

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Food Safety and Applied Nutrition**

**Office of Executive Programs**

Effective Date: December 14, 2018

**1. Office of Executive Programs (DCEM).**

- A. Provides direct support to the Food and Drug Administration's (FDA) Foods and Veterinary Medicine (FVM) components. In support of FVM, the Center Directors, Office Directors and other senior leadership in the Centers, provides crosscutting leadership, coordination and management (from start to finish) of significant, emerging, sensitive or cross-cutting policy issues; coordinates and manages the preparation of executive and legislative correspondence and related activities; provides controls and processes for all FDA public correspondence directed to the FVM and Center Directors; coordinates and manages briefings and decisional meetings of FVM Program senior leadership; and maintains the Center Director's working files.
- B. Serves as the FVM and Center liaison to the FDA Executive Secretariat, Department of Health and Human Services, Office of the Inspector General (OIG), Government Accounting Office (GAO), and other Federal government agencies, except as relates to the development of FVM regulations, Federal Register notices and guidance. Responsible for the management and coordination of OIG, GAO and congressional studies, investigations and audits for the FVM program.
- C. Serves as the FVM and Center liaison to the FDA Legislation and Budget program components. Coordinates requests for information and technical assistance with relevant Office Directors and other senior leadership and facilitates the effective and timely exchange of responsive information.
- D. Provides management support for Center-wide, FVM and FDA initiatives to improve the quality and timeliness of management review and improve team-

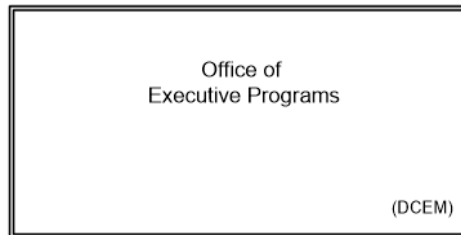
based management practices, except as relates to the development of FVM regulations, Federal Register notices and guidance.

- E. In collaboration with Center subject matter experts, develops and manages an integrated tracking system designed to identify and mitigate concerns involving significant FVM, emerging, sensitive or cross-cutting policy issues and flow of correspondence.
- F. Establishes and implements standard operating procedures for decision-making and clearance processes for the FVM Directorate, except as relates to the development of FVM regulations, Federal Register notices and guidance.
- G. Supports the work of the FVM Governance Board, Executive Council and other governance bodies.

## **2. Authority and Effective Date.**

The functional statements for the Office of Executive Programs 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 Food Safety and Applied Nutrition  
Office of Executive Programs**



Staff Manual Guide 1231.22  
Organizations and Functions  
Effective Date: December 14, 2018

The following is the Department of Health and Human Services, Food and Drug Administration, Center for Food Safety and Applied Nutrition, Office of Executive Programs organization structure depicting all the organizational structures in the immediate office reporting to the Director.

Office of Executive Programs (DCEM)