

**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 Import Operations**

**Division of Planning and Public Response**

Effective Date: February 9, 2022

**1. Division of Planning and Public Response (DCIIJ).**

- A. Serves as the focal point for response to new legislative proposals impacting import operations and provides responses to GAO and OMB requests.
- B. Serves as the focal point for Congressional inquiries and resource allocation requests.
- C. Provides advice and direction on field import operations, including investigational and sampling activities, in coordination with the ORA program directors.
- D. Supports the development of policies relative to import activities.
- E. Coordinates activities with other Federal agencies and foreign governments through established interagency agreements, memoranda of understanding, and informal working relationships.
- F. Develops and/or reviews FDA import procedures, programs, and assignments prior to release and implementation, including the development and issuance of operations-related import informational directives in coordination with the Program Directors.
- G. Oversees the FDA import filer evaluation program, and associated filer enforcement activities when warranted.
- H. Develops and/or reviews FDA import procedures, programs, and assignments, including the responsibility for the development and issuance of compliance-related import informational directives in coordination with the Program Directors.

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

The functional statements for the Division of Planning and Public Response were approved by the Deputy Secretary for Health and Human Services on December 22, 2021, and effective on February 9, 2022.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Regulatory Affairs  
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Division of  
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(DCIU)

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Staff Manual Guide 1310.11a  
Organizations and Functions  
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Import Operations, Division of Planning and Public Response organization structure depicting all the organizational structures reporting to the Director:

Division of Planning and Public Response (DCIJJ):