

CENTER FOR VETERINARY MEDICINE

OFFICE OF THE CENTER DIRECTOR

OFFICE OF MANAGEMENT AND COMMUNICATIONS

1. Office of Management
2. Authority and Effective Date

1. **OFFICE OF MANAGEMENT AND COMMUNICATIONS (HFV-10)**

- a. Provides guidance and leadership in the analysis, planning, coordination and evaluation of administrative management activities including: personnel; employee orientation and development; procurement; travel; facilities; property; security; records management; performance management; awards; budget formulation and execution; information resources management; program analysis; and management analysis. Provides administrative assistance and support to the Veterinary Medicine Advisory Committee (VMAC) Executive Secretary.
- b. Plans, develops, and implements Center management policies. Provides leadership and direction for the management and administrative interface with the Agency, the Department and other Federal agencies.
- c. Serves as Center interface with the Agency and Department on budget issue resolutions.
- d. Performs analysis, program assessments, or special studies of key issues relative to policy review and oversight. Directs a variety of short-range and long-range special projects or assignments of substantial significant to the Center.
- e. Implements Internal Control Reviews in accordance with the Office of Management and Budget, Department and Agency guidelines. Provides direction in the preparation of responses to the Office of Inspector General and the General Accounting Office regarding audits and investigation.
- f. Directs the Center's outreach efforts to consumers, professionals and the industry in communicating the program goals and priorities of the Center. Maintains the CVM Home Page on the World Wide Web. Provides automated scientific literature

searches and retrieval support. Supports public and consumer affairs, including freedom of information.

- g. Directs the Center's Strategic Plan and the efforts of Strategic Implementation Groups (SIG) to effectively accomplish Center goals and objectives. Facilitates implementation of SIG recommendations.

2. **AUTHORITY AND EFFECTIVE DATE:** The functional statements for this Office were approved by the Deputy Commissioner for Operations on January 23, 1997.

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OFFICE OF MANAGEMENT AND COMMUNICATIONS

INFORMATION RESOURCES MANAGEMENT STAFF

1. Information Resources Management Staff
2. Authority and Effective Date

1. **INFORMATION RESOURCES MANAGEMENT STAFF** (HFV-16)
 - a. Implements information resources management functions for the Center including systems development, systems management, telecommunications plan and ADP security.
 - b. Provides systems analysis and programming support for the Center. Directs the utilization of the Center's central computer system and the internal network of personal computers and video display terminals.
 - c. Provides user support for all functions involving the CVM local area network and wide area network.
 - d. Provides support and training on ADP security including implementation of the FDA and DHHS security requirements.
2. **AUTHORITY AND EFFECTIVE DATE:** The functional statements for this Staff were approved by the Deputy Commissioner for Operations on January 23, 1997.

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OFFICE OF MANAGEMENT AND COMMUNICATIONS

PROGRAM PLANNING AND EVALUATION STAFF

1. Program Planning and Evaluation Staff
2. Authority and Effective Date

1. PROGRAM PLANNING AND EVALUATION STAFF (HFV-11)

- a. Prepares the Agency annual budget estimates. This includes all phases of budget analysis and formulation and presentation. Assists staff in justifying budgets for anticipated needs.
- b. Conducts management and program analysis studies and participates in the program planning process to identify operational goals and evaluation methods. Designs and recommends systems and procedures and develops policy recommendations to implement study conclusions.
- c. Provides management and consulting services, including policy development and analysis of proposed policy changes. Assists Center managers in assessing management problems and designs and recommends systems and procedures; develops and recommends policy to implement study conclusions.
- d. Conducts Internal Control Reviews in accordance with instructions and guidelines provided by Agency and OMB. Conducts analysis and presents summary of findings to management officials. Assists in the coordination and preparation of responses to the Office of the Inspector General and the General Accounting Office regarding audits and investigations.

2. **AUTHORITY AND EFFECTIVE DATE:** The functional statements for this Staff were approved by the Deputy Commissioner for Operations on January 23, 1997.

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OFFICE OF MANAGEMENT AND COMMUNICATIONS

ADMINISTRATIVE STAFF

1. Administrative Staff
2. Authority and Effective Date

1. ADMINISTRATIVE STAFF (HFV-15)

- a. Serves as the focal point in the Center for administrative management activities. Coordinates the administrative management activities in the Offices with designated Administrative Officers, i.e., personnel management, property acquisition and surplus, inventory, procurement, travel services, security procedures, records management, performance management, conflict of interest, special government employees, and telecommunications. Safeguards the administrative management services against waste, fraud and abuse.
- b. Manages the Center's award systems through the Strategic Plan Awards Committee and the CVM Incentive Awards Committee. Manages CVM's participation in the Agency's Honor Award process, including the first and second tier ceremonies.
- c. Provides budget execution and fiscal accounting services for the Center. Monitors and provides officials with continual awareness of obligated commitments and status of funds.
- d. Directs, develops and implements the Center's overall professional, scientific, technical, clerical, and management training programs; formal career development programs and New Employee Orientation Program. Coordinates all special training programs from the Agency and Department.

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OFFICE OF MANAGEMENT AND COMMUNICATIONS

COMMUNICATIONS STAFF

1. Communications Staff
2. Authority and Effective Date

1. COMMUNICATIONS STAFF (HFV-12)

- a. Plans, produces, and publishes a bimonthly subscription newsletter entitled the *FDA VETERINARIAN* and other publications such as CVM UPDATES and consumer fliers.
- b. Supports FDA public affairs/consumer affairs initiatives, including supporting the efforts of CVM's Press Officer and FDA Public Affairs Specialists in headquarters and the field.
- c. Develops, prepares, and coordinates the Center's responses to requests for information through the Freedom of Information Act (FOIA).
- d. Provides automated, scientific literature search capabilities and retrieval support to CVM. Keeps the Center current on improvements to these systems.
- e. Delivers the Center's message to our customers, both inside and outside government, through the most effective and up-to-date media technologies available, including the World Wide Web, the Internet, etc.
- f. Establishes and coordinates industry/producer group outreach initiatives.
- g. Responds to inquiries to the Center, including letters and telephone inquiries from consumers, industry representatives, government officials, health professionals and academics.

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