

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of the Commissioner**

**Office of the Executive Secretariat**

Effective Date: December 14, 2018

**1. Office of Executive Secretariat (DCAB).**

- A. Advises the Commissioner and other key Food and Drug Administration (FDA) officials on activities that affect FDA wide programs, projects, and initiatives. Informs appropriate FDA staff of the decisions and assignments made by the Commissioner, the Deputy Commissioners, the Chief of Staff and the Associate Commissioners.
- B. Develops and maintains management information necessary for monitoring the Commissioner's and FDA's goals and priorities.
- C. Assures that materials in support of recommendations presented for the Commissioner's consideration are comprehensive, accurate, fully discussed and encompass the issues involved.
- D. Provides correspondence control for the Commissioner and controls and processes all FDA public correspondence directed to the Commissioner. Develops and operates tracking systems designed to identify and resolve early warnings and bottleneck problems with executive correspondence.
- E. Provides direct support to the Commissioner, Deputy Commissioners, Chief of Staff and Associate Commissioners including briefing materials, background information for meetings, responses to outside inquiries, and maintenance and control of the Commissioner's working files.
- F. Performs FDA-wide assignments involving complex problems and issues related to FDA programs, strategies and activities, including preparation of special reports for the Department.

- G. Coordinates the FDA's communications with the Public Health Service, HHS, and the White House including correspondence for the Assistant Secretary for Health and Secretarial signatures.

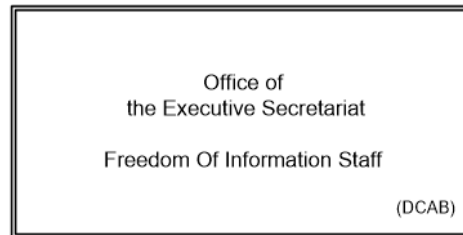
## **2. Freedom of Information Staff (DCAB1)**

- A. Serves as the FDA expert and focal point for headquarters and field personnel in the development and implementation of effective policies and procedures in accordance with the Freedom of Information Act (FOIA), the Privacy Act, FDA regulations, and other relevant statutes. Includes establishing FDA-wide policies and providing guidance and leadership for the FOIA and Privacy Act programs. Serves as the FDA's official Call Center and Public Liaison Office for FOIA matters.
- B. Receives, reviews, controls, coordinates and routes all FOI requests to the proper action office; designs and implements control mechanisms to assure FOI and Privacy Act inquiries are processed and responded to within established timeframes.
- C. Receives and reviews all recommendations for denials submitted by headquarters and field FOI officers. Analyzes the proposals and evaluates the potential need for supplemental information and/or changes in the recommendations, and coordinates with the submitting office before issuance of a denial for a grant of access, expedited processing, or fee waivers.
- D. Analyzes, compiles, and prepares reports on privacy and FOI activities in the FDA for the annual reports to the Department and for other reporting requirements.
- E. Maintains copies of FDA manuals, indices, and other records required to be on public display in the public reading room and/or the e-reading rooms through FDA websites.

## **3. Authority and Effective Date.**

The functional statements for the Office of Executive Secretariat were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services  
Food and Drug Administration  
Office of the Commissioner  
Office of the Executive Secretariat**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Commissioner, Office of the Executive Secretariat organization structure depicting all the organizational structures reporting to the Director.

The staff reports to the Office of Executive Secretariat (DCAB):

- Freedom of Information Staff