

**SMG 1111.3a**

**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 the Executive Secretariat**

Effective Date: May 13, 2024

**1. Office of the Executive Secretariat (DCAB).**

- A. Advises the Commissioner and other key Food and Drug Administration (FDA) officials on activities that affect FDA wide programs, projects, and initiatives. Informs appropriate FDA staff of the decisions and assignments made by the Commissioner, the Deputy Commissioners, the Chief of Staff and the Associate Commissioners.
- B. Develops and maintains management information necessary for monitoring the Commissioner's and FDA's goals and priorities.
- C. Assures that materials in support of recommendations presented for the Commissioner's consideration are comprehensive, accurate, fully discussed and encompass the issues involved.
- D. Provides correspondence control for the Commissioner and controls and processes all FDA public correspondence directed to the Commissioner. Develops and operates tracking systems designed to identify and resolve early warnings and bottleneck problems with executive correspondence.
- E. Provides direct support to the Commissioner, Deputy Commissioners, Chief of Staff and Associate Commissioners including briefing materials, background information for meetings, responses to outside inquiries, and maintenance and control of the Commissioner's working files.
- F. Performs FDA-wide assignments involving complex problems and issues related to FDA programs, strategies, and activities, including preparation of special reports for the Department.

G. Coordinates the FDA's communications with the Public Health Service, HHS, and the White House including correspondence for the Assistant Secretary for Health and Secretarial signatures.

**2. Authority and Effective Date.**

The functional statements for the Office of the Executive Secretariat were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services  
Food and Drug Administration  
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Commissioner, Office of the Executive Secretariat organization structure depicting all the organizational structures reporting to the Director: