

**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, Acquisitions, and Planning**

**Office of Planning, Evaluation, and Risk Management**

**Division of Performance Management**

Effective: February 9, 2022

**1. Division of Performance Management (DCNEDA).**

- A. Performs and coordinates the FDA's performance management functions with the Department of Health and Human Services (DHHS) and external stakeholders.
- B. Represents the FDA for DHHS and Office of Management and Budget (OMB) performance planning reporting and related activities.
- C. Develops, coordinates, and responsible for the FDA's performance planning and achievements in accordance with the Government Performance and Results Modernization Act.
- D. Partners and collaborates with FDA components in preparing and reporting the performance goals and results in the FDA's budget.
- E. Coordinates the FDA long range strategic and performance planning in line with the DHHS strategic plan, and other DHHS organizations.
- F. Maintains, analyzes and reports FDA-wide performance information and achievements to external stakeholders.
- G. Performs and coordinates the FDA's performance planning functions with internal stakeholders.
- H. Develop and improves the FDA's program performance measures, data, and goals on a continuous basis to ensure alignment to FDA's, and User Fees', missions and objectives.
- I. Leads and aligns the FDA short- and long-range performance planning objectives and processes.
- J. Assists and consults with FDA components in their performance planning for data, trends, targets and achievements.

- K. Creates and provides performance data dashboards and reports to external and internal stakeholders.
- L. Performs and coordinates program advisory, planning, and analysis services.
- M. Assists FDA components in analyzing and improving their planning processes, performance objectives and goals.
- N. Collaborates with FDA components as requested to identify and implement internal and external best practices to improve overall performance.
- O. Analyzes information by applying mathematical disciplines and principles to make available data and facilitate improved decision- making.
- P. Conducts special operational analysis and planning related studies to improve performance.
- Q. Conducts analysis of resource requests submitted by FDA components and develops recommendations for the Commissioner, to fulfill FDA, DHHS, and OMB requirements.
- R. Provides operations analysis and project management support to the FDA committees and initiatives as needed.
- S. Represents the performance and planning aspects of the FDA's program integrity and enterprise risk management functions.

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

The functional statements for the Division of Performance Management were approved by the Acting Commissioner of Food and Drugs on December 7, 2021, and effective on February 9, 2022.

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Commissioner, Office of Operations, Office of Finance, Budget, Acquisitions, and Planning, Office of Planning, Evaluation, and Risk Management, Division of Performance Management organization structure depicting all the organizational structures reporting to the Director:

Division of Performance Management (DCNEDA)