

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Human Foods Program

Office of Resource Management

Division of Management Support and Analysis

Effective Date: May 13, 2024

1. Division of Management Support and Analysis (DCREF).

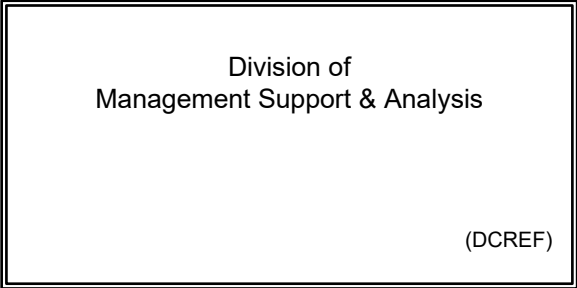
- A. Performs data integration and data analysis, including for annual Office of Personnel Management (OPM) Federal Employee Viewpoint Survey (FEVS) Human Foods Program (HFP) results, and manages special initiative projects and pilot programs under the direction of the Deputy Commissioner for Human Foods and/or Associate Director for Management.
- B. Serves as liaison for HFP employees and the Food and Drug Administration's Ethics and Integrity program to ensure compliance with the following applicable laws, statutes, and regulations: United States Office of Government Ethics (OGE) Standards of Ethical Conduct for Employees of the Executive Branch (5 CFR Section 2635), Supplemental Standards of Ethical Conduct for HHS Employees (5 CFR Section 5501), Supplemental Financial Disclosure Requirements for Health and Human Services (HHS) Employees (5 CFR Section 5502), Criminal Conflict of Interest Law (18 USC Section 208), the Food and Drug Administration (FDA) Significantly Regulated Organizations (SROs), FDA Prohibited Holding Rule, and the Hatch Act.
- C. Manages internal Office of Resource Management (ORM) communications, including the HFP-wide and HFP-ORM distribution lists and fulfilling ORM SharePoint Online (SPO) Request inquiries to update or create and publish ORM intranet pages, and coordinates and facilitates ORM All-Hands meetings and events.
- D. Facilitates consistency in the quality and integrity of HFP's mission requirements through the establishment, publication, and maintenance of HFP Standard Operating Procedures (SOPs).

- E. Coordinates the development, evaluation, review, and approval of all organizational changes and Administrative Delegations of Authority (DoAs) within HFP in collaboration with the FDA's Planning, Evaluation, and Risk Management programs.
- F. Ensures oversight and management of enterprise risks and submission of the annual Federal Managers Financial Integrity Act (FMFIA) fiscal year HFP risk response plans including the HFP Individual Assurance Statement in collaboration with FDA's Planning, Evaluation, and Risk Management programs.
- G. Coordinates executive performance related to ORM's mid-year progress and end-of-year accomplishments for the Commissioner's plan and for the Associate Director for Management's plan.

2. Authority and Effective Date.

The functional statements for the Division of Management Support and Analysis were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services
Food and Drug Administration
Human Foods Program
Office of Resource Management
Division of Management Support and Analysis**



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The following is the Department of Health and Human Services, Food and Drug Administration, Human Foods Program, Office of Resource Management, Division of Management Support and Analysis organization structure depicting all the organizational structures reporting to the Director: