

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR DRUG EVALUATION AND RESEARCH

OFFICE OF MANAGEMENT

DIVISION OF MANAGEMENT SERVICES

Effective Date: November 17, 2014

1. DIVISION OF MANAGEMENT SERVICES (DKKNBC).

- A. Plans, directs, and evaluates the Office of Management Services' functional activities and resource utilization.
- B. Provides leadership and direction for Center for Drug Evaluation and Research (CDER)'s Human Capital programs, Commissioned Corps personnel services, Human Capital reporting, position management, recruitment, and workforce planning and analysis.
- C. Provides guidance and coordinates CDER's reorganizations.
- D. Provides leadership, guidance, and coordination on personnel management activities with the Center's program offices.
- E. Establishes Center-level administrative policies and procedures and all division related activities.
- F. Plans and directs Center operations for administrative management in the areas of physical security, safety, space, facilities, property, and travel management.
- G. Provides management and oversight of the Center's occupational health and safety program.
- H. Provides Division budget oversight and manages the Center's facilities budget portfolio.
- I. Provides oversight and coordination of the Center's Labor and Employee Relations activities.

2. HUMAN CAPITAL MANAGEMENT BRANCH (DKKNBC3)

- A. Oversees and maintains position management practices and principles within the Center; conducts position management analysis; and ensures organizational structures align with established position descriptions.
- B. Plans, manages, and evaluates the Center's Title 42 (Senior Level), Senior Executive Service (SES) appointments, Senior Biomedical Research Services (SBRS), and Title 38 (Physicians and Dentist Pay) program activities.
- C. Provides guidance, reviews, and tracks Special Government Employment (SGE) personnel actions.
- D. Reviews and approves all human resources non-recruit actions (e.g., recruit actions, promotions, reassignments, resignations, suspensions, and change to lower grade) prior to the submission to the Agency/Office of Human Resources.
- E. Serves as liaison for Commissioned Corps personnel.
- F. Oversees the Center's Recruitment, Retention, and Relocation Incentive programs; Provides guidance on policies related to special pay authorities.
- G. Develops and implement internal operating procedures.
- H. Establishes Center-level administrative policies and procedures related branch activities.

3. HUMAN CAPITAL PROGRAMS BRANCH (DKKNBC4).

- A. Conducts management and program analyses and evaluations to provide consultations on policies and procedures, organizational planning, executive resources and other administrative areas.
- B. Serves as Center interface with the Office of Human Resources, to implement and communicate Department of Health and Human Services and Agency policies and regulations regarding human capital program activities.
- C. Provides oversight and coordination of the Pathway's Program (e.g., Intern, Fellows, and Recent Graduate).
- D. Serves as Executive Secretary for various peer review committees; and manages the Center's Master Reviewer Program.
- E. Provides guidance and oversight on Alternative Officing programs (e.g., Civilian and Commissioned Corps personnel Flexible Work Arrangement Program).

- F. Administers the Student Loan Repayment Program (SLRP), Creditable Service for Annual Leave Program, and Part Time Reemployment Annuitant).
- G. Provides guidance on recruitment procedures and policies for research and staff fellows; Coordinates work authorizations for non-citizens (e.g., Work Visa Application titled as H-1B Visa, Nonimmigrant North American Free Trade Agreement Professional Visa, and Employment Authorization Document).
- H. Manages and monitors Change in Duty Requests.
- I. Manages and implements new Center Human Capital program initiatives.
- J. Establishes Center-level administrative policies and procedures related branch activities.

4. FACILITIES OPERATIONS BRANCH (DKKNBC5).

- A. Serves as the Center liaison to the Agency; and provides consultative services to CDER management and administrative staff for all facilities related programs.
- B. Plans and manages Center programs and services including space management, move coordination, building maintenance operations, copier maintenance, conference services, shred and recycling services, and parking coordination.
- C. Manages and coordinates Video Conferencing and Audio Visual support for the Center.
- D. Establishes Center-level administrative policies and procedures related to branch activities.

5. PROPERTY AND TRAVEL SERVICES BRANCH (DKKNBC6).

- A. Plans and manages the Center's Property Management Program; responsible for programmatic oversight of the property program; and serves as a liaison between the Center and Agency for all accountable and non-accountable property activities.
- B. Provides consultative services to the Center for travel services; and responsible for the overall management and oversight of the Center's travel program.
- C. Provides direction in the management of the Center's leased vehicles; and serves as the Fleet manager.
- D. Serves as the Center's Security Liaison with the Agency's Physical Security Staff.

- E. Provides special messenger services for the Center.
- F. Establishes Center-level administrative policies and procedures related branch activities.

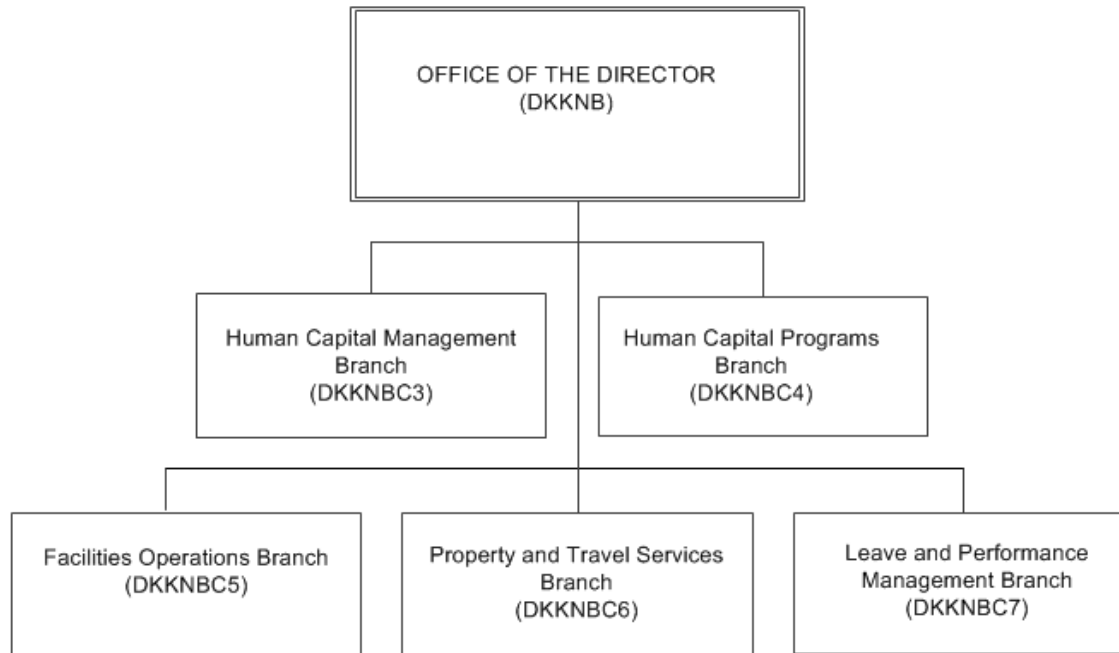
6. LEAVE AND PERFORMANCE MANAGEMENT BRANCH (DKKNBC7).

- A. Provides leadership and directions to the Center's Management Officials on the implementation and execution of the Performance Management programs. Establishes Center-level policies and training.
- B. Provides leadership and direction to the Center for the Voluntary Leave Transfer Program (VLTP) and Restored Leave Program.
- C. Plans and coordinates the Center's rewards and awards programs including Commissioned Corps.
- D. Provides leadership, direction and guidance to the Center on timekeeping, the Integrated Time and Attendance System (ITAS), the Defense Finance and Accounting Services (DFAS), and my Pay systems.
- E. Serves as the Center liaison for eArrive/eDepart.
- F. Establishes Center-level administrative policies and procedures related to branch activities.

7. AUTHORITY AND EFFECTIVE DATE.

This Division was approved by the Director, Center for Drug Evaluation and Research, and effective on November 17, 2014.

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The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Drug Evaluation and Research, Office of Management, Division of Management Services organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Human Capital Management Branch
- Human Capital Programs Branch
- Facilities Operations Branch
- Property and Travel Services Branch
- Leave and Performance Management Branch