer of funds between components.
- C. Completes detailed reviews and analyses of components' financial operating plans Ensures budgetary resources are used in a manner consistent with the FDA's mission and are not overspent or obligated beyond appropriate limits.
- D. Manages key FDA-level accounts and shared costs, such as the FDA's rent and central accounts.
- E. Assists in the preparation of historical budget-related data, congressional inquiries, and data for budget formulation and hearings.
- F. Reviews and clears all Inter-Agency Agreements (IAGs) to assure that they comply with appropriations law and are included in the FDA's resource plans; monitor collection of reimbursable funds and identify and solve related problems, as necessary
- G. Maintains the FDA's staffing ceiling records, proposes ceiling adjustments as needed, monitors full-time equivalence (FTE) usage, alerts management to potential overburn/underburn problems, and prepares recurring reports and special analyses on FTE levels, as necessary.

- H. Raises user fee related issues and provides recommendations and support to resolve the issues (designs status of funds and FTE reports; develops criteria to allocate collections). Maintains tracking system for allocating user fees and AIDS funds, and prepares reports.
- I. Conducts year-end closeout of appropriations with the Division of Accounting, Office of Acquisitions and Grants Services, the Centers and Offices. Prepares all necessary end-of-fiscal-year budget and staffing reports by organization and by program

2. Authority and Effective Date.

The functional statements for the Division of Budget Execution and Control 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 the Commissioner
Office of Operations
Office of Finance, Budget, Acquisitions, and Planning
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Division of
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(DCNEAB)

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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 Budget, Division of Budget Execution and Control organization structure depicting all the organizational structures reporting to the Director:

Division of Budget Execution and Control (DCNEAB)