

SMG 1117.42a

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

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF FACILITIES ENGINEERING AND MISSION SUPPORT SERVICES

DIVISION OF PLANNING, ENGINEERING AND SPACE MANAGEMENT

Effective Date: October 1, 2012

**1. DIVISION OF PLANNING, ENGINEERING AND SPACE MANAGEMENT
(DMMFB).**

- A. Provides guidance to the Director for Agency facility studies and develops specific long-range facility plans for both headquarters and field operations.
- B. Develops the Agency Annual 5-year Strategic Facilities Plan that includes forecasts for long and short term and immediate space needs and annual facilities budgets for rent, operations and maintenance and building and facilities.
- C. Provides cost analysis support to agency components concerned with leasing, construction, and finance costs.
- A. Receives and implements new Real Property initiatives (e.g. Office of Management and Budget Scorecards; Department Objectives and Agency initiatives)
- E. Implements and continually maintains the Archibus Facilities Management System (FMS) used to manage FDA's Real Property Asset inventory, preventive maintenance program, and other real property management functions.
- G. Administers the Agency contract for renovations/alterations of office space.
- H. Oversees and directs a variety of commercial contracts or interagency agreements to ensure smooth and efficient delivery of services.

2. PORTFOLIO AND SPACE MANAGEMENT BRANCH (DMMB1).

- A. Prepares computer-aided design (CAD) drawings for the Agency and maintains file of master drawings for the FDA portfolio.
- B. Maintains and updates the electronic space occupancy plans for the Agency as part of the Agency Facilities Management Systems.
- C. Provides space and alterations project management for existing FDA space to program components.
- D. Develops multiple strategies for addressing FDA's long and short - range facility plans.
- E. Oversees Agency space planning and management activities; Develops Agency standards and enforcement of occupied and vacant space utilization. Prepares reports and space management analysis of the Agency's real property holdings; and Analyzes Agency housing plans.
- F. Manages the policy, acquisition, management and administration of the Agency's leased real property portfolio.
- G. Provides guidance and assistance to the Agency operating activities on a variety of nationwide real estate management issues.
- H. Serves as liaison with the Department of Health and Human Services (DHHS) and the General Services Administration (GSA) for all lease acquisition and lease management of FDA nationwide facilities.

3. ENGINEERING MANAGEMENT BRANCH (DMMB2)

- A. Manages and directs design and construction requirements for facility acquisitions within the Agency.
- B. Provides engineering guidance and support for all activities related to maintenance, alterations, and repairs for Agency facilities nationwide in accordance with related requirements and federal policies.
- C. Directs and coordinates all Agency facilities programs for related equipment specifications and installations associated with facility acquisitions. Assists the program staffs in developing compatible facilities and equipment systems for the Agency.
- D. Provides overall engineering services including: feasibility studies, design criteria, concept, analysis, and estimates; schedules and tracks building and facilities projects, and manages project design.

- E. Manages the Food and Drug Administration (FDA) energy management and water conservation program; develops Agency policy relating to the program; develops and enforces supporting Agency standards that comply with stated goals of the Department. Oversees facility related structural, architectural or mechanical modifications to accommodate specific requirements in the existing FDA portfolio.
- F. Oversees facility related structural, architectural or mechanical modifications to accommodate specific requirements in the existing FDA portfolio.

4. AUTHORITY AND EFFECTIVE DATE.

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

Staff Manual Guide 1117.42a
Organizations and Functions
Effective Date: October 1, 2012

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ORGANIZATIONS AND FUNCTIONS
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The following is the Food and Drug Administration, Office of Operations, Office of Facilities, Engineering and Mission Support Services, Division of Planning, Engineering, and Space Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Portfolio and Space Management Branch
- Engineering Management Branch