

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Regulatory Affairs

Office of Management

Division of Travel Operations

Effective Date: December 14, 2018

1. Division of Travel Operations (DCIBE).

- A. Oversees all aspects of travel both foreign and domestic for the Office of Regulatory Affairs (ORA).
- B. Provides relevant guidance to all ORA employees on the Federal Travel Regulations.
- C. Serves as the liaison with the Food and Drug Administration's travel program, and the servicing bank on any GTC issues.
- D. Serves as the Emergency Contact for OMEGA for any issues that occur outside of normal business hours in relation to ORA travel.
- E. Serves as the lead on the Government Travel Card (GTC) program for ORA.
- F. Creates, monitors and provides reports regarding all ORA travel activity to the program offices.
- G. Services all ORA headquarters and field employee travel.
- H. Processes travel for all State government employees working in tandem with ORA employees.

2. Domestic Travel Branch (DCIBE1)

- A. Services all ORA domestic travel.

- B. Provides relevant guidance to all ORA employees on the Federal Travel Regulations regarding domestic travel.
- C. Processes travel for all State government employees working in tandem with ORA employees.

3. Medical Products Foreign Travel Branch (DCIBE2)

- A. Services all ORA medical products foreign travel.
- B. Provides relevant guidance to all ORA employees on the Federal Travel Regulations regarding foreign travel.
- C. Serves as the liaison with the Food and Drug Administration's travel program, and the servicing bank on any GTC issues.
- D. Serves as the Emergency Contact for OMEGA for any issues that occur outside of normal business hours in relation to ORA travel.

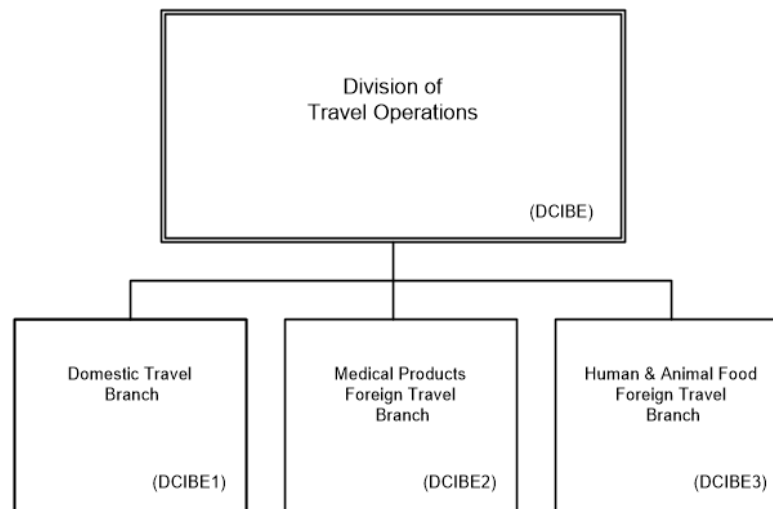
4. Human and Animal Food Foreign Travel Branch (DCIBE3)

- A. Services all ORA human and animal food foreign travel.
- B. Provides relevant guidance to all ORA employees on the Federal Travel Regulations regarding foreign travel.
- C. Serves as the liaison with the Food and Drug Administration's travel program, and the servicing bank on any GTC issues.
- D. Serves as the Emergency Contact for OMEGA for any issues that occur outside of normal business hours in relation to ORA travel.

5. Authority and Effective Date.

The functional statements for the Division of Travel Operations were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services
Food and Drug Administration
Office of Regulatory Affairs
Office of Management
Division of Travel Operations**



Staff Manual Guide 1121.17
Organizations and Functions
Effective Date: December 14, 2018

The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Management, Division of Travel Operations organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Division of Travel Operations (DCIBE):

Domestic Travel Branch (DCIBE1)

Medical Products Foreign Travel Branch (DCIBE2)

Human & Animal Food Foreign Travel Branch (DCIBE3)