

**SMG 1357.5**

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Tobacco Products**

**Office of Compliance and Enforcement**

**Division of Business Operations**

Effective Date: December 14, 2018

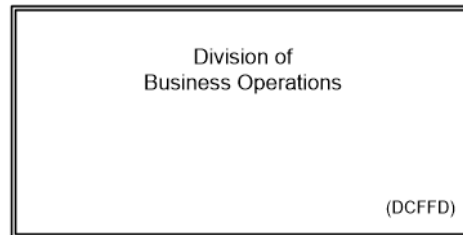
**1. Division of Business Operations (DCFFD).**

- 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 the Division of Business Operations were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

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Food and Drug Administration  
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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Tobacco Products, Office of Compliance and Enforcement, Division of Business Operations organization structure depicting all the organizational structures reporting to the Division Director:

Division of Business Operations (DCFFD)