

SMG 1219.3

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

Division of Manufacturers Assistance and Training

Effective Date: December 14, 2018

1. Division of Manufacturers Assistance and Training (DCBHB).

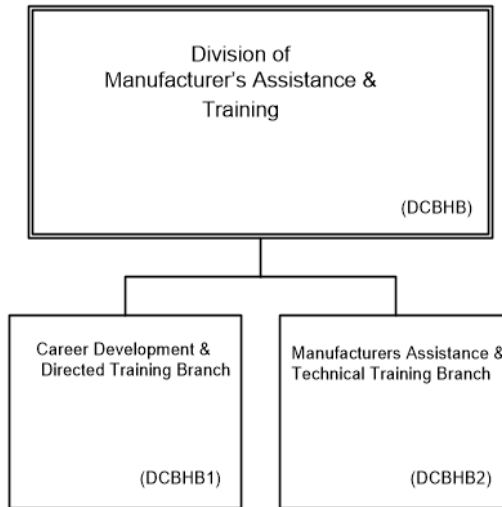
- A. Provides assistance and training to industry, including large and small manufacturers and trade associations, and responds to requests for information regarding the Center for Biologics Evaluation and Research (CBER) policies and procedures.
- B. Informs industry and trade associations of the status of the CBER policies and initiatives through regular information mailings and training.
- C. Communicates regularly with Center staff to insure they are kept informed of current CBER policies, procedures, initiatives, and accomplishments.
- D. Serves as the CBER focal point for industry and trade associations to provide meeting support and coordinates external meetings with other Food and Drug Administration (FDA) Centers.
- E. Directs, manages, coordinates, and develops the Center's overall professional and management training program, a formal career development program, a new employee orientation program, and related policies.
- F. Coordinates and develops in-service and automated data processing training programs pertinent and unique to the Center.
- G. Coordinates with external organizations to develop and implement training, professional, and technical development programs.
- H. Interacts with other FDA Centers and the Office of Regulatory Affairs in the development and implementation of scientific and professional training programs.

- I. Participates as an active member of the CBER Curriculum Committees in the development and implementation of Centerwide scientific and professional training programs.

2. Authority and Effective Date.

The functional statements for the Division of Manufacturers Assistance and Training 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 Biologics Evaluation and Research
Office of Communication, Outreach and Development
Division of Manufacturer's Assistance and Training**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Center for Biologics Evaluation and Research, Office of Communications, Outreach and Development, Division of Manufacturers Assistance and Training organization structure depicting all the organizational structures reporting to the Office Director.

Division of Manufacturers Assistance & Training (DCBHB):

- Career Development & Directed Training Branch (DCBHB1)
- Manufacturers Assistance & Technical Training Branch (DCBHB2)