

SMG 1121.11

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

FOOD AND DRUG ADMINISTRATION

OFFICE OF GLOBAL REGULATORY OPERATIONS AND POLICY

OFFICE OF REGULATORY AFFAIRS

OFFICE OF RESOURCE MANAGEMENT

DIVISION OF PLANNING, EVALUATION, AND MANAGEMENT

Effective Date: 07/08/2011

1. DIVISION OF PLANNING, EVALUATION, AND MANAGEMENT (DLLRAA)

- A. Coordinates development of overall long-and short-range operational program plans and develops field manpower allocations for their accomplishments
- B. Acts as an advisor on matters of planning, budgeting, manpower management, and program evaluation
- C. Develops and coordinates the implementation of the annual field operational program plans. Has primary responsibility for implementing the Agency's manpower utilization program
- D. Prepares estimates of compliance program costs and monitors programmatic expenditures throughout the year, recommending program changes to conserve resources
- E. Develops and maintains domestic and import workload information
- F. Analyzes field performance data, evaluates overall field accomplishments in terms of stated goals and resource utilization, and recommends changes in operational program plans and field manpower allocations
- G. Develops planning and evaluation policy and guidance materials, based on Agency policy decisions and program evaluation data, for use by the field in program planning and budgeting. Guides the field in evaluating their own performance and coordinating field evaluation of programs

H. Provides management analysis services to the Office of Regulatory Affairs Headquarters and field; designs, develops, and implements management programs, and provides in-house management consulting services

2. AUTHORITY AND EFFECTIVE DATE

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

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	07/08/2011	N/a	ORA/ORM	Secretary of Health and Human Services

**FOOD AND DRUG ADMINISTRATION
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DIVISION OF PLANNING, EVALUATION AND MANAGEMENT**

DIVISION OF PLANNING, EVALUATION AND
MANAGEMENT
PROGRAM PLANNING & WORKFORCE MANAGEMENT
BRANCH
PROGRAM EVALUATION BRANCH

Staff Manual Guide 1121.11
Organizations and Functions
Effective Date: July 8, 2011

The following is the Food and Drug Administration, Office of Global Regulatory Operations and Policy, Office of Regulatory Affairs, Office of Resource Management, Division of Planning Evaluation and Management organization structure depicting all the organizational structures reporting to the Division Director.

DIVISION OF PLANNING EVALUATION AND MANAGEMENT:

- PROGRAM PLANNING AND WORKFORCE MANAGEMENT BRANCH
- PROGRAM EVALUATION BRANCH