

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR TOBACCO PRODUCTS

OFFICE OF COMPLIANCE AND ENFORCEMENT

DIVISION OF BUSINESS OPERATIONS

Effective Date: 03/24/2014

1. DIVISION OF BUSINESS OPERATIONS (DKKIGD).

- A. Coordinates compliance and enforcement oriented replies to inquiries from consumers, State and Federal governments, Congress, and industry concerning the requirements of the law and regulations related to compliance and enforcement.
- B. Provides advice and manages activities relating to legal actions, case development, contested case assistance and performance of other activities in support of government counsel.
- C. Plans, develops and implements the policies and procedures concerning information management, fiscal operations, contracts, personnel, and strategic goals.
- D. Advises and supports Office officials and staff regarding all policies and procedures relating to administrative support activities.
- E. Participates in planning, managing and organizing quality management initiatives and programs for the Office.
- F. Develops analyses of business processes and prepares operations and accomplishment reports.
- G. Manages the Center's small business assistance activities.

2. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Division of Business Operations were approved by the Deputy Commissioner for Operations/Chief Operating Officer and effective on 03/24/2014.

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STAFF MANUAL GUIDE 1357.5
ORGANIZATIONS AND FUNCTIONS
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The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Tobacco Products, Office of Compliance and Enforcement, Division of Business Operations organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR