

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

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF OPERATIONS**

**OFFICE OF FINANCE, BUDGET, AND ACQUISITIONS**

**OFFICE OF FINANCIAL OPERATIONS**

**OFFICE OF FINANCIAL MANAGEMENT**

Effective Date: October 1, 2012

**1. OFFICE OF FINANCIAL MANAGEMENT (DMMDCA).**

- A. Plans, directs, and coordinates a comprehensive financial management operations program for the Food and Drug Administration (FDA) encompassing the areas of budget analysis, execution, automated financial systems, fiscal accounting, internal financial audit, financial services related to accounts payable, travel support and payroll liaison, and financial reporting.
- B. Provides assistance in justifying budgets through executive and congressional echelons. After appropriation, develops an orderly expenditure plan.
- C. Develops apportionment plans and issues allotments for expenditures.
- D. Makes periodic reports regarding the status of FDA's financial management.
- E. Develops financial inputs for the Agency's programs and financial plans.
- F. Ensures compliance with applicable Agency, Department, and/or Federal standards and policies.
- G. Manages Office of Financial Management (OFM) contracts.
- H. Manages the financial system investment and capital planning process.
- I. Manages A-123 Program on behalf of the Agency.
- J. Conducts advisory committee financial operation plan (FOP) reviews.
- K. Supports upgrades to the Oracle-based financial system.

- L. Manages OFM projects including the:
  - Financial Managers Financial Integrity Act (FMFIA) report
  - Project Management of Exhibit 52- Report on Resources for Financial Management Activities
  - Oversight and coordination of access to financial systems
- M. Provides financial system training, workforce and organizational transition, and financial process documentation services, as well as internal communications.
- N. Serves as the liaison to the Department of Health and Human Services (DHHS) Division of Human Resources on OFM-related human resource issues.
- O. Manages the ongoing administrative and management operations of OFM, including user provisioning for financial systems.
- P. Provides administrative, human resources, and Agency guidance to OFM staff.
- Q. Coordinates and coordinates the business transformation team's (BTT) activities across FDA.
- R. Develops and tests the Office of Financial Management's (OFM) emergency preparedness to ensure the Agency's financial infrastructure and integrity.
- S. Manages the change review board (CRB) for changes to business process and/or Unified Financial Management System (UFMS) and User Fee System modifications.
- T. Supports testing required for maintenance, enhancements, and upgrades to OFM's financial and feeder systems.
- U. Manages and provides technical and functional guidance associated with the United Financial Management System (UFMS), on behalf of the Agency and its components.
- V. Ensures the financial integrity and stabilization of UFMS.
- W. Coordinates month-end, quarter-end, and year-end close of financial operations within UFMS.
- X. Tests new functionality of the financial system.
- Y. Serves as the liaison to FDA end users regarding UFMS issues.

Z. Leads upgrades of UFMS across FDA.

**2. USER FEE STAFF (DMMDCA3).**

A. Manages and oversees the receipt, deposit, and allocation of user fees paid by industry.

B. Prepares annual revenue reports for submission to Congress.

C. Reports on FDA's compliance with Congressional mandates.

D. Develops, manages, and maintains user fee systems.

**3. FINANCIAL SYSTEMS SUPORT STAFF (DMMDCA4).**

A. Develops, manages, and maintains FDA Unified Financial Management System (UFMS) and supports FDA financial system users.

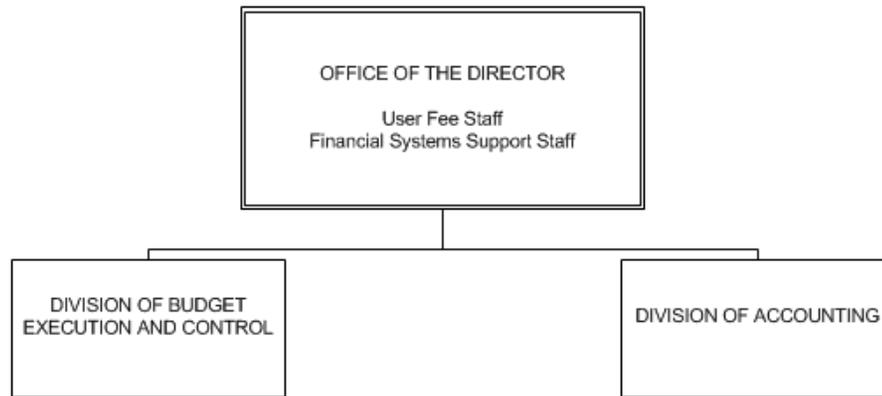
B. Develops, manages, and maintains FDA Financial Reporting systems (Hyperion Payroll Analytics and Business Intelligence Reporting System (BIRS)).

C. Responsible for monthly, quarterly, and yearly fiscal close processes within FDA financial systems.

**4. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Office were approved by the Commissioner of Food and Drugs and effective on October 1, 2012.

FOOD AND DRUG ADMINISTRATION  
OFFICE OF OPERATIONS  
OFFICE OF FINANCE, BUDGET & ACQUISITIONS  
OFFICE OF FINANCIAL OPERATIONS  
OFFICE OF FINANCIAL MANAGEMENT



Staff Manual Guide 1117.831  
Organizations and Functions  
Effective Date: 10/01/2012

The following is the Food and Drug Administration, Office of Operations, Office of Finance, Budget and Acquisitions, Office of Financial Operations, Office of Financial Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- User Fee Staff
- Financial Systems Support Staff
- DIVISION OF BUDGET EXECUTION AND CONTROL
- DIVISION OF ACCOUNTING