

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Devices and Radiological Health

Office of Communication, Information Disclosure, Training, and Education

Office of Communication and Content Development

Division of Communication

Effective: January 22, 2024

1. Division of Communication (DCCEEA).

- A. Leads the internal and external communication efforts for the Center for Devices and Radiological Health (CDRH) using the most current inclusive and clear-communication best practices and science-based information.
- B. Identifies target audiences and develops strategic communication systems to ensure communication materials are accurate, accessible, and actionable.
- C. Creates internal and external communications that help further organizational goals.
- D. Ensures communication materials are consistent with the Center and Food and Drug Administration (FDA) brand.
- E. Ensures communication materials use plain language and health literacy best practices.
- F. Directs the CDRH Executive Secretariat function. Responsible for developing reports and coordinating briefings for FDA and Department of Human Service (HHS) regarding Center activities.
- G. Manages CDRH incoming and outgoing congressional, HHS, FDA, and Center tracked correspondence.

2. Authority and Effective Date.

The functional statements for the Division of Communications were approved by the Secretary of Health and Human Services on December 21, 2023, and effective on January 22, 2024.

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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Devices and Radiological Health, Office of the Center Director, Office of Communication, Information Disclosure, Training and Education, Office of Communication and Content Development, Division of Communication organization structure depicting all the organizational structures reporting to the Director:

Division of Communication (DCCEEA)