

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

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF SECURITY AND EMERGENCY MANAGEMENT

Effective Date: September, 30 2016

1. OFFICE OF SECURITY AND EMERGENCY MANAGEMENT (DMMJ).

- A. Provides leadership, oversight, and collaboration of the Agency's security and emergency management programs by developing and implementing policies in coordination with internal Service Providers, HHS Service Providers and other Federal Agency components.
- B. Provides oversight and leadership to the Agency for all aspects of physical and personnel security including the suitability and implementation of the National Security Information Program.
- C. Provides management oversight by developing and implementing Agency-wide security and emergency management policy, programs and initiatives and coordinates with Department and Agency components.
- D. 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).
- E. Provides oversight and leadership for coordination of response to emergencies involving Agency-regulated products, including natural and technological disasters.
- F. Provides oversight and leadership for the development and management of emergency preparedness and response policies, procedures, and programs needed to respond rapidly to emergency situations.
- G. Provides oversight and coordination to ensure security of classified and sensitive documents in Agency facilities and the management of transfer for documents
- H. Provides security policies and procedures for the non-disclosure of National Security Information (NSI), Personally Identifiable Information

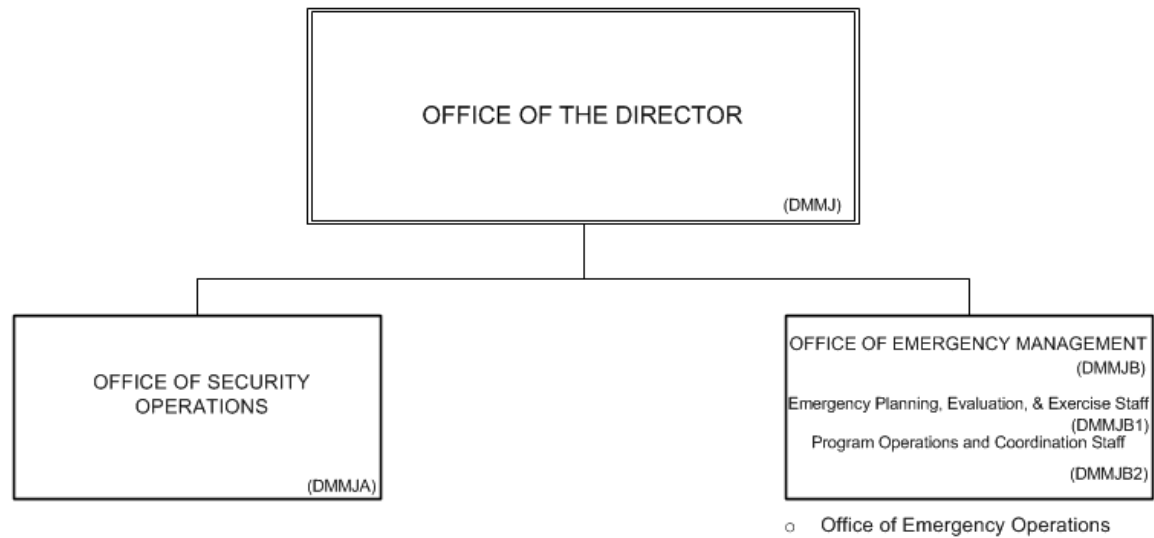
(PII), and Confidential Business Information (CBI) in the possession of the Agency.

- I. Develops and provides oversight for strategic plans and the implementation of emergency management, security operations, and safety initiatives and requirements.
- J. Develops, implements, and provides oversight for Continuity of Operations Plans (COOP) Program.

2. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Secretary of Health and Human Services on and effective September 30, 2016.

FOOD AND DRUG ADMINISTRATION
OFFICE OF OPERATIONS
OFFICE OF SECURITY, AND EMERGENCY MANAGEMENT



STAFF MANUAL GUIDE 1117.6a
ORGANIZATIONS AND FUNCTIONS
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Security and Emergency Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DMMJ):

- OFFICE OF SECURITY OPERATIONS (DMMJA)
- OFFICE OF EMERGENCY MANAGEMENT (DMMJB)
 - Emergency Planning, Evaluation, & Exercise Staff (DMMJB1)
 - Program Operations and Coordination Staff (DMMJB2)
- OFFICE OF EMERGENCY OPERATIONS

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