

**SMG 1219.1**

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Biologics Evaluation and Research**

**Office of Communication, Outreach and Development**

Effective Date: January 6, 2022

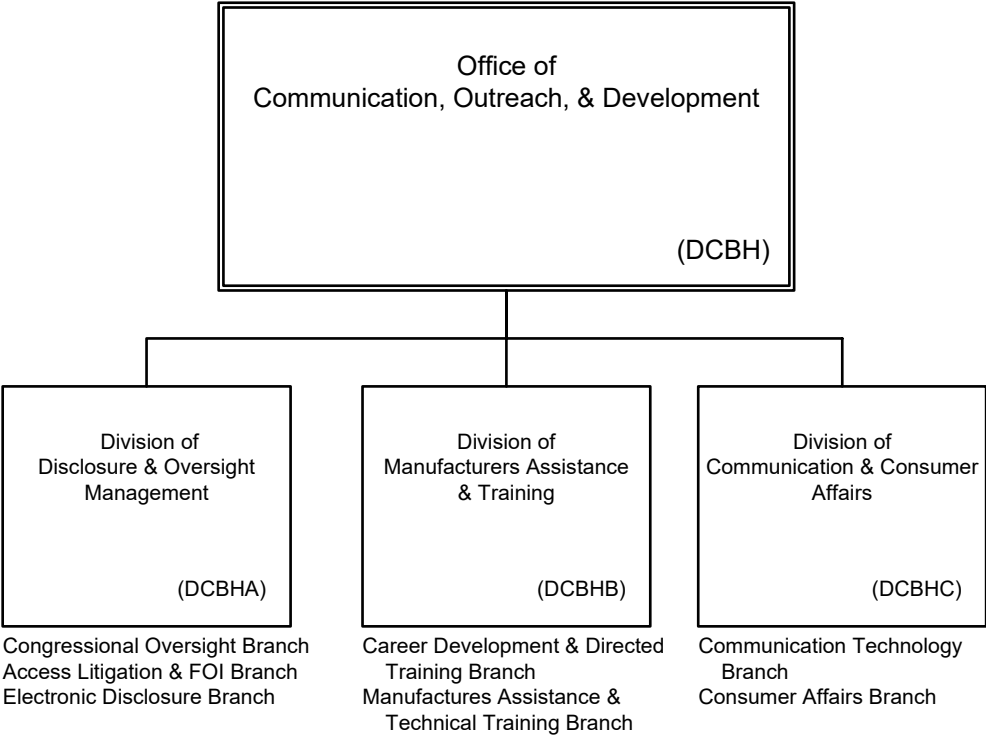
**1. Office of Communication, Outreach and Development (DCBH).**

- A. Manages the Center's overall professional and management education program, career and staff development program, an employee orientation program, and related employee development policies.
- B. Develops and maintains effective channels of both internal and external communication.
- C. Serves as a liaison with Center components to provide advice and assistance to manufacturers and scientific associations to promote their understanding and compliance with Food and Drug Administration (FDA) regulations.
- D. Serves all activities relating to the administration of the Center's central document room.
- E. Directs the Center's consumer and professional informational activities in coordination with the other FDA components.
- F. Develops and maintains content of Center's Internet and Intranet web sites.
- G. Serves as Center liaison to the Office of the Commissioner regarding the General Accountability Office and the HHS Office of Inspector General investigations.
- H. Serves as Center liaison with the Office of Legislation.
- I. Manages Freedom of Information litigation and responds to third party subpoenas.

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

The functional statements for the Office of Communication, Outreach and Development were approved by the Secretary of Health and Human Services on October 22, 2021, and effective on January 6, 2022.

**Department of Health and Human Services**  
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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Biologics Evaluation and Research, Office of Communication, Outreach, and Development organization structure depicting all the organizational structures reporting to the Director:

Office of Communication, Outreach, and Development (DCBH)

Division of Disclosure and Oversight Management (DCBHA)

Division of Manufacturers Assistance and Training (DCBHB)

Division of Communication and Consumer Affairs (DCBHC)

These organizations report to the Division of Disclosure and Oversight Management (DCBHA)

Congressional Oversight Branch

Access Litigation and FOI Branch

Electronic Disclosure Branch

These organizations report to the Division of Manufacturers Assistance and Training (DCBHB)

Career Development and Directed Training Branch

Manufacturers Assistance and Technical Training Branch

These organizations report to the Division of Communication and Consumer Affairs (DCBHC)

Communication Technology Branch

Consumer Affairs Branch