

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

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF FOODS AND VETERINARY MEDICINE**

**CENTER FOR FOOD SAFETY AND APPLIED NUTRITION**

**OFFICE OF THE CENTER DIRECTOR**

Effective Date: 12/07/2017

**1. OFFICE OF THE CENTER DIRECTOR (DJJHA).**

- A. Provides leadership and direction for all Center activities and coordinates programs with the Food and Drug Administration (FDA) organizations, Department components, and other government agencies.
- B. Plans, administers, coordinates, evaluates and promulgates overall Center scientific, regulatory, compliance, enforcement and management programs, policies and plans.
- C. Provides leadership and direction for Center management, planning, and evaluation systems to ensure optimum utilization of personnel, financial resources, and facilities.
- D. Establishes and manages a program to maintain the highest level of quality and integrity for all Center laboratory studies and the processing of regulatory samples, and ensures that all laboratories are in compliance with Good Laboratory Practice Regulations.
- E. Coordinates and monitors the Center's overall research portfolio, including all research-related activities and inquiries and the development of strategic research program plans.
- F. Provides advice to the Center Director and Deputy Directors on issues related to the Center's research portfolio, facilities and equipment.
- G. Represents the Center and FDA in scientific and other professional forums, including international forums, on issues related to food laws, regulations, standards, science, and policies.
- H. Provides leadership for the development of short-, medium-, and long-term strategic research program plans.

- I. Provides advice, consultation, and management oversight to appropriate representatives associated with partnerships with academia and other consortia.
- J. Fosters partnerships and effective communication with academia, private industry, trade associations, public sector groups, governmental agencies, commodity groups, and professional organizations.

**2. INTERNATIONAL AFFAIRS STAFF (DJJHA2).**

- A. Provides advice to the Center Director and Deputy Directors on issues related to international policy and direction.
- B. Provides leadership on development of the Center's policies that impact on international and/or trade issues.
- C. Represents the Center and FDA in international forums on issues related to international harmonization of food laws, regulations, standards and science, and policies.
- D. Provides expertise and oversight over international trade negotiations pertaining to foods and cosmetics and the implementation of the agreements that emerge from those negotiations, including management of any trade disputes.
- E. Provides technical information, assistance and training to foreign governments and visitors.

**3. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Office were approved by Secretary of Health and Human Services, and effective December 7, 2017.

FOOD AND DRUG ADMINISTRATION  
OFFICE OF FOODS AND VETERINARY MEDICINE  
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Staff Manual Guide 1231.10  
Organizations and Functions  
Effective Date: December 7, 2017

The following is the Food and Drug Administration, Office of Foods and Veterinary Medicine, Center for Food Safety and Applied Nutrition, Office of the Center Director organization structure depicting all the organizational structures in the immediate office reporting to the Center Director:

The staff reports to the Office of the Center Director (DJJHA)

- International Affairs Staff (DJJHA2)