

**SMG 1356.1**

**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 Health Communication and Education**

Effective Date: December 14, 2018

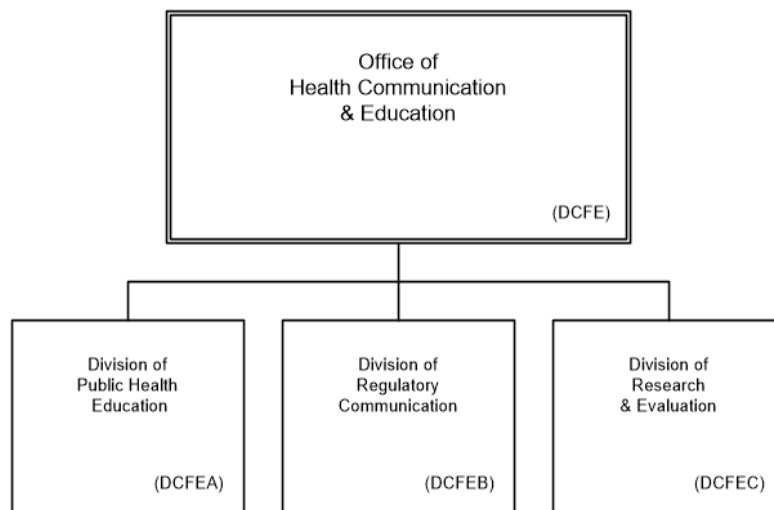
**1. Office of Health Communication and Education (DCFE).**

- A. Leads mission to promote public health by leading comprehensive, truthful, science-based communication efforts about the dangers of tobacco products, to reduce the public health burden of tobacco in the United States.
- B. Oversees the execution of all communication products to ensure compliance with regulatory requirements and alignment with sound research and evaluation practices.
- C. Develops mutually beneficial partnerships with internal and external stakeholders engaged in tobacco and public health education.
- D. Designs and implements an effective risk mitigation strategy to prevent youth from starting to use tobacco products.
- E. Develops, coordinates, and evaluates public health communication and education activities in support of requirements of the Family Smoking Prevention and Tobacco Control Act.
- F. Plans and provides a broad range of administrative and management services related to personnel, travel, training, budget and finance, contracts, and space management.
- G. Manages the implementation and activities of the FOIA for the Center to include handling information disclosure inquiries; reviewing and redacting records prior to release; and consulting with other FDA components regarding disclosure policy issues.

## **2. Authority and Effective Date.**

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

**Department of Health and Human Services  
Food and Drug Administration  
Center for Tobacco Products  
Office of Health Communication and Education**



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

Office of Health Communication and Education (DCFE)

Division of Public Health Education (DCFEA)

Division of Regulatory Communication (DCFEB)

Division of Research & Evaluation (DCFEC)