

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 POLICY AND RISK MANAGEMENT

DIVISION OF PLANNING EVALUATION AND MANAGEMENT

Effective Date: 08/07/2012

1. DIVISION OF PLANNING EVALUATION AND MANAGEMENT (DLLRHA).

- 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, manpower management, and program evaluation.
- C. Develops and coordinates the implementation of the annual field operational program plans. Implements ORA's manpower utilization program.
- D. 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.
- E. 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.
- F. Provides management analysis services to the Office of Regulatory Affairs Headquarters and Field.

2. PROGRAM EVALUATION BRANCH (DLLRHA1).

- A. Analyzes field performance data, evaluates overall field accomplishments in terms of stated goals and resource utilization.
- B. Serves as subject matter experts on the development of information systems related to manpower utilization and data extraction.

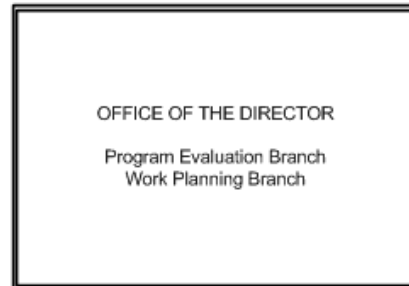
3. WORK PLANNING BRANCH (DLLRHA2).

- A. Develops and maintains domestic and import workload information.
- B. Coordinates with other Agency components in the development of annual workplans.

4. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Commissioner of Food and Drugs on August 7, 2012.

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ORGANIZATIONS AND FUNCTIONS
EFFECTIVE DATE: August 7, 2012

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

OFFICE OF THE DIRECTOR:

- Program Evaluation Branch
- Work Planning Branch