

**SMG 1118A.2**

**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 Policy, Legislation and International Affairs**

**Office of Congressional Appropriations**

Effective Date: December 14, 2018

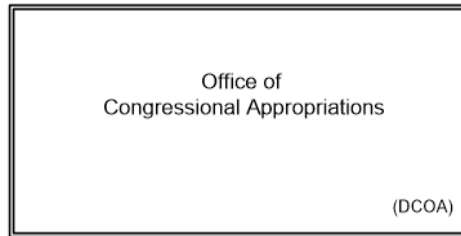
**1. Office of Congressional Appropriations (DCOA).**

- A. Advises and assists the Deputy Commissioner, the Commissioner and other key Food and Drug Administration (FDA) officials concerning appropriations-related legislative needs, pending appropriations-related legislation and appropriations-related oversight activities that affect FDA.
- B. Serves as the focal point for overall appropriations legislative liaison activities within FDA and between the FDA, the Department of Health and Human Services (DHHS), Public Health Service (PHS) and other agencies.
- C. Analyzes the appropriations-related legislative needs of FDA and works with FDA leaders to draft or develop appropriations position papers, and appropriations-related departmental reports on proposed legislation for approval by the Deputy Commissioner and the Commissioner.
- D. Advises and assists members of Congress and appropriations congressional committees and staffs in consultation with the Deputy Commissioner, Commissioner, and the Office of the Secretary, on FDA actions, policies, and issues related to appropriations legislation which may affect FDA.

**2. Authority and Effective Date.**

The functional statements for the Office of Congressional Appropriations 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 the Policy, Legislation and International Affairs  
Office of Congressional Appropriations**



Staff Manual Guide 1118A.2  
Organizations and Functions  
Effective Date: December 14, 2018

The following is the Department of Health and Human Services, Food and Drug Administration, Office of Policy, Legislation and International Affairs, Office of Congressional Appropriations organization structure depicting all the organizational structures reporting to the Director.

Office of Congressional Appropriations (DCOA)