

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR BIOLOGICS EVALUATION AND RESEARCH

OFFICE OF MANAGEMENT

DIVISION OF PROGRAM SERVICES

Effective Date: July 8, 2011

1. DIVISION OF PROGRAM SERVICES (DKKBBC).

- A. Serves as liaison for Commissioned Corps personnel and Senior Executive Service personnel.
- B. Coordinates administrative management activities with designated Program Managers in each Center Office.
- C. Supports the Center as personnel liaison and provides personnel management services.
- D. Manages the overall incentive awards program of the Center including development of related policy.
- E. Maintains the responsibility for recruitment activities of the Center.
- F. Directs Center responsibility related to physical security and safety management services.
- G. Provides liaison support to shared services for property and facilities management.

2. BUILDING OPERATIONS STAFF (DKKBBC1).

- A. Provides physical security to the Center. Coordinates with the Office of Shared Services on matters related to facilities management and property management.
- B. Provides the Center with the administrative management of travel cards, timekeeping, and government transportation services.

3. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Division were approved by the Secretary of Health and Human Services on July 8, 2011.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	09/22/2005	N/a	OC/OO/ OM/OMP	Director, Center for Biologics Evaluation and Research
Revision	07/08/2011	N/a	OMPT/ CBER/OM	Secretary of Health and Human Services

**FOOD AND DRUG ADMINISTRATION
OFFICE OF MEDICAL PRODUCTS AND TOBACCO
CENTER/OFFICE FOR BIOLOGICS EVALUATION AND RESEARCH
OFFICE OF MANAGEMENT
DIVISION OF PROGRAM SERVICES**

OFFICE OF THE DIRECTOR

Building Operations Staff

Program Management Services Branch

Program Operations Branch

Staff Manual Guide 1211.13
Organizations and Functions
Effective Date: July 8, 2011

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

OFFICE OF THE DIRECTOR:

- Building Operations Staff
- Program Management Services Branch
- Program Operations Branch