

**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**

Effective: January 22, 2024

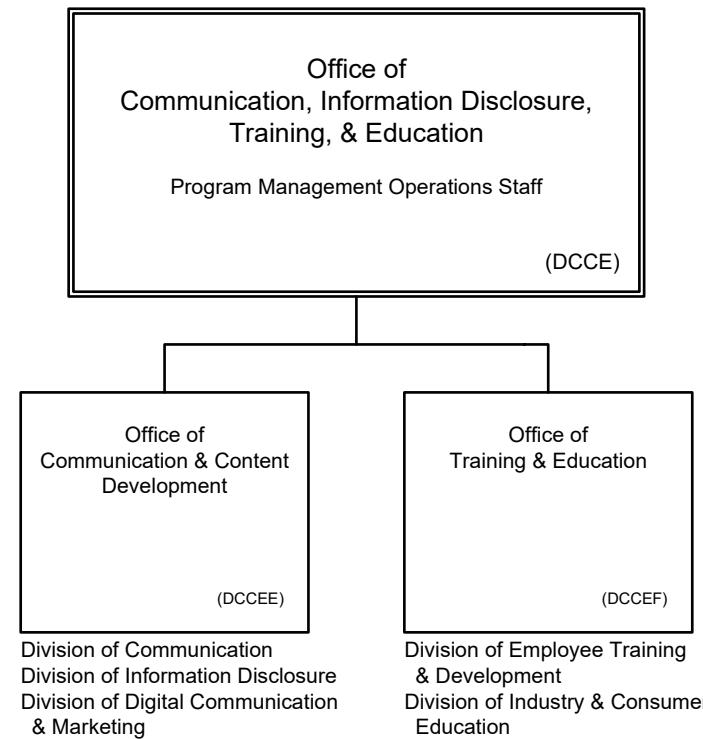
- 1. Office of Communication, Information Disclosure, Training, and Education (DCCE).**
  - A. Develops and coordinates overarching communication, training, and education activities for internal and external stakeholders.
  - B. Provides strategic communication, training, and education advice to Center for Devices and Radiological Health (CDRH) and Food and Drug Administration (FDA) leadership.
  - C. Provides expertise on core communication, training, and education tools for application in support of Center and FDA programs.
  - D. Develops and implements strategies for obtaining, analyzing, and incorporating the views and needs of health professionals, consumers, and industry into the Center policy and decision-making processes as well as in problem analysis, resolution strategy development, implementation, and evaluation processes.
  - E. Ensures consistency with FDA branding, messaging, and strategic direction.
  - F. Maintains broad understanding of the informational, training and educational needs of regulated entities and the public.
  - G. Effectively collaborates and coordinates with internal and external partners and stakeholders.
  - H. Oversees Center activities pertaining to information disclosure.
- 2. Program Management Operations Staff (DCCE1).**
  - A. Provides authoritative advice and guidance to the Office Director on administrative management matters, management policies, guidelines, issues and concerns that impact Office/Center programs and initiatives.

- B. Provides leadership, guidance and directs the development of long-range strategic management and operational plans, and systems for Office activities and directs technical support.
- C. Directs, coordinates, and controls the resource management activities of the Office.
- D. Coordinates and provides analysis, evaluation, and execution of business operations.

### **3. Authority and Effective Date.**

The functional statements for the Office of Communication, Information Disclosure, Training, and Education were approved by the Secretary of Health and Human Services on December 21, 2023, and effective on January 22, 2024.

**Department of Health and Human Services  
Food and Drug Administration  
Center for Devices and Radiological Health  
Office of Communication, Information Disclosure, Training, and Education**



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Organizations and Functions  
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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, organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Office of Communication, Information Disclosure, Training and Education (DCCE):

Program Management Operations Staff  
Office of Communication and Content Development (DCCEE)  
Office of Training and Education (DCCEF)

These organizations report to the Office of Communication and Content Development (DCCEE):

Division of Communication  
Division of Information Disclosure  
Division of Digital Communication and Marketing

These organizations report to the Office of Training and Education (DCCEF):

Division of Employee Training and Development  
Division of Industry and Consumer Education