

SMG 1351.1

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND
FUNCTIONS**

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR TOBACCO PRODUCTS

OFFICE OF THE CENTER DIRECTOR

Effective: 07/08/2011

1. OFFICE OF THE CENTER DIRECTOR (DKKIA).

- A. Provides vision, leadership, and strategic direction for all Center activities related to regulation of tobacco products and implementation of the Family Smoking Prevention and Tobacco Control Act.
- B. Provides vision, leadership, and strategic direction for all Center activities related to protecting the public's health and communicating about the negative consequences of tobacco product use.
- C. Plans, administers, coordinates, evaluates, and implements overall Center scientific, legal, policy, regulatory, compliance, public education, and management programs, policies, and plans.
- D. Provides leadership and direction for Center management, planning, and evaluation systems to ensure optimum utilization of personnel, budgetary and financial resources, information technology, professional development, and facilities.
- E. Establishes a program to maintain the highest levels of scientific quality and integrity for the Center.
- F. Serves as the primary liaison and spokesperson on tobacco products regulation and the public health consequences of tobacco products use with FDA, DHHS, OMB, the White House, Congress and the media, as well as with a variety of stakeholders, including regulated industry, tobacco control advocacy organizations, scientific, public health, and medical associations, academia, and State, local, Territorial, and Tribal governments.
- G. Provides Center-wide program and strategic planning, execution and

support to Center leadership, coordination, development, clearance and delivery of all Congressionally mandated reports, studies and analyses, and also high quality briefing materials, background information for meetings, and speeches.

- H. Provides correspondence control for the Center and controls and processes all public correspondence; develops and operates executive correspondence tracking systems.
- I. Manages the Center's Freedom of Information Act activities, coordinating responses with other Center technical, legal, regulatory, and policy units as well as developing direct responses.
- J. Manages the Center's Ombudsman program.
- K. Manages the Center's history program and archives.

2. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Secretary of Health and Human Services effective July 8, 2011.

Staff Manual Guide 1351.1
Organizations and Functions
Effective Date: July 8, 2011

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ORGANIZATIONS AND FUNCTIONS
EFFECTIVE DATE: July 8, 2011

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Tobacco Products, Office of the Center Director organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE CENTER DIRECTOR