

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND
FUNCTIONS**

FOOD AND DRUG ADMINISTRATION

OFFICE OF THE COMMISSIONER

OFFICE OF THE CHIEF SCIENTIST

NATIONAL CENTER FOR TOXICOLOGICAL RESEARCH

OFFICE OF MANAGEMENT

Effective Date: 07/08/2011

1. OFFICE OF MANAGEMENT (DAECB)

- A. Provides authoritative advice and guidance to the Center Director on management policies, guidelines, issues and concerns that directly impact Center programs and initiatives
- B. Serves as vital link and primary interface for NCTR with the DHHS and FDA Senior Staff for management operations
- C. Provides leadership, guidance and directs the development of long-range strategic and operational plans and systems for Center activities and directs technical support staff in providing essential management services and other critical support functions
- D. Provides leadership and guidance as primary interface working with the FDA Office of Shared Services, Office of Acquisitions and Grants Services, Office of Financial Management and Office of Real Property Services to ensure provision of a broad range of essential technical support services
- E. Provides leadership and effective coordination as the primary Center liaison and expert with the Office of the Chief Information Officer for provision and continuous improvement of information and technology services for the Center to include networking, scientific computing software engineering, systems, and telecommunications
- F. Administers and executes Center program planning and performance activities, budget formulation and execution, payroll, accounting, fleet and property management functions

- G. Analyzes, formulates and develops annual budget for NCTR in accordance with DHHS, OMB and Congressional guidelines. Provides oversight and insures compliance with all regulations governing financial processes as outlines in OMB, GAO, DHHS and FDA policies
- H. Manages and maintains an Activity Based Costing Management System and Protocol Management System for center wide research and support functions
- I. Develops, maintains, monitors, analyzes and reports data to Center management and program officials on the Center's budget/planning resource monitoring and evaluations systems
- J. Manages, conducts and analyzes studies designed to improve Center processes and resource utilization and support requirements
- K. Provides leadership, guidance, technical support, assistance, and to Center managers, employees and shared services staff on services including timekeeping, payroll, fleet management, personal property management, travel, acquisitions and financial services
- L. Provides interface with Agency and Department officials for compliance with the Chief Financial Officer Act (CFO) and the Federal Financial Manager's Financial Integrity Act (FMFIA)
- M. Provides leadership and guidance as principal authority in planning, coordinating and evaluating human resource needs and serves as initial point of contact and primary interface with Department and Agency Staff related to human resources management, employee/labor relations, employee development and training, and work life programs. Manages the Center's Performance policy and Awards programs
- N. Provides leadership and guidance as principal authority and primary interface with Department and Agency Staff on issues related to Equal Employment Opportunity and Diversity Management, Complaints Management, and Conflict Prevention and Resolution
- O. Manages and coordinates non-traditional special employment programs for postgraduates, faculty, student interns, and guest worker appointees. Manages support services including printing, reproduction, mail, stock store, laundry, laboratory aids, and telecommunications
- P. Conducts management and program analyses and evaluations to provide consultations on a wide range of policies and procedures, organizational planning, delegations of authority and other administrative areas

Q. Serves as the Ethics liaison between NCTR and the Agency. Must continuously keep abreast of current Ethics regulations, policies and procedures, provide accurate, technical guidance to NCTR staff, and accurately and consistently complete data calls and special projects

2. AUTHORITY AND EFFECTIVE DATE

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

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	07/08/2011	N/a	OO/OM	Secretary of the Department of Health and Human Services

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Organizations and Functions
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The following is the Food and Drug Administration, Office of the Commissioner, Office of Chief Scientist, National Center for Toxicological Research, Office of Management organization structure depicting all the organizational structures reporting to the Center Director.

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