

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Inspections and Investigations

Office of Import Operations

Division of Planning and Public Response

Effective Date: May 13, 2024

1. Division of Planning and Public Response (DCSLI).

- A. Serves as the focal point for response to new legislative proposals impacting import operations and provides responses to Government Accountability Office (GAO) and Office of Management and Budget (OMB) requests.
- B. Serves as the focal point for import Congressional inquiries, freedom of information (FOI) coordination, and resource allocation requests.
- C. Provides advice and direction on field import operations, including investigational and sampling activities, in coordination with the Office of Inspections and Investigations (OII) directors.
- D. Serve as the focal point for the office risk-based work planning activities.
- E. Supports the development of import policies relative to import activities in coordination with Food and Drug Administration (FDA) Centers and Offices.
- F. Responsible for responding to general import inquires (internal/external) and maintain knowledge management system to track inquiries.
- G. Coordinates activities with other federal agencies and foreign governments through established interagency agreements, memoranda of understanding, and informal working relationships.
- H. Develops and/or reviews FDA import procedures, programs, and assignments prior to release and implementation, including the development and issuance of operations-related import informational directives in coordination with the Inspectorate Directors.

- I. Develops and/or reviews FDA import procedures, programs, and assignments, including the responsibility for the development and issuance of compliance-related import informational directives in coordination with the Inspectorate Directors.

2. Authority and Effective Date.

The functional statements for the Division of Planning and Public Response were approved by the Secretary for Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services
Food and Drug Administration
Office of Inspections and Investigations
Office of Import Operations
Division of Planning and Public Response**

Division of
Targeting & Analysis

(DCSLA)

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Inspections and Investigations, Office of Import Operations, Division of Planning and Public Response organization structure depicting all the organizational structures reporting to the Director: