

**SMG 1219.1**

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS**

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF MEDICAL PRODUCTS AND TOBACCO**

**CENTER FOR BIOLOGICS EVALUATION AND RESEARCH**

**OFFICE OF COMMUNICATION, OUTREACH AND DEVELOPMENT**

Effective Date: 07/08/2011

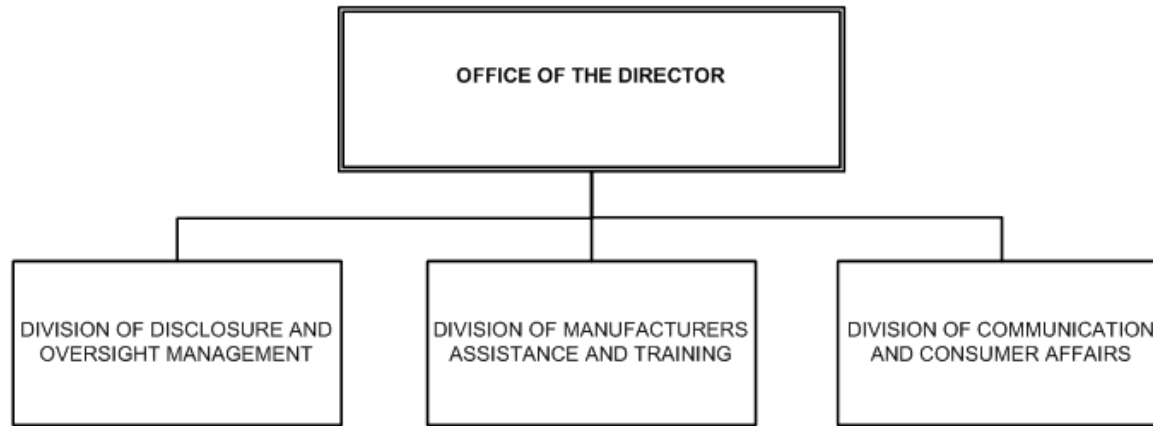
**1. OFFICE OF COMMUNICATION, OUTREACH AND DEVELOPMENT (DKKBH).**

- 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 FDA regulations.
- D. Responsible for 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 Agency components.
- F. Develops and maintains content of Center's Internet and Intranet web sites.

**2. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Office were approved by the Secretary of Health and Human Services on July 8, 2011.

**FOOD AND DRUG ADMINISTRATION  
OFFICE OF MEDICAL PRODUCTS AND TOBACCO  
CENTER FOR BIOLOGICS EVALUATION AND RESEARCH  
OFFICE OF COMMUNICATIONS, TRAINING AND MANUFACTURERS ASSISTANCE**



Staff Manual Guide 1219.1  
Organizations and Functions  
Effective Date: July 8, 2011

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Center for Biologics Evaluation and Research, Office of Communications, Training and Manufacturers Assistance organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- DIVISION OF DISCLOSURE AND OVERSIGHT MANAGEMENT
- DIVISION OF MANUFACTURERS ASSISTANCE AND TRAINING
- DIVISION OF COMMUNICATION AND CONSUMER AFFAIRS