

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

**Food and Drug Administration**

**Office of the Commissioner**

**Office of Digital Transformation**

**Office of Information Management and Technology**

**Office of Business and Customer Assurance**

**Division of Management Services**

Effective: August 24, 2021

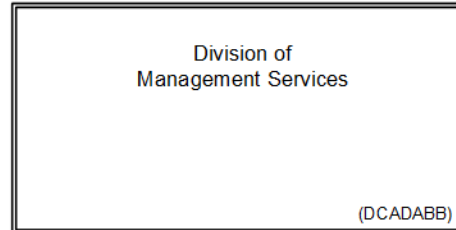
**1. Division of Management Services (DCADABB)**

- A. Establishes administrative policies and processes that are consistent with the Food and Drug Administration (FDA) policies and guidelines and manages all administrative activities for the Office of Information Management and Technology (OIMT).
- B. Advocates, communicates, and manages liaison services between OIMT and external offices/organizations, as well as within OIMT, as it relates to policies and processes for all administrative areas of OIMT.
- C. Manages strategic operations for OIMT in the following areas: human capital, organizational culture, training, space, timekeeping, building and parking services, data calls, and purchasing.
- D. Serves as the OIMT budget liaison and collaborates with the Office of Finance, Budget & Acquisitions (OFBA).
- E. Serves as the OIMT human capital liaison and collaborates with the Office of Executive Management Services (OEMS), Office of Talent Solutions (OTS), and Office of Human Capital Management (OHCM).

**2. Authority and Effective Date**

The functional statements for the Division were approved by the Acting Commissioner of Food and Drugs on July 22, 2021 and effective on August 24, 2021.

**Department of Health and Human Services  
Food and Drug Administration  
Office of the Commissioner  
Office of Digital Transformation  
Office of Information Management & Technology  
Office of Business & Customer Assurance  
Division of Management Services**



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Organizations and Functions  
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Commissioner, Office of Digital Transformation, Office of Information Management and Technology, Office of Business and Customer Assurance, Division of Management Services organization structure depicting all the organizational structures reporting to the Director:

Division of Management Services (DCADABB)