

SMG 1267.12

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

FOOD AND DRUG ADMINISTRATION

CENTER FOR DRUG EVALUATION AND RESEARCH

OFFICE OF EXECUTIVE PROGRAMS

DIVISION OF EXECUTIVE OPERATIONS

Effective Date: 03/02/2010

1. DIVISION OF EXECUTIVE OPERATIONS (DBNHB).

- A. Provides executive secretariat support to the immediate Office of the Center Director (OCD), including coordinating executive and legislative correspondence and activities; managing the preparation and coordination of meetings; and preparing background material, graphics, and other information for meetings, speeches, and presentations.
- B. Provides project management support for Center-wide and Agency-FDA initiatives to improve the quality and timeliness of regulatory review and improve team-based management practices.
- C. Serves as center liaison to the Department of Health and Human Services, Office of the Inspector General, Government Accounting Office, Federal Communications Commission, Federal Trade Commission, and Securities Exchange Commission.
- D. Serves as communication points of contact for liaison between the OCD and CDER offices.

2. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this division were approved by the Commissioner of Food and Drugs on March 2, 2010.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	03/02/2010	N/a	OC/OA/ OM/OMP	Commissioner of Food and Drugs

**FOOD AND DRUG ADMINISTRATION
OFFICE OF MEDICAL PRODUCTS AND TOBACCO
CENTER FOR DRUG EVALUATION AND RESEARCH
OFFICE OF EXECUTIVE PROGRAMS
DIVISION OF EXECUTIVE OPERATIONS**



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Organizations and Functions
Effective Date: July 8, 2011

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Drug Evaluation and Research, Office of Executive Programs, Division of Executive Operations depicting all the organizational structures reporting to the Director.

OFFICE OF THE DIRECTOR