

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 BUSINESS AND CUSTOMER ASSURANCE

DIVISION OF MANAGEMENT SERVICES

Effective Date: June 30, 2015

1. DIVISION OF MANAGEMENT SERVICES (DMMHABB)

- A. Establishes administrative policies and processes that are consistent with Agency policies and guidelines and manages all administrative activities for Office of Information Management and Technology (OIMT).
- B. Advocates, communicates and manages liaison services both 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 management, personnel, performance management, awards, travel, timekeeping, building and parking services, data calls, graphics, purchasing, acquisitions, and management of the associated cost allocation model.
- D. Serves as the OIMT budget liaison and collaborates with the Office of Finance, Budget & Acquisitions (OFBA).

2. INTERNAL SERVICES AND RESPONSE BRANCH (DMMHABB2)

- A. Provides daily management and oversight of all administrative activities for OIMT including timekeeping and travel services.
- B. Provides coordination and liaison services to the Office of Facilities Engineering & Mission Support Services (OFEMSS) on all office and building needs for OIMT.
- C. Manages and oversees performance management and quality of worklife activities.

- D. Develops and disseminates internal communications related to all OIMT administrative services.
- E. Serves as the OIMT Federal Agency Travel Administrator (FATA).
- F. Manages Commercial Off-The-Shelf (COTS) specialized training for all Agency customers.
- G. Coordinates and assists with training of staff in new Information Technology (IT).
- H. Central Point of Contact for communication and concurrence of all internal and external data calls for OIMT.
- I. Manages OIMT data call responses to ensure agency requirements and guidelines are met.
- J. Manages and tracks the administrative processes and procedures for Division of Management Services (DMS).

3. ACQUISITIONS SERVICES BRANCH (DMMHABB3)

- A. Manages and oversees acquisition related services and support for OIMT.
- B. Provides guidance to Division's budgetary points of contact.
- C. Serves as a liaison between Office of Acquisition and Grants Services (OAGS) and OIMT divisions as well as with customers to track, manage, and provide oversight through contract award.
- D. Provides guidance to OIMT on all aspects of contract administration and management as well as communicates compliance with OAGS requirements.
- E. Executes OIMT purchasing and contracts as well as provides support for receiving invoices in iProcurement.
- F. Coordinates, tracks, reports and reconciles all OIMT Purchase Card spending.
- G. Formulates and processes the OIMT monthly IT invoices for the Agency.

4. HUMAN CAPITAL AND VISUAL MEDIA BRANCH (DMMHABB4)

- A. Develops, creates, and provides a variety of graphic projects on a fee-for-service basis for the agency nationwide.

- B. Oversees and manages agency-wide visual media projects and manages the necessary materials and equipment needed to produce visual media products in a cost-controlled manner.
- C. Provides advisory services and administrative oversight of human capital management, policy, and planning for OIMT.
- D. Tracks and monitors all human capital activities and maintains a real-time reporting of all personnel activity.
- E. Ensures that human capital programs are aligned with organizational goals and Agency requirements.
- F. Serves as a liaison to the Office of Human Resources (OHR) for recruitment, staffing, classification, employee on-boarding/off-boarding, personnel processing, employee benefits and retirement which ensures compliance with federal human capital regulations and laws.

5. AUTHORITY AND EFFECTIVE DATE

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