

**SMG 1117.81a**

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

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF OPERATIONS**

**OFFICE OF FINANCE, BUDGET AND ACQUISITIONS**

**OFFICE OF BUDGET**

Effective Date: 07/08/2011

**1. OFFICE OF BUDGET (DMMDA)**

- A. Plans, organizes, and carries out annual and multi-year budgeting in support of FDA's public health mission and programs
- B. Produces three major budget submissions a year (to Health and Human Services (HHS) in June, Office of Management and Budget (OMB) in September, and to Congress in February)
- C. Develops and presents required background exhibits, MAX input, and supplemental budget requests as necessary; coordinates graphic material for presentations; and coordinates budget passback appeals at each level
- D. Coordinates appropriation hearing preparation for FDA leadership and conducts hearing follow-up related to transcripts, hearing questions and other hearing record inserts. Tracks appropriation activities and bills affecting FDA resources through the legislative process
- E. Responds to requests for budget information and special reports and exhibits
- F. Reviews and analyzes potential budget impacts of congressional or Administration proposals, providing expert options and recommendations
- G. Clears documents leaving the Agency that have budget impact or resource information
- H. Tracks special initiatives and agency cross-cutting programs

## 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.

<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
Initial	08/23/2007	N/a	OC/OO/ OM/OMP	Secretary of the Department of Health and Human Services
Revision	01/13/2009	N/a	OC/OO/ OM/OMP	Commissioner of the Food and Drug Administration
Revision	08/07/2009	N/a	OC/OO/ OM/OMP	Secretary of the Department of Health and Human Services
Revision	07/08/2011	N/a	OO/OM	Secretary of the Department of Health and Human Services

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STAFF MANUAL GUIDE 1117.81a  
ORGANIZATIONS AND FUNCTIONS  
EFFECTIVE DATE: October 1, 2012

The following is the Food and Drug Administration, Office of Operations, Office of Finance, Budget, and Acquisitions, Office of Budget organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR