

**SMG 1231.110**

**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**

**DIVISION OF BUDGET AND PLANNING**

Effective Date: October 1, 2012

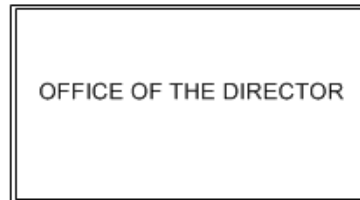
**1. DIVISION OF BUDGET AND PLANNING (DJJHBA).**

- A. Formulates, develops, executes, and analyzes budget and financial plans for the Center, including payroll, travel, and purchase card activities. Monitors and provides comprehensive financial status reports.
- B. Develops and implements the Center's strategic and resource planning, prioritization, allocation, and performance evaluation processes.
- C. Manages the Center's acquisition activities, in coordination with other Center and Agency components. Provides guidance in the coordination and administration of contracts and grants, including management, technical, and merit review.
- D. Coordinates the Center's activities dealing with the Federal Managers' Financial Integrity Act (FMFIA) and associated internal control and integrity issues.
- E. Coordinates budget and financial data calls and responds to budget and appropriation-related inquiries.

**2. AUTHORITY AND EFFECTIVE DATE.**

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

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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, Division of Budget and Planning organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR