

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

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF OPERATIONS**

**OFFICE OF INFORMATION MANAGEMENT AND TECHNOLOGY**

**OFFICE OF INFORMATION MANAGEMENT**

**OFFICE OF TECHNOLOGY AND DELIVERY**

Effective Date: June 30, 2015

**1. OFFICE OF TECHNOLOGY AND DELIVERY (DMMHAA)**

- A. Coordinates and partners with the Chief Information Officer (CIO) in development and maintenance of Agency's policies and procedures for independent verification and validation of Information Technology (IT) systems.
- B. Partners with the Department and other interagency groups to guide and align Agency to government-wide initiatives regarding information security, technologies and mandates.
- C. Manages Disaster Recovery and Continuity Of Operations Plan (COOP) Activities.
- D. Designs, deploys, monitors, and operates infrastructure hardware and software including servers, storage, network, and security devices and infrastructure management related software.
- E. Designs, develops, implements, and maintains Agency software applications, Commercial Off-The-Shelf (COTS) software, Information Technology (IT) systems, systems support and maintenance, and their integration by utilizing sanctioned plans such as cloud computing, incremental deliveries, and structured governance principles.
- F. Establishes and implements an Enterprise IT Common Component Framework containing modules/services to be shared across information systems and maintains enterprise applications to support Agency business processes and objectives.
- G. Manages, coordinates and communicates changes for Agency's computing environments.

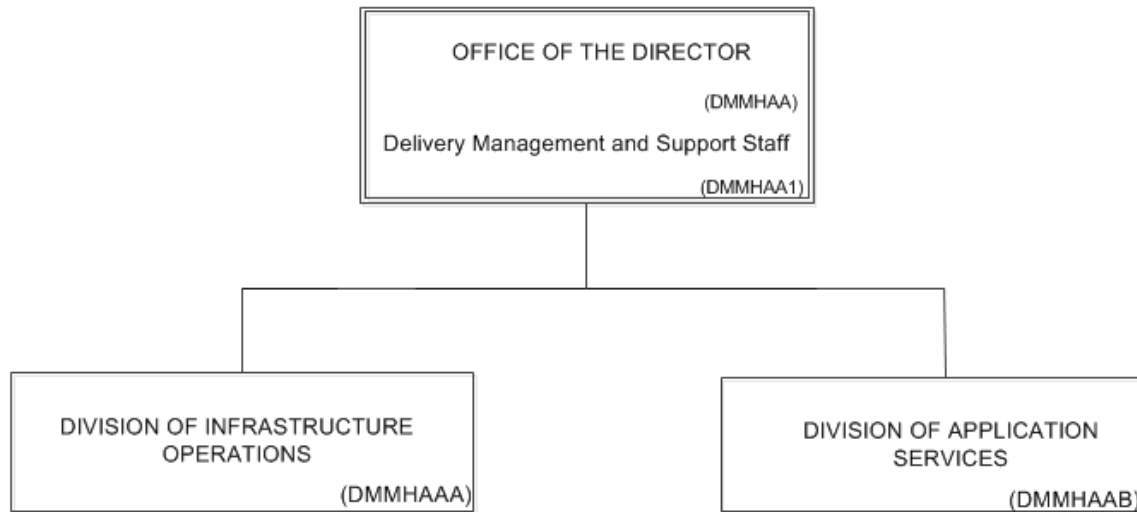
## **2. DELIVERY MANAGEMENT AND SUPPORT STAFF (DMMHAA1)**

- A. Ensures transparency into IT Operations and ensures delivery of IT product and service needs.
- B. Provides, manages, coordinates and communicates changes to Agency's computing environments.
- C. Manages all infrastructure changes and configuration items and assets throughout the lifecycle of a system.
- D. Manages the Information Technology Service Request known as Intake.
- E. Manages Disaster Recovery and Continuity Of Operations Plan (COOP) Activities.

## **3. AUTHORITY AND EFFECTIVE DATE**

The functional statements for this Office were approved by the Deputy Commissioner for Operations and Chief Operating Officer, and effective on June 30, 2015.

**FOOD AND DRUG ADMINISTRATION**  
**OFFICE OF OPERATIONS**  
**OFFICE OF INFORMATION AND MANAGEMENT TECHNOLOGY**  
**OFFICE OF TECHNOLOGY DELIVERY**



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ORGANIZATIONS AND FUNCTIONS  
EFFECTIVE DATE: June 30, 2015

The following is the Food and Drug Administration, Office of Operations, Office of Information Management and Technology, Office of Information Management, Office of Technology and Delivery organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DMMHAA):

- DELIVERY MANAGEMENT AND SUPPORT STAFF (DMMHAA1)
- DIVISION OF INFRASTRUCTURE OPERATIONS (DMMHAAA)
- DIVISION OF APPLICATION SERVICES (DMMHAAB)