

SMG 1211.10

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Biologics Evaluation and Research

Office of Management

Effective Date: December 14, 2018

1. Office of Management (DCBB).

- A. Monitors the development and operation of strategic planning systems for Center activities and resource allocations and advises the Center Director on Center administrative policies and guidelines.
- B. Provides leadership and direction for the management and administrative interface with the Agency, the Department and other Federal Agencies.
- C. Plans and directs Center operations related to financial, personnel, administrative, and safety management services.
- D. Directs Center programs involving use of scientific advisors, consultants and committees.
- E. Manages studies designed to improve processes and resource allocations in the Center.
- F. Advises the Center and coordinates with the Agency on contract and grant proposals.
- G. Provides direction and expertise on all veterinary services provided to the Center.

2. Planning and Performance Management Staff (DCBB1).

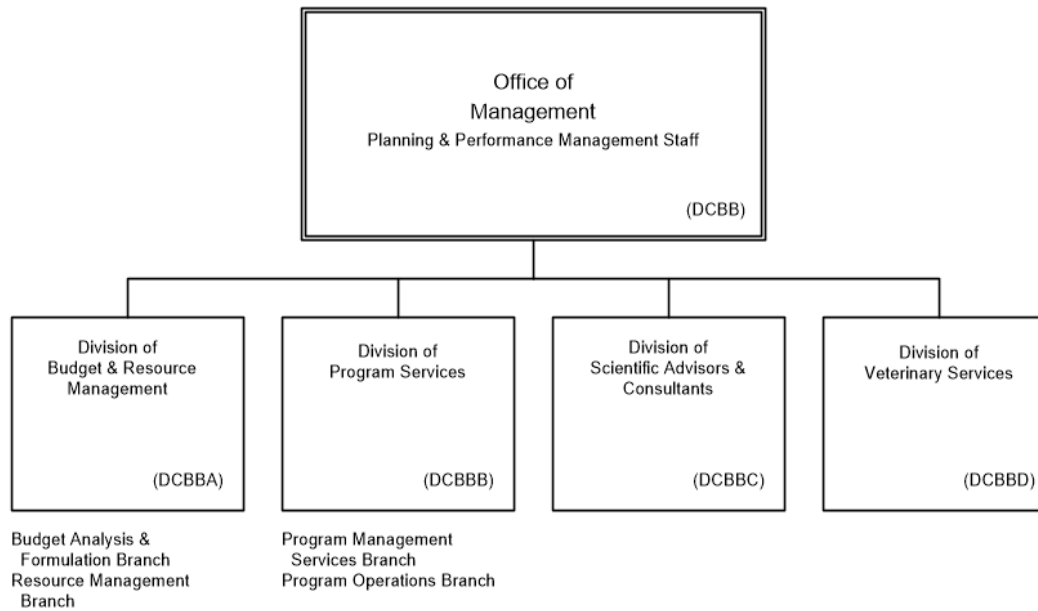
- A. Coordinates strategic planning and development for the Center. Provides Center input and direction for the agency planning activities.
- B. Directs Center performance measurement development and reporting for the Agency performance management initiatives. Develops, tracks and analyzes Center for Biologics Evaluation Research (CBER) performance measures. Briefs senior leadership on progress.

C. Coordinates the development and reporting of CBER performance related requirements.

3. Authority and Effective Date.

The functional statements for Office of Management were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services
Food and Drug Administration
Center for Biologics Evaluation and Research
Office of Management**



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

Office of Management (DCBB):

- Planning & Performance Management Staff (DCBB1)
- Division of Budget & Resource Management (DCBBA)
- Division of Program Services (DCBBB)
- Division of Scientific Advisors & Consultants (DCBBC)
- Division of Veterinary Services (DCBBD)