

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Security and Emergency Management**

**Office of Security Operations**

Effective Date: December 14, 2018

**1. Office of Security Operations (DCNHA).**

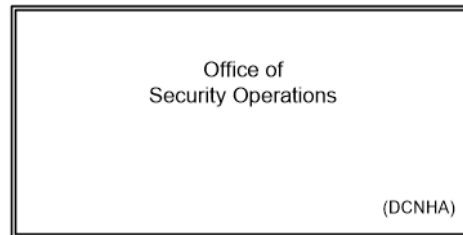
- A. Provides leadership and guidance to Food and Drug Administration (FDA) for all aspects of physical and personnel security including the suitability and National Security Information program.
- B. Develops and implements FDA-wide security policy.
- C. Manages and administers the suitability and security program as required by the Office of Personnel Management as set forth in “Suitability” (5 CFR Part 731), and “National Security Positions” (5 CFR, Part 732). Monitors the appropriate security clearance levels for FDA positions, employees, and contract employees.
- D. Serves as liaison with the Department’s drug testing officials and coordinates the FDA drug testing program activities.
- E. Carries out duties as outlined in the Health and Human Services (HHS) and the National Security Information Manual. Serves as liaison and coordinates with the Department regarding the classified document program.
- F. Coordinates other reviews for all non-citizen personnel in the FDA who work in the FDA’s facilities.
- G. Develops agency training goals and initiatives to ensure that FDA emergency response staff and senior officials are informed and comply with all of the operational requirements of the National Response Framework (NRF), National Incident Management System (NIMS), national level exercise programs and other national emergency plans and preparedness efforts.

- H. Develops and directs the FDA-wide physical security programs and provides professional leadership and authoritative guidance.
- I. Provides physical, documentary, and preventative security consultation for the FDA components.
- J. Formulates policy and procedures necessary to maintain the integrity of privileged and trade secret information submitted by industry.
- K. Develops and manages the FDA's contractor security program when Automated Data Processing services or non-public information is released under contract agreement.

**2. Authority and Effective Date.**

The functional statements for the Office of Security Operations were approved by the Secretary of Health and Human Services and effective on 14 December 2018.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Operations  
Office of Security and Emergency Management  
Office of Security Operations**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Security and Emergency Management, Office of Security Operations organization structure depicting all the organizational structures reporting to the Director.

Office of Security Operations (DCNHA)