

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Food Safety and Applied Nutrition

Office of Management

Effective Date: October 9, 2020

1. Office of Management (DCEB).

- A. Provides guidance and leadership in the analysis, development, planning, coordination, implementation, and evaluation of administrative management activities and policies, including Center operations related to program planning; budget, financial, human capital, security, and safety management; and laboratory safety and health.
- B. Obtains and deploys resources for high priority mission objectives, supports senior level decisions and program accountability, and articulates results to stakeholders.
- C. Provides Center support functions including personal property management and accountability; office and laboratory space management; mail and courier services; printing and reproduction; and conference room services.
- D. Performs management studies, internal controls assessments, and evaluations, or special studies of key issues relative to policy review and oversight.
- E. Provides centralized expertise and coordination of all Information Technology, Records Management and Scientific Computing activities for the Center.

2. Safety and Facilities Management Staff (DCEB1).

- A. Assists the Center for Food Safety and Applied Nutrition (CFSAN) leadership in providing employees with a workplace free of recognized hazards, thereby minimizing the incidence and impact of occupational accidents, injuries and illnesses.

- B. Manages CFSAN's Occupational Safety and Health Program and provides occupational safety and health services including the administration of biological, chemical and radiation safety, environmental protection and laboratory support programs.
- C. Develops and implements occupational safety and health plans, policies and procedures consistent with regulatory requirements, Department of Health and Human Services (DHHS) policy and Food and Drug Administration (FDA) requirements.
- D. Promotes employee health and wellness through the administration of CFSAN's fitness and occupational medical programs.
- E. Plans, administers and supervises emergency response activities related to fires, hazardous materials incidents, weather and continuity of operations.
- F. Provides laboratory certification, biosecurity, decommissioning, relocation and waste management services.
- G. Administers CFSAN's physical security program and functions as CFSAN's liaison to FDA's Office of Security Operations on matters of physical security.
- H. Serves as CFSAN's liaison to Federal and local law enforcement on matters of physical security and coordinates CFSAN's participation in planned security exercises and drills.
- I. Coordinates CFSAN's annual 5-year strategic facilities plan and assists in the development of strategies for addressing CFSAN's long and short range facility plans.
- J. Oversees CFSAN's space planning activities and serves as the liaison to FDA's Office of Facilities, Engineering and Mission Support Services on CFSAN lease acquisition, lease management issues, occupancy agreements, space planning, and facility improvements and alterations.
- K. Facilitates and coordinates facility related structural, architectural, mechanical modifications to accommodate specific needs and requirements in the existing CFSAN real property portfolio. Plans, organizes and executes effective project management activities related to space management and facility improvements and alterations.

3. Management Analysis Staff (DCEB2).

- A. Coordinates the Office of Management (OM) All-Hands meetings and OM Events; reviews and disseminates CFSAN All-Hands communications, OM Newsletters internal to the Office and Center-wide, managing the CFSAN-All Hands and CFSAN-OM distribution lists.
- B. Provides counsel and advice through the CFSAN Ethics Team who serves as a liaison for Center employees and the FDA Office of Ethics and Integrity ensuring conflicts of interest are avoided and decisions and actions made by Center employees are not, nor appear to be, tainted or lack ethical integrity.
- C. Facilitates consistency in the quality and integrity of CFSAN's mission requirements through the establishment, publications, and maintenance of CFSAN Office Standards of Operations (SOPs) and Administrative Delegations of Authority (DoAs).
- D. Collaborates with OM Staff/Division Directors and Management Council to consolidate and rank Center and Enterprise risks through Enterprise Risk Management and for the fiscal year Federal Manager's Financial Integrity Act (FMFIA) submission.
- E. Coordinates the development, evaluation, review, and approval of all organizational changes, which include the establishment, abolishment, transfer, realignment or consolidation of an organizational component; name change; change in reporting relationships; and/or addition, modification, abolishment, or transfer of functions, within the Center.
- F. Performs in-depth Federal Employee Viewpoint Survey (EVS) data analyses at the Center and Office levels providing Center Leadership and Management Council with standardized annual reports to devise improvement plans in the areas of work environment, immediate work unit, the Agency as a whole, immediate supervisor, senior leadership, and overall job satisfaction.

4. Travel Management and Operations Support Staff (DCEB3).

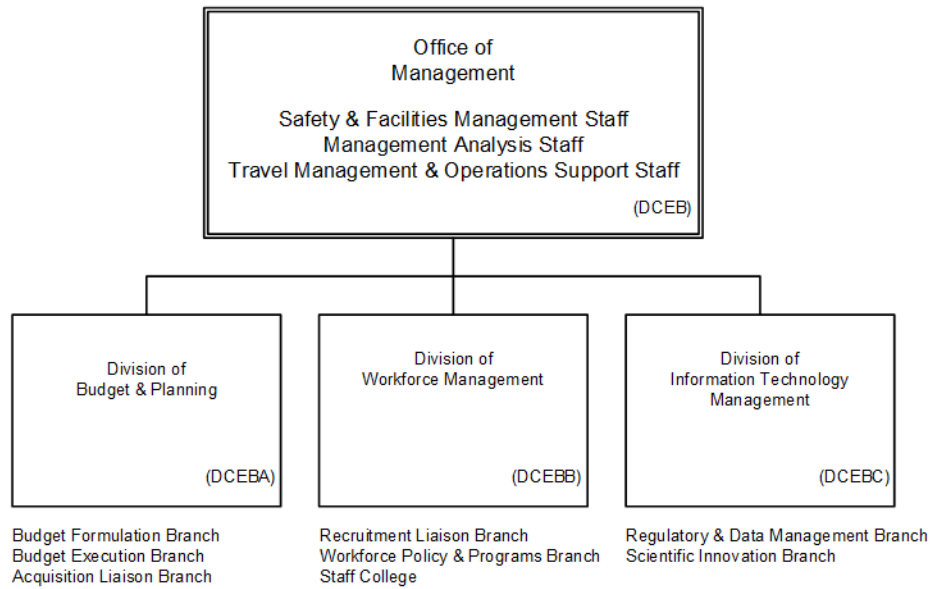
- A. Provides leadership, oversight and guidance in the implementation of FDA/CFSAN travel program. Establishes Center-level implementation guidelines as it relates to domestic, foreign, sponsored, and local travel; provides interpretation of policies, procedures and regulations regarding travel. Reviews and approves CFSAN travel authorizations and vouchers.
- B. Provides liaison, training, and one-on-one consultation services to CFSAN leadership and staff relating to all forms of travel.

- C. Manages Government Travel Card Program for CFSAN to ensure travel card accounts are utilized in accordance with HHS Travel Policy; monitors travel card activity for misuse, abuse or illegal activity; addresses travel card delinquencies.
- D. Coordinates facility-related activities including small-scale office renovations, laboratory support equipment maintenance, locksmith services, mail and courier services, copier and shredding services, laboratory glassware and storeroom operations, shipping and receiving, media preparation, laboratory coat services, and dry ice services.
- E. Manages parking program, government fleet program, small-scale building maintenance and renovation budget estimating, key management, and facility and laboratory support contracts.
- F. Provides guidance and oversight of the personal property management program by coordinating/liasing with Center property custodial officers (PCOs) on activities pertaining to the accounting and utilization of government-owned and/or leased personal property including disposition of surplus, reporting procedures, and establishment of inventory controls.

5. Authority and Effective Date.

The functional statements for the Office of Management were approved by the Commissioner of Food and Drugs, FDA and effective on October 9, 2020.

**Department of Health and Human Services
Food and Drug Administration
Center for Food Safety and Applied Nutrition
Office of Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Food Safety and Applied Nutrition, Office of Management organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Office of Management (DCEB):

Safety and Facilities Management Staff (DCEB1)

Management Analysis Staff (DCEB2)

Travel Management and Operations Support Staff (DCEB3)

These organizations report to the Division of Budget and Planning (DCEBA):

Budget Formulation Branch (DCEBA1)

Budget Execution Branch (DCEBA2)

Acquisition Liaison Branch (DCEBA3)

These organizations report to the Division of Workforce Management (DCEBB):

Recruitment Liaison Branch (DCEBB1)

Workforce Policy and Programs Branch (DCEBB2)

Staff College (DCEBB3)

These organizations report to the Division of Information Technology Management (DCEBC):

Regulatory and Data Management Branch (DCEBC1)

Scientific Innovation Branch (DCEBC2)