

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

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF SAFETY, SECURITY, AND CRISIS MANAGEMENT

OFFICE OF SECURITY OPERATIONS

Effective Date: August 17, 2015

1. OFFICE OF SECURITY OPERATIONS (DMMJA).

- A. Provides leadership and guidance to Food and Drug Administration (FDA) for all aspects of physical and personnel security including the suitability and National Security Information program
- B. Develops and implements Agency-wide security policy.
- C. Manages and administers the suitability and security program as required by the Office of Personnel Management as set forth in "Suitability" (5 CFR Part 731), and "National Security Positions" (5 CFR, Part 732). Monitors the appropriate security clearance levels for Agency positions, employees, and contract employees
- D. Serves as liaison with the Department's drug testing officials and coordinates the Agency drug testing program activities.
- E. Carries out duties as outlined in the Health and Human Services (HHS) and the National Security Information Manual. Serves as liaison and coordinates with the Department regarding the classified document program
- F. Coordinates other reviews for all non-citizen personnel in the Agency who work in the FDA's facilities.
- G. Develops agency training goals and initiatives to ensure that Agency emergency response staff and senior officials are informed and comply with all of the operational requirements of the National Response Framework (NRF), National Incident Management System (NIMS), national level exercise programs and other national emergency plans and preparedness efforts.

- H. Develops and directs the Agency-wide physical security programs and provides professional leadership and authoritative guidance
- I. Provides physical, documentary, and preventative security consultation for the Agency components
- J. Formulates policy and procedures necessary to maintain the integrity of privileged and trade secret information submitted by industry
- K. Develops and manages the Agency's contractor security program when Automated Data Procession services or non-public information is released under contract agreement

2. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Commissioner of Food and Drugs, and effective on August 17, 2015.

FOOD AND DRUG ADMINISTRATION
OFFICE OF OPERATIONS
OFFICE OF SAFETY, SECURITY AND CRISIS MANAGEMENT
OFFICE OF SECURITY OPERATIONS

OFFICE OF THE DIRECTOR

(DMMJA)

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ORGANIZATIONS AND FUNCTIONS
EFFECTIVE DATE: August 17, 2015

The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Safety, Security, and Crisis Management, Office of Security Operations organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DMMJA)