

**SMG 1254.2a**

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

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF MEDICAL PRODUCTS AND TOBACCO**

**CENTER FOR DEVICES AND RADIOLOGICAL HEALTH**

**OFFICE OF SCIENCE AND ENGINEERING LABORATORIES**

**DIVISION OF ADMINISTRATIVE AND LABORATORY SUPPORT**

Effective Date: November 4, 2016

**1. DIVISION OF ADMINISTRATIVE AND LABORATORY SUPPORT  
(DKKWEK).**

- A. Provides leadership and support to the Office of the Director, Division Directors and laboratory professionals on all administrative and laboratory support issues.
- B. Directs the administration of all financial, personnel and technical management functions for Office of Science and Engineering Laboratories (OSEL).
- C. Directs and conducts management and program analyses to provide guidance to the Office Director on administrative and technical policies, guidelines, and issues that impact Office initiatives and program areas.
- D. Manages and updates administrative, laboratory, and technical processes and procedures for OSEL.
- E. Coordinates strategic planning and development activities for OSEL.

**2. PROGRAM MANAGEMENT BRANCH (DKKWEK1).**

- A. Monitors the resource, administrative and laboratory management support activities for OSEL.
- B. Responsible for planning, developing, and implementing OSEL programmatic matters concerning, personnel, human capital management, Oak Ridge Institute for Science and Education Fellows

(ORISE) administration, Intergovernmental Personnel Act (IPA) administration, facilities, property, and laboratory support.

- C. Tasked with the management and administration of OSEL resources designed to support ongoing programs. Ensures proper distribution of payroll funds, facility plans, human resource allocations, property, and laboratory support needs.
- D. Advises the Division Directors on potential issues that may affect resources, staffing, information management, and laboratory support issues to comply with policies and avoid potential conflicts.
- E. Conducts special assignments or projects for OSEL as well as the Office Director pertaining to resource and laboratory operations.

### **3. MANAGEMENT ANALYSIS BRANCH (DKKWEK2).**

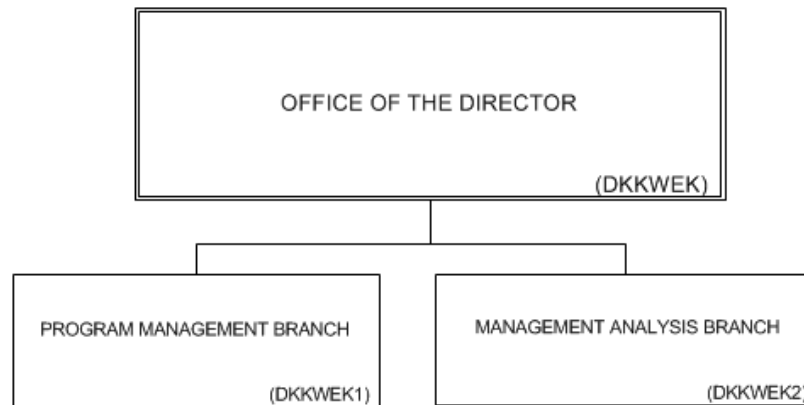
- A. Analyzes a variety of data and reports to make recommendations in support of operating and research funding initiatives for the Office.
- B. Responsible for planning, developing, and implementing OSEL programmatic matters concerning financial management, procurement, contracts, inter-agency agreements, cooperative research and development agreement funds, employee development and training, and information management.
- C. Monitors budget allocations pertaining to operating and research funds, procurement, travel, and information management.
- D. Advises the Division Directors on potential issues that may affect operating resources, research allocations, and information management to avoid potential conflicts and ensure compliance with policies and procedures.
- E. Collects data on operations and research funding to identify allocation of resources and prepares reports to present patterns and trends in program activities.

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

The functional statements for this Division were approved by the Director, Center for Devices and Radiological Health on July 25, 2016, and effective on November 4, 2016.

[Back to Organizations and Functions, Volume I \(1000-1300\)](#)

**FOOD AND DRUG ADMINISTRATION  
OFFICE OF MEDICAL PRODUCTS AND TOBACCO  
CENTER FOR DEVICES AND RADIOLOGICAL HEALTH  
OFFICE OF SCIENCE AND ENGINEERING LABORATORIES  
DIVISION OF ADMINISTRATIVE AND LABORATORY SUPPORT**



STAFF MANUAL GUIDE 1254.2a  
ORGANIZATIONS AND FUNCTIONS  
EFFECTIVE DATE: November 4, 2016

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Devices and Radiological Health, Office of Science and Engineering Laboratories, Division of Administrative and Laboratory Support organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DKKWEK):

- Program Management Branch (DKKWEK1)
- Management Analysis Branch (DKKWEK2)