

SMG 1219.2

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR BIOLOGICS EVALUATION AND RESEARCH

OFFICE OF COMMUNICATION, OUTREACH AND DEVELOPMENT

DIVISION OF DISCLOSURE AND OVERSIGHT MANAGEMENT

Effective Date: 07/08/2011

1. DIVISION OF DISCLOSURE AND OVERSIGHT MANAGEMENT (DKKBHA).

- A. Tracks, directs and controls development and coordination of important and sensitive Center responses to Congressional requests, including proposed legislation. Serves as Center liaison with the Office of Legislative Affairs.
- B. Prepares, develops and coordinates Center and Agency responses to inquiries on AIDS and biological products under the Freedom of Information (FOI) Act, the Privacy Act, and other statutes.
- C. Responsible for litigation under the Tort Claims Act and responding to third party subpoenas.
- D. Prepares, develops and coordinates Center and Agency responses to requests under the Freedom of Information (FOI) Act, the Privacy Act, and other statutes.
- E. Serves as Center liaison for General Accounting Office and Inspector General investigations.
- F. Provides direction and support in the management of the Center's Document Control contract.

2. AUTHORITY AND EFFECTIVE DATE.

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

**FOOD AND DRUG ADMINISTRATION
OFFICE OF MEDICAL PRODUCTS AND TOBACCO
CENTER FOR BIOLOGICS EVALUATION AND RESEARCH
OFFICE OF COMMUNICATIONS, TRAINING AND MANUFACTURERS ASSISTANCE
DIVISION OF DISCLOSURE & OVERSIGHT MANAGEMENT**

OFFICE OF THE DIRECTOR

Congressional & Oversight Branch
Access Litigation & FOI Branch

Staff Manual Guide 1219.2
Organizations and Functions
Effective Date: July 8, 2011

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Center for Biologics Evaluation and Research, Office of Communications, Training and Manufacturers Assistance, Division of Disclosure and Oversight Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Congressional and Oversight Branch
- Access Litigation and FOI Branch