

SMG 1115A.3

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of the Commissioner

Office of Food Policy and Response

Office of Resource Planning and Strategic Management

Effective Date: December 14, 2018

1. Office of Resource Planning and Strategic Management (DCLB).

- A. Supports the Deputy Commissioner's program leadership and representational role with external stakeholders by providing information on resources, strategic priorities, and performance metrics.
- B. In support of the Foods Program Governance Board's leadership of the Food and Drug Administration's (FDA) Human Food Safety Program and food safety modernization activities, Resource Planning and Strategic Management (RPSM):
 - a. Provides coordination, consolidation and integration of program resource and accomplishment information requiring a unified response on behalf of FDA. As necessary, provides overall guidance on cross-cutting resource management and related management activities in these areas.
 - b. Monitors FDA/Congressional budget formulation, execution, and associated budget communications.
 - c. Monitors the accomplishment of program goals by facilitating the development and review of appropriate performance metrics; and monitoring related high-level resource acquisition and utilization.
 - d. Provides strategic planning and tracking support.
 - e. Provides program information technology monitoring and project management support.
 - f. These services are also available, upon request, to individual components of FDA's Foods Program.

- C. Provides Executive HR services (including recruitment and compensation support, retention and succession planning, executive position and performance Management) to OFPR and other Foods Program components upon request.
- D. Supports FDA's Human Food Safety Information Technology (IT) initiatives thru leadership and management of the Foods Program IT Investment Review Board; and liaison with FDA's IT management processes.
- E. Provides administrative and project management support to the Office of Food Policy and Response.

2. Strategic Planning and Budget Formulation Staff (DCLB1)

- A. Exercises responsibility for the above related to strategic planning, performance metrics, budget, and certain project management support activities.

3. Authority and Effective Date.

The functional statements for the Office of Resource Planning and Strategic 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
Office of the Commissioner
Office of Food Policy and Response
Office of Resource Planning and Strategic Management**

Office of
Resource Planning & Strategic Management
Strategic Planning & Budget Formulation Staff

(DCLB)

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Food Policy and Response, Office of Resource Planning and Strategic Management organization structure depicting all the organizational structures reporting to the Director.

The organization reports to the Office of Resource Planning and Strategic Management (DCLB):

Strategic Planning and Budget Formulation Staff