

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

FOOD AND DRUG ADMINISTRATION

OFFICE OF FOODS AND VETERINARY MEDICINE

OFFICE OF RESOURCE PLANNING AND STRATEGIC MANAGEMENT

Effective Date: October 1, 2012

**1. OFFICE OF RESOURCE PLANNING AND STRATEGIC MANAGEMENT
(DJJA).**

- A. Provides overall guidance and leadership on cross-cutting resource and strategic management activities for the Office of Foods and Veterinary Medicine (OFVM). These include functional areas such as strategic planning, information systems, resource planning and evaluation, risk-based priority setting and resource allocation, human capital executive services, oversight of decentralized budget execution; internal controls/continuous improvements, and long-range facility planning; and administrative support for the Immediate Office of OFVM.
- B. Provides executive services including, but not limited to: 1) recruitment and appointment flexibilities; 2) retention and succession planning; and, 3) position and performance management.
- C. Advises OFVM on workforce planning and strategic human capital planning for all executive level positions. Efforts to include competency assessment to ensure attainment of changing operational goals and objectives.
- D. Serves as the liaison between Office of Human Resources and OFVM for executive services.
- E. Develops and recommends a strategic informatics framework for cross-cutting information technology and systems for the OFVM.
- F. Provides leadership and oversight of an approved strategic informatics framework.
- G. Manages a unified framework for informatics including architecture standards and governance process for cross-cutting systems.

- H. Leads implementation of cross-cutting information technology systems that are not Center specific, core business/programmatic systems.
- I. Develops annual budget recommendations and manages informatics investment portfolio for cross-cutting systems.
- J. Serves as the liaison between OFVM and the Agency's Information Technology Investment Review Board.

2. STRATEGIC PLANNING AND BUDGET FORMULATION STAFF (DJJA1).

- A. Leads and directs an integrated priorities setting and resource allocation process for OFVM that culminates in the Congressional Budget Justification.
- B. Leads immediate and long-term resource and strategic planning initiatives to identify and justify resource needs and ensure best use of all available resources.
- C. Supports the development of program-wide priority setting to guide resource planning; coordination of an integrated Center-field work planning process; and centralized budget formulation processes; and monitoring of the decentralized budget execution process.
- D. Manages uniform activity based reporting systems.
- E. Oversees user fee activities to include negotiations and implementation for new or renewed that cross-cutting, non-Center specific user fee programs.
- F. Serves as the liaison between OFVM and other Agency's counterparts, HHS and OMB for like functions.

3. RISK ANALYTICS STAFF (DJJA2).

- A. Designs, develops, implements and operates a risk-based resource allocation program including their field components.
- B. Support the identification of food safety priorities across all Foods Programs; conducts cross-program risk ranking analyses based on public health criteria.
- C. Provides targeted risk information gathering and data development, and ensures the conduct of appropriate activities.
- D. Conducts risk-based analysis to support decision making in resource allocation.

- E. Collaborate with other Centers and Agencies on matters of mutual interest including methodological issues, health analytics, and, in particular, work on foodborne illness attribution.
- F. Coordinates risk analysis activities with Center for Veterinary Medicine, Center for Food Safety and Applied Nutrition and Office of Regulatory Affairs risk managers.

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.

Staff Manual Guide 1160.10
Organizations and Functions
Effective Date: October 1, 2012

FOOD AND DRUG ADMINISTRATION
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ORGANIZATIONS AND FUNCTIONS
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The following is the Food and Drug Administration, Office of Foods and Veterinary Medicine, Office of Resource Planning and Strategic Management, organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Strategic Planning and Budget Formulation Staff
- Risk Analytics Staff