

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

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF FOODS AND VETERINARY MEDICINE**

Effective Date: October 1, 2012

**1. OFFICE OF FOODS AND VETERINARY MEDICINE (DJJ).**

- A. Provides executive leadership and management to all FDA food-related programs.
- B. Exercises, on behalf of the Commissioner, direct line authority over the Center for Food Safety and Applied Nutrition (CFSAN) and the Center for Veterinary Medicine (CVM).
- C. Exercises, on behalf of the Commissioner, all food-related legal authorities that the Commissioner is empowered to exercise under the Federal Food, Drug, and Cosmetic Act, as amended, the Public Health Service Act, and other applicable laws.
- D. Directs efforts to integrate the programs of CFSAN, CVM, and the Office of Regulatory Affairs and thereby ensure the optimal use of all available FDA resources and tools to improve the safety, nutritional quality and proper labeling of the food supply.
- E. Directs the development of integrated strategies, plans, policies, and budgets to build FDA's food-related scientific and regulatory capacities and programs, including recruitment and training of key personnel and development of information systems.
- F. Represents FDA on food-related matters in dealings with the Office of the Secretary of HHS, the Centers for Disease Control and Prevention, the U.S. Department of Agriculture, the White House and other elements of the executive branch.
- G. Represents FDA on food-related matters in dealings with Congress.
- H. In conjunction with the Office of International Programs, represents FDA on food-related matters in dealings with foreign governments and international organizations.

- I. Directs FDA efforts to build an integrated national food safety system in collaboration with other federal agencies and state and local governments.

## **2. COMMUNICATIONS AND PUBLIC ENGAGEMENT STAFF (DJJ1).**

Directs a program of public outreach and communications on veterinary medicine, food safety, nutrition, and other food-related issues to advance FDA's public health and consumer protection goals.

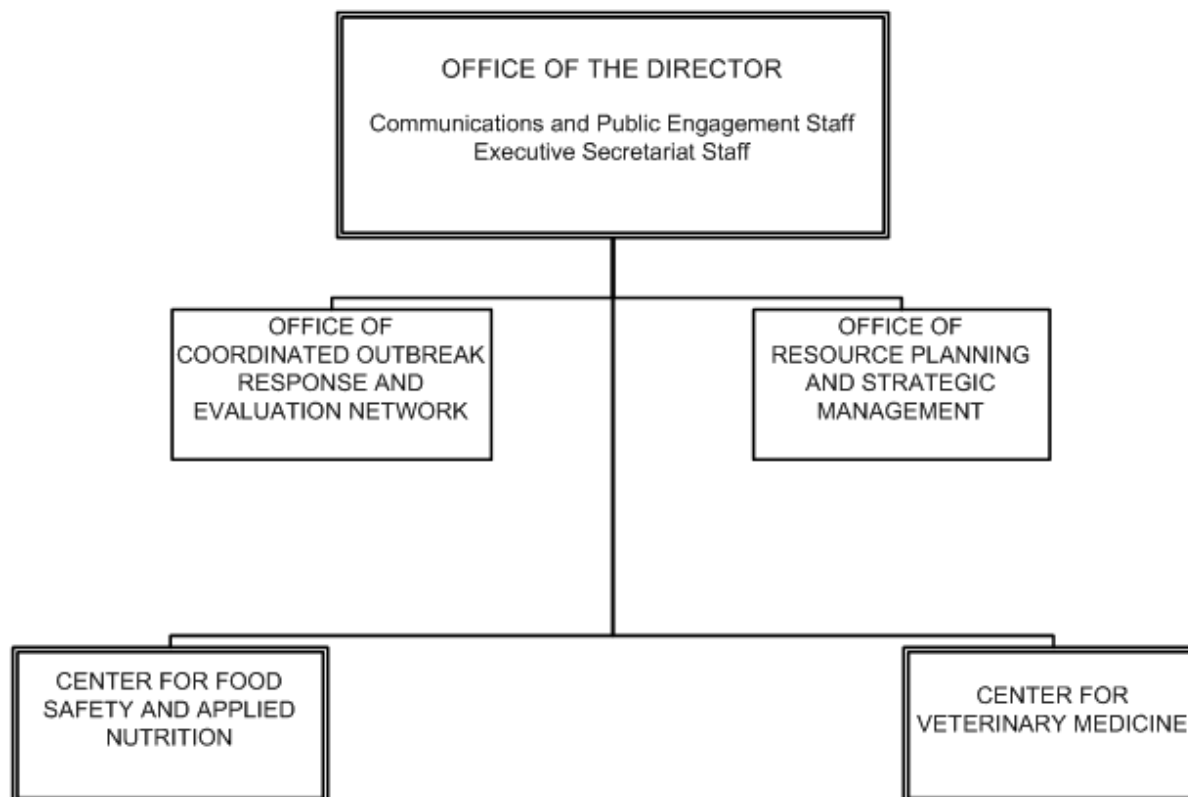
## **3. EXECUTIVE SECRETARIAT STAFF (DJJ2).**

- A. Provides direct support to the OFVM through the direction and management of: 1) briefing materials and background information for meetings including significant decision documents; 2) correspondence control; 3) responses to outside inquires; and 4) legislation and associated activities.
- B. Provides correspondence control tracking for the OFVM working with Center subject matter expert staff. Controls and processes all agency public correspondence directed to the Deputy Commissioner for Foods and Center Directors. Develops and operates tracking systems designed to identify and resolve problems with tracking and flow of correspondence.
- C. Maintains liaison with the FDA Executive Secretariat, the HHS Executive Secretariat and the other federal government agencies.
- D. Manages and coordinates all (or just significant, cross-cutting) GAO and HHS Inspector General studies. Coordinates with the Office of Legislative Affairs on all food-related issues. Responsible for management of investigations and audits for the OFVM program.
- E. Establishes and implements standard operating procedures (SOPs) for decision-making and clearance processes for the Foods and Veterinary Medicine directorate, including clear delegations of authority and responsibility for major categories of decisions.

## **4. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Office were approved by the Secretary for Health and Human Services, effective October 1, 2012.

FOOD AND DRUG ADMINISTRATION  
OFFICE OF FOODS AND VETERINARY MEDICINE



Staff Manual Guide 1160.1  
Organizations and Functions  
Effective Date: October 1, 2012

The following is the Food and Drug Administration, Office of Foods and Veterinary Medicine, organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Communications and Public Engagement Staff
- Executive Secretariat Staff
- OFFICE OF COORDINATED OUTBREAK RESPONSE AND EVALUATION NETWORK
- OFFICE OF RESOURCE PLANNING AND STRATEGIC MANAGEMENT
- CENTER FOR FOOD SAFETY AND APPLIED NUTRITION
- CENTER FOR VETERINARY MEDICINE