

SMG 1242.1

FDA Staff Manual Guides, Volume I – Organizations and Functions

Food and Drug Administration

Office of Foods and Veterinary Medicine

Center for Veterinary Medicine

Office of Management

Effective: December 14, 2018

1. Office of Management (DCGB).

- A. Provides authoritative guidance and leadership in the analysis, development, coordination, implementation, and evaluation of business and operational elements including: user fee reauthorizations; human capital management; human resources management; staff development and training; budget formulation and execution; information technology management services, and safety and security management.
- B. Develops and implements the Center's short- and long-range strategic and operational plans.
- C. Provides leadership and direction for the management and administrative interface with the Food and Drug Administration (FDA), the Department, and other Federal agencies to ensure compliance with statutes, executive orders, and administrative directives.
- D. Performs management and program analysis, program assessments, and special studies of key issues relative to policy review and oversight. Directs a variety of special projects or assignments of substantial significance to the Center.

2. Program and Resource Management Staff (DCGB1).

- A. Provides budget execution (Salaries and Expenses and User Fee) and fiscal accounting services for the Center. Monitors and provides officials with continual awareness of committed, obligated, and forecasted payroll and operating funds.
- B. Provides administration, and conducts analyses, of the Animal Drug Use Fee Act (ADUFA) and Animal Generic Drug User Fee Act (AGDUFA). Manages and tracks Congressional requirements including collections and performance.
- C. Serves as the liaison between the Center and the FDA to ensure proper execution of contracts, grants, interagency agreements, purchase card, and travel. Provides support for financial and travel systems.

- D. Develops and coordinates acquisitions, provides advice and guidance for contracts, grants, and interagency agreements.

3. Human Capital Management Staff (DCGB2).

- A. Provides leadership and direction in the formulation and implementation of human capital policies and programs to promote and efficient and effective workforce across the employee lifecycle and maintain and engage a committed, talented, and diversified workforce at the Center.
- B. Serves as a partner with the FDA human resources organizations for the Center's human capital and human resource management programs.
- C. Provides strategic advice, guidance, and consultation to Center leadership on human capital and human resource matters in order to advance the Center's accomplishment of its mission.

4. Talent Development Staff (DCGB3).

- A. Oversees the Center's talent development program focusing on holistic individual development, including training relationship-based learning and experiential learning to support different learning needs and styles.
- B. Directs the analysis, design, development, implementation, and evaluation of competency-based professional development programs in supervisory, leadership, relationship, diversity, regulatory, scientific, information technology, and operational areas to create a rich environment for employee engagement and to ensure the highest level of competency among the Center's staff.
- C. Creates connections between continuous learning, knowledge management and the High-Performance Organization (HPO) philosophy so that learning is intentional, experiential, practical, applicable, and actionable, and meets the unique challenges of our work environment.
- D. Builds collaborative partnerships with external organizations to develop programs of mutual benefit that increase the understanding between these vital contacts and the Center.
- E. Leverages cutting-edge learning technologies and platforms to offer an enhanced and flexible learning environment to support different learning styles and align with the Center's ever-changing work environment.

5. Budget Planning and Evaluation Staff (DCGB4)

- A. Leads the development and analysis of the Center's performance budget through all phases of the Congressional budget processes.
- B. Implements and advances the Center's operational planning initiative.
- C. Fosters budget performance integration for collecting and analyzing performance.

- D. Leads performance management for the Center including routing reporting to the Directorate and FDA, coordinating the Center's senior executive performance plan process, and development of the Center's organizational assessment submission.
- E. Conducts evaluations for the Center such as organizational assessments, cost analysis, internal control assessments, and environmental scans to assess risk and support, inform, and improve short- and long-term strategic planning.

6. Business Informatics Staff (DCGB5)

- A. Serves as the liaison between the Center and the Office of Information Management and Technology (OIMT) by strategizing, reviewing, and prioritizing the information technology needs of the Center.
- B. Promotes the FDA's information technology (IT) guidelines and policies within the Center and helps prepare business artifacts and funding justifications for the IT needs in support the Center's business programs.
- C. Manages the Center's IT portfolio and completes and reports Capital Planning and Investment Control (CPIC) functions to the Department; leads and provides governance and oversight to the Center's IT investments.
- D. Serves as the liaison between the Center and the FDA for all asset management activities, including policy, compliance, and surplus.

7. Authority and Effective Date

The functional statements for the Office of Management 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
Center for Veterinary Medicine
Office of Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of Management organization structure depicting all the organizational structures reporting to the Office of Management:

Office of Management (DCGB)

Program and Resource Management Staff (DCGB1)

Human Capital Management Staff (DCGB2)

Talent Development Staff (DCGB3)

Budget Planning and Evaluation Staff (DCGB4)

Business Informatics Staff (DCGB5)