

SMG 1118A.5

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of the Commissioner

Office of Policy, Legislation and International Affairs

Office of Legislation

Effective Date: December 14, 2018

1. Office of Legislation (DCOD).

- A. Advises and assists the Deputy Commissioner, the Commissioner and other key Food and Drug Administration (FDA) officials concerning legislative needs, pending legislation and oversight activities that affect FDA.
- B. Serves as the focal point for overall authorizing legislative liaison activities within the FDA and between the FDA, the Department of Health and Human Services (DHHS), Public Health Service (PHS) and other agencies.
- C. Analyzes the legislative needs of FDA and works with FDA leaders to draft or develop legislative proposals, position papers, and departmental reports on proposed legislation for approval by the Deputy Commissioner and the Commissioner.
- D. Advises and assists members of Congress and congressional committees and staffs in consultation with the Deputy Commissioner, Commissioner, and the Office of the Secretary, on agency actions, policies, and issues related to legislation which may affect FDA.

2. Authority and Effective Date.

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

**Department of Health and Human Services
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Policy, Legislation and International Affairs, Office of Legislation organization structure depicting all the organizational structures reporting to the Director.

Office of Legislation (DCOD)