

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 MANAGEMENT

Effective Date: October 1, 2012

1. OFFICE OF MANAGEMENT (DJJHB).

- A. Provides guidance and leadership in the analysis, development, planning, coordination, implementation, and evaluation of administrative management activities and policies, including Center operations related to program planning; budget, financial, human capital, security, and safety management; and laboratory safety and health.
- B. Obtains and deploys resources for high priority mission objectives, supports senior level decisions and program accountability, and articulates results to stakeholders.
- C. Provides Center support functions including personal property management and accountability; office and laboratory space management; mail and courier services; printing and reproduction; and conference room services.
- D. Performs management studies, internal controls assessments, and evaluations, or special studies of key issues relative to policy review and oversight.
- E. Provides centralized expertise and coordination of all Information Technology, Records Management and Scientific Computing activities for the Center.

2. SAFETY STAFF (DJJHB1).

- A. Assists CFSAN management in providing employees with a workplace free of recognized hazards, thereby minimizing the incidence and impact of occupational accidents, injuries and illnesses.
- B. Provides occupational safety and health services including the administration of biological, chemical and radiation safety, environmental protection and laboratory support programs.

- C. Promotes employee health and wellness through the administration of CFSAN's fitness, wellness and occupational medical programs.
- D. Plans, administers and supervises emergency response activities related to fires, hazardous material incidents, weather and continuity of operations.
- E. Provides laboratory certification, decommissioning, relocation and waste management services.
- F. Provides oversight of CFSAN physical security program.
- G. Plans, organizes and executes effective project management activities related to facility management, improvements and alterations.

3. AUTHORITY AND EFFECTIVE DATE.

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

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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, Center for Food Safety and Applied Nutrition, Office of Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF MANAGEMENT:

- DIVISION OF BUDGET AND PLANNING
- DIVISION OF PROGRAM SERVICES