

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

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF OPERATIONS**

**OFFICE OF FACILITIES ENGINEERING AND MISSION SUPPORT SERVICES**

Effective Date: 04/10/2014

**1. OFFICE OF FACILITIES ENGINEERING AND MISSION SUPPORT SERVICES (DMMF).**

- A. Provides leadership and guidance to Agency components for all aspects of facilities engineering and real property management functions.
- B. Directs the management of programs and systems leading to the acquisition, alteration, maintenance, and utilization of leased and owned facilities nationwide.
- C. Manages the program and provides direct interface with General Services Administration (GSA) for lease acquisition and lease management for all Agency facilities nationwide.
- D. Serves as liaison with the Department of Health and Human Services (DHHS) and GSA for general facilities management issues and specifically for the efficient management and operation of facilities occupied by the Food and Drug Administration (FDA) programs nationwide.
- E. Directs and manages in excess of multimillion dollar appropriation for the acquisition, operation, construction, maintenance for the Agency's nationwide real property portfolio.
- F. Provides leadership and direction to assure the efficient and effective utilization of FDA's resources dedicated to engineering design, facility improvements, and new construction of FDA facilities nationwide.
- G. Establishes management structure and dialog with GSA and the architectural engineering design and construction contractors to ensure FDA program needs and concerns are fully addressed.
- H. Oversees Agency space management function.
- I. Coordinates office and laboratory relocations and provides technical assistance to programs regarding effective space utilization.

- J. Ensures meaningful and continuous communication with community leaders and associations, state and local governments, and business leaders in areas where FDA proposes new facilities. In particular, manages stakeholder and community relations for FDA's White Oak Headquarters to ensure their continued support for the development of the Federal Research Center at White Oak and to ensure FDA's best interests are considered in area development decisions.
- K. Serves as the primary contact for Centers for facilities services and assumes responsibility for ensuring adequate, integrated, timely and quality customer services delivery and appropriate communication.
- L. Serves as the Agency Chief Sustainability Officer and instills sustainable practices throughout FDA programs and operations leading the way toward a healthy future for all Americans.
- M. Manages Agency logistics programs and services, including transportation, parking and ridesharing programs, shuttle services, conference services, warehousing program, Agency shred program, mail program and fleet management.
- N. Manages Agency auxiliary programs including child care, wellness, credit union, dining, fitness, recreation and vending.

## **2. JEFFERSON LABORATORIES COMPLEX STAFF (DMMF1).**

- A. Provides leadership and direction regarding all aspects of facilities management for the Jefferson Laboratories Complex.
- B. Manages and coordinates all aspects of the Jefferson Laboratories long-range facilities planning.
- C. Develops renovation and improvement project definitions and priorities for inclusion in the Agency's Annual Facilities Plan and budget.
- D. Provides leadership and direction to assure the efficient and effective utilization of Jefferson Laboratories resources dedicated to engineering design, facility improvements, maintenance and new construction projects.

## **3. BUSINESS OPERATIONS AND INITIATIVES STAFF (DMMF2).**

- A. Provides authoritative advice and guidance on management policies, guidelines and concerns that directly impact programs and initiatives.

- B. Provide advice and recommendations to the Director, Office of Facilities Engineering and Mission Support Services, in resolving facilities issues across the office and streamlining internal office operations and services.
- C. Leads coordination for organizational analyses and studies for the Director to improve management systems.
- D. Solves problems involving policies, organization, workload, resources, procedures and methods.
- E. Ensures rapid, effective and comprehensive follow-through on high-level issues affecting the Office of Facilities Engineering and Mission Support Services.
- F. Conducts reviews and analyses of transition planning for new office and provides information and recommendations to the Director.
- G. Execute special projects for the Office of Facilities Engineering and Mission Support Services Director; e.g., leads coordination of metrics assessment, work request process, and customer quality control procedure.
- H. Administers and executes program planning and performance activities and human resource management.
- I. Analyzes, formulates and executes budget in accordance with DHHS, Office of Management and Budget (OMB) and Congressional guidelines. Provides oversight and insures compliance with all regulations governing financial processes as outlines in OMB, Government Accountability Office (GAO), HHS and FDA policies.
- J. Provides leadership, guidance, technical support, and assistance to managers and employees on services including administrative management, financial management, and fleet management.
- K. Oversees strategic management initiatives and programs initiated at Government-wide, Departmental, Agency and Office levels.
- L. Actively participates in and supports the Agency Facility Management System used to manage FDA's Real Property Asset inventory.
- M. Receives and implements new initiatives for the Office of Facilities Engineering and Mission Support Services.

#### **4. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Office were approved by the Deputy Commissioner for Operations and Chief Operating Officer on April 10, 2014.