

Office of the Associate Administrator (OAA)/Division of Administrative Operations (DAO)

OAA provides overall leadership, direction, coordination, and planning in support of BPHC¹ programs. Within OAA, DAO supports BPHC programs through the planning, direction and coordination of Bureau wide administrative management activities. Specifically: (1) serves as BPHC's principal source for administrative and management advice, analysis, and assistance; (2) provides strategic guidance and coordinates personnel activities for BPHC, including the allocation of personnel resources; (3) develops policies and procedures for internal operations, interpreting and implementing management policies, procedures and systems; (4) develops and coordinates BPHC program and administrative delegations of authority activities; (5) provides guidance to BPHC on financial management activities; (6) provides BPHC-wide support services such as continuity of operations and emergency planning, procurement planning and coordination, supply management, equipment utilization, printing, property management, space management, and management reports; and (7) coordinates BPHC administrative management activities with other components within HRSA and HHS, and with other Federal agencies, State and local governments, and other public and private organizations, as appropriate.

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- Provides strategic guidance and coordinates personnel activities for BPHC, including the allocation of personnel resources.
- Develops policies and procedures for internal operations, interpreting and implementing management policies, procedures and systems.
- Develops and coordinates BPHC program and administrative delegations of authority activities.
- Provides guidance to BPHC on financial management activities.
- Provides BPHC-wide support services such as continuity of operations and emergency planning, procurement planning and coordination, supply management, equipment utilization, printing, property management, space management, and management reports.
- Coordinates BPHC administrative management activities with other components within HRSA and HHS, and with other Federal agencies, State and local governments, and other public and private organizations, as appropriate.

Key Facts

- Structure: Division Director, Deputy Division Director, 4 Team Leads, Senior Advisor, and 19 Analysts
- 25 staff (at full capacity)
- Staff have backgrounds and experience in Human Resource Management
- In support of Bureau staff and operations, DAO has responsibility for:
 - Managing and executing a BPHC budget of \$3.6 billion
 - Processing over 350 HR (human resources) personnel actions (vacancy announcement/reassignments, awards, and promotions)
 - Overseeing over 800 travel orders and travel vouchers
 - Working with HRSA to transition over 200 BPHC employees to new Parklawn building
 - Providing HR, travel/training reference guides and tools, as well as support personnel analysis and advice.

¹ The Bureau of Primary Health Care (BPHC) funds health centers in underserved communities, providing access to high quality, family oriented, comprehensive primary and preventive health care for people who are low-income, uninsured or face other obstacles to getting health care. BPHC supports programs that are critical to the overall success of the Health Center Program, including look-alike health centers, health center controlled networks, and cooperative agreements with State and national partners.