

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Facilities, Engineering, and Mission Support**

**Division of Planning, Engineering, and Space Management**

Effective Date: December 14, 2018

**1. Division of Planning, Engineering, and Space Management (DCNGB).**

- A. Provides guidance to the Director for the Food and Drug Administration (FDA) facility studies and develops specific long-range facility plans for both headquarters and field operations.
- B. Develops the FDA Annual 5-year Strategic Facilities Plan that includes forecasts for long and short term and immediate space needs and annual facilities budgets for rent, operations, and maintenance for building and facilities.
- C. Provides cost analysis support to FDA components concerned with leasing, construction, and finance costs.
- D. Receives and implements new Real Property initiatives from the Executive Administration, Office of Management and Budget, Department of Health and Human Services (HHS), and FDA.
- E. Implements and continually maintains the Archibus Facilities Management System (FMS) used to manage FDA's Real Property Asset inventory, preventive maintenance program, and other real property management functions including preparing computer-aided design (CAD) drawings for the FDA, maintaining the file of master drawings for the FDA portfolio, and updating the electronic space occupancy plans for the FDA.
- F. Plans, executes, and manages renovations/alterations of office space.
- G. Oversees and directs a variety of commercial contracts or interagency agreements to ensure smooth and efficient delivery of services.

## **2. Portfolio and Space Management Branch (DCNGB1).**

- A. Prepares or obtains CAD drawings for Branch projects and provides them to the FDA FMS team.
- B. Maintains and updates the electronic space occupancy plans for Branch projects as part of the FDA FMS.
- C. Provides space and alterations project management for existing FDA space to program components.
- D. Develops multiple strategies for addressing FDA's long and short-range facility plans.
- E. Oversees FDA space planning and management activities; develops FDA standards and enforcement of occupied and vacant space utilization; prepares reports and space management analysis of the FDA's real property holdings; and analyzes FDA housing plans.
- F. Manages the policy, acquisition, management and administration of the FDA's leased real property portfolio.
- G. Provides guidance and assistance to the FDA operating activities on a variety of nationwide real estate management issues.
- H. Serves as liaison with the HHS and the General Services Administration (GSA) for all lease acquisition and lease management of FDA nationwide facilities.

## **3. Engineering Management Branch (DCNGB2).**

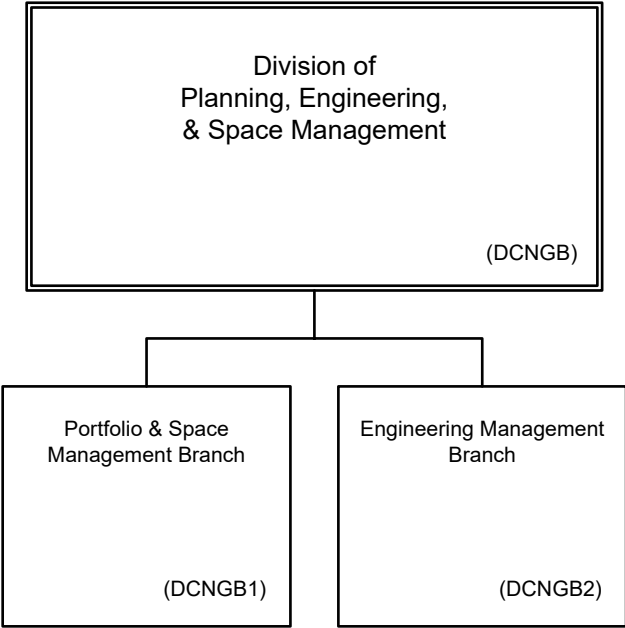
- A. Manages and directs planning, design, and construction for new and renovated facilities within the FDA.
- B. Provides engineering guidance and support for all activities related to safety, operations and maintenance, alterations, and repairs for FDA facilities nationwide in accordance with related requirements and federal policies.
- C. Directs and coordinates all FDA facilities programs for related equipment specifications and installations associated with facility acquisitions. Assists the program staffs in developing compatible facilities and systems for the FDA.
- D. Provides comprehensive engineering services including: feasibility studies, design criteria, concept, analysis, and estimates; schedules and tracks building and facilities projects, and manages project design and construction..
- E. Manages the FDA energy management and water conservation program; develops FDA program policy; develops and enforces supporting FDA standards that comply with stated HHS goals.

F. Oversees facility related civil, structural, architectural, mechanical, electrical, and plumbing modifications to accommodate specific requirements in the existing FDA portfolio.

**4. Authority and Effective Date.**

The functional statements for the Division of Planning, Engineering, and Space Management were approved by the Secretary of Health and Human Services on December 14, 2018.

**Department of Health and Human Services**  
**Food and Drug Administration**  
**Office of the Operations**  
**Office of Facilities, Engineering, and Mission Support**  
**Division of Planning, Engineering, and Space Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Facilities, Engineering, and Mission Support, Division of Planning, Engineering, and Space Management organization structure depicting all the organizational structures reporting to the Director:

Division of Planning, Engineering, and Space Management (DCNGB)  
Portfolio and Space Management Branch (DCNGB1)  
Engineering Management Branch (DCNGB2)