

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Finance, Budget, and Acquisitions

Office of Budget

Division of Budget Formulation and Program Alignment

Effective Date: December 14, 2018

1. Division of Budget Formulation and Program Alignment (DCNEAA)

- A. Coordinates and participates in the development of the Food and Drug Administration's (FDA) budget, including presentation of budget options and determination of proposed resource allocations.
- B. Directs the formulation and presentation of the FDA budget by developing and promulgating the policies, procedures, guidance, and schedules for preparing budget submissions and supplementary budget requests.
- C. Examines budget proposals for compliance with FDA goals and objectives, budgetary policies, and statutory and regulatory requirements. Reviews Center and Office budget requests for substance, need, adequacy, accuracy, and consistency with policy and required format. Provides guidance and expert advice to Centers and Offices in the formulation of their budgets.
- D. Manages, produces, presents, and advocates for budget submissions to the Department of Health and Human Services, Office of Management and Budget (OMB) and Congress. Coordinates budget appeals and negotiations at each level of budget formulation.
- E. Develops and presents analyses, special reports, background exhibits, and graphical material on budget proposals, budget activities, and related matters, as necessary. Assists in the presentation of the FDA's budget to the public by developing material for use of FDA officials, and reviews press statements and other documents planned for public release for consistency with approved budgets and plans.

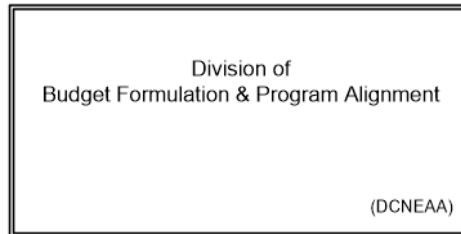
F. Manages and coordinates reorganization program activities and delegations of authority program activities for FDA.

G. Administers FDA's Standard Administrative Code (SAC) system for organizational components.

2. Authority and Effective Date.

The functional statements for the Division of Budget Formulation and Program Alignment were approved by the Secretary of Health and Human Services, and effective on December 14, 2018.

**Department of Health and Human Services
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Office of Operations
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Finance, Budget, and Acquisitions, Office of Budget, Division of Budget Formulation and Program Alignment organization structure depicting all the organizational structures reporting to the Director.

Division of Budget Formulation and Program Alignment (DCNEAA)