

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Drug Evaluation and Research**

**Office of Management**

**Division of Budget and Resource Management**

Effective Date: October 9, 2020

**1. Division of Budget and Resource Management (DCDCA).**

- A. Oversees Center-wide resource management and budget execution activities.
- B. Provides financial management oversight, analysis, and support for the Center's user fee programs.
- C. Coordinates and manages the Center's service and extramural contracts, Inter-Agency Agreements, grants, and simplified acquisitions support activities.
- D. Oversees the Center's time reporting data collection and compliance activities.
- E. Oversees Center-wide financial accountability, internal controls, and risk management activities.
- F. Provides management analysis support in the form of management studies, program evaluations, and other management support activities.

**2. Budget Execution Branch (DCDCA1).**

- A. Provides Center-wide oversight, analysis, support, and guidance in the implementation of financial management policies and procedures.
- B. Oversees the execution of Center current year resources, and formulates, develops, and executes budget and financial operating plans for the Center.
- C. Manages and monitors the Center's payroll budget resources.

- D. Plans, monitors, and evaluates Center financial activities, including advising Center leadership regarding resource allocation strategies, resource utilization trends to inform financial planning, and preparation of multi-year financial plans for all user fee funds.

**3. Acquisitions Support Branch (DCDCA2).**

- A. Oversees Center acquisitions planning, and provides assistance, advice, review, analysis, and problem-solving for new, existing, anticipated, or impending acquisitions, contracts, IAAs and grants.
- B. Serves as a liaison between the Food and Drug Administration's (FDA) Office of Acquisitions and Grants Services (OAGS) and Center programs related to the Center's annual acquisition plan to ensure timely and proper execution of contracts, grants, and inter-Agency/reimbursable agreements.
- C. Coordinates outreach activities within the Center and to business community, providing information on Center and the FDA's acquisitions and responding to requests for information.
- D. Manages the Center's purchase card program by providing financial control point and program administration services, such as budget tracking, conducting periodic audits, issuing budget advisories and program policy changes, providing staff training, and serving as liaison to OAGS.

**4. Financial Accountability Branch (DCDCA3).**

- A. Oversees financial accountability and internal controls activities, conducts risk management assessments and analyses, and provides support, policy development, and guidance to senior leadership officials and program contacts to ensure or improve program integrity.
- B. Provides core logistical operations support to Center time reporting system, including data collection and time reporting compliance activities, communications to users, training support, and policy development.
- C. Monitors the Center's full-time employee (FTE) ceilings and provides resource utilization tracking and analysis, coordinates and prepares reports, and advises senior management officials regarding current and future FTE resource allocation needs.

- D. Provides consultative services to the Center's customers and management officials on strategies and solutions to operational and management issues through management analysis and studies.

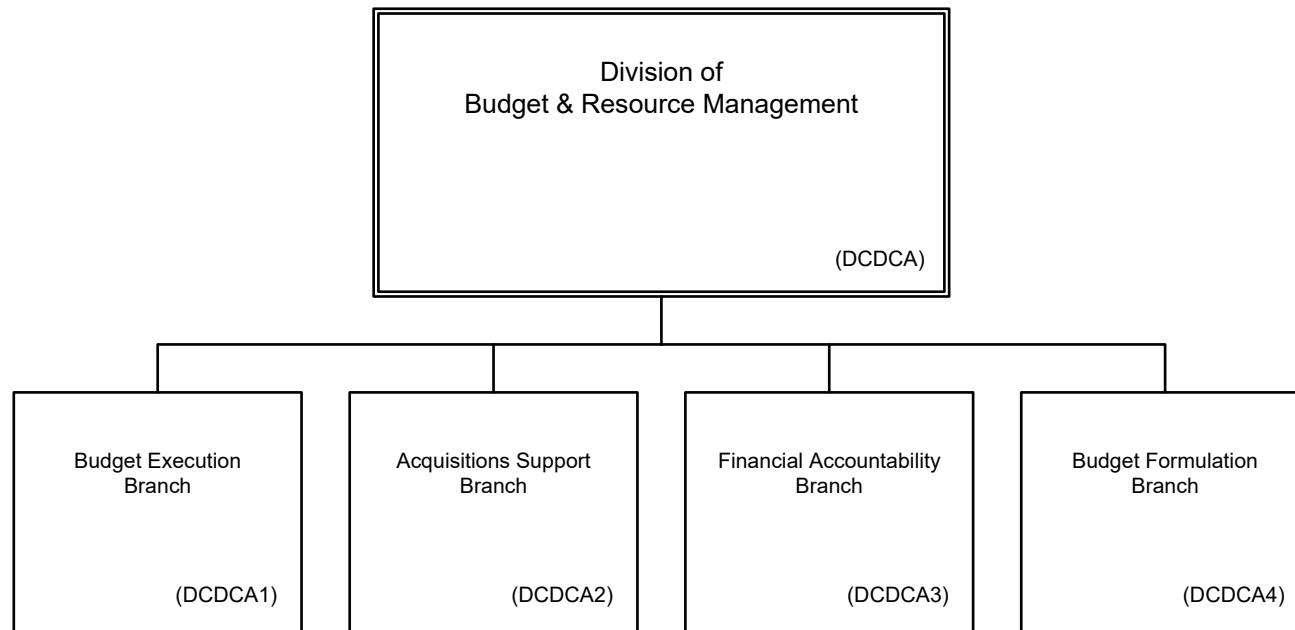
**5. Budget Formulation Branch (DCDCA4).**

- A. Prepares detailed analyses and estimates of annual funding needs for future budget years.
- B. Supports the development of the overall Center budget presentation.
- C. Analyzes budget trends and funding levels for the Center's programs and activities.
- D. Provides estimates and narrative justifications for proposed funding and resources to the Department of Health and Human Services, the Office of Management and Budget, and Congress.
- E. Coordinates with program experts to prepare performance goals, outcomes, and targets for the Center's performance plan.
- F. Leads ad-hoc assignments related to the FDA and the Center's priority initiatives.

**6. Authority and Effective Date.**

The functional statements for the Division of Budget and Resource Management 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  
Center for Drug Evaluation and Research  
Office of Management  
Division of Budget and Resource Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Drug Evaluation and Research, Office of Management, Division of Budget and Resource Management, organization structure depicting all the organizational structures reporting to the Director:

Division of Budget and Resource Management (DCDCA)

Budget Execution Branch (DCDCA1)

Acquisitions Support Branch (DCDCA2)

Financial Accountability Branch (DCDCA3)

Budget Formulation Branch (DCDCA4)