

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Regulatory Affairs**

**Office of Partnerships and Operational Policy**

**Office of Strategic Planning and Operational Policy**

**Division of Planning and Evaluation**

Effective Date: December 14, 2018

**1. Division of Planning and Evaluation (DCIHCC).**

- A. Develops and coordinates the implementation of the annual field operational program plans. Develops field manpower allocations for their accomplishments.
- B. Advises on matters of manpower management and program evaluation.
- C. Analyzes field performance data, evaluates overall field accomplishments in terms of stated goals and resource utilization, and recommends changes in operational program plans and field manpower allocations.
- D. Develops planning and evaluation guidance materials, based on the Food and Drug Administration (FDA) decisions and program evaluation data, for use by the field in program planning and budgeting. Assists the field in evaluating performance and programs.
- E. Plans and directs risk management activities in the Office of Regulatory Affairs (ORA).
- F. Provides analysis support for ORA in the development and implementation of risk-based regulatory and enforcement activities.

**2. Program Evaluation Branch (DCIHCC1)**

- A. Analyzes field performance data, evaluates overall field accomplishments in terms of stated goals and resource utilization.

- B. Serves as subject matter experts on the development of information systems related to manpower utilization and data extraction.

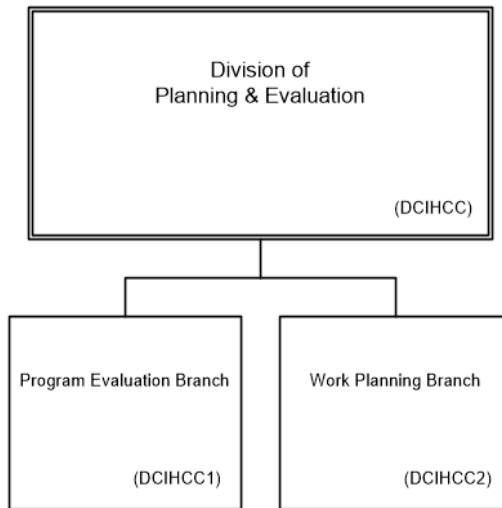
**3. Work Planning Branch (DCIHCC2)**

- A. Develops and maintains domestic and import workload information.
- B. Coordinates with other FDA components in the development of annual workplans.

**4. Authority and Effective Date.**

The functional statements for the Division of Planning and Evaluation 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 Regulatory Affairs  
Office of Partnerships and Operational Policy  
Office of Strategic Planning and Operational Policy  
Division of Planning and Evaluation**



Staff Manual Guide 1121.633  
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Partnerships and Operational Policy, Office of Strategic Planning and Operational Policy, Division of Planning and Evaluation organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Division of Planning and Evaluation (DCIHCC):

Program Evaluation Branch (DCIHCC1)

Work Planning Branch (DCIHCC2)