

SMG 1121.50

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Regulatory Affairs

Office of Communications and Project Management

Effective Date: February 9, 2022

1. Office of Communications and Project Management (DCID).

- A. Provides, maintains and applies expertise in strategic communications and project management in support of Office of Regulatory Affairs (ORA) and Food and Drug Administration (FDA) programs.
- B. Provides executive secretariat support to ORA including coordinating executive and legislative correspondence and activities including managing and preparing other information such as briefing documents, white papers, proposals, or speeches and presentations.

2. Executive Secretariat Staff (DCID2)

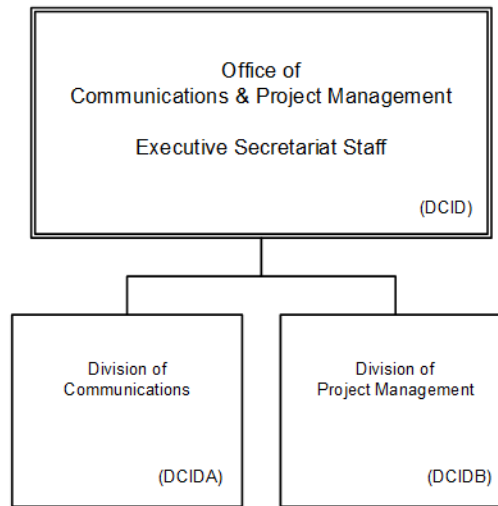
- A. Develops, tracks, and coordinates ORA responses to executive and Congressional requests. Serves as the ORA liaison with the FDA's Office of Legislation, Office of Executive Secretariat, and Center counterparts.
- B. Responds to a broad range of inquiries to ORA, including written and telephone inquiries. Coordinates and obtains supporting documentation from other FDA components to prepare a response.
- C. Provides support to the Associate Commissioner for Regulatory Affairs (ACRA), the Deputy ACRA and senior ORA staff including preparing, clearing, and reviewing briefing materials, position paper, or other documents to assure timeliness and consistency with FDA and Office policy.
- D. Coordinates the development and clearance of background information for meetings that may include external organizations either in the public or private sector.

E. Maintain records of all correspondence and provides to senior leadership as historical records when incoming inquiries reference similar subjects

3. Authority and Effective Date.

The functional statements for the Office of Communications and Project Management were approved by the Deputy Secretary of Health and Human Services on December 22, 2021, and effective on February 9, 2022.

**Department of Health and Human Services
Food and Drug Administration
Office of Regulatory Affairs
Office of Communications and Project Management**



Public Affairs Branch
Web & Digital Media Branch
Strategic Communications
Branch

Project Management Resource
Branch
Project Management Branch 1
Project Management Branch 2

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Communications and Project Management organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Office of Communications & Project Management (DCID):

Executive Secretariat Staff

Division of Communications (DCIDA)

Division of Project Management (DCIDB)

These organizations belong to the Division of Communications (DCIDA):

Public Affairs Branch

Web & Digital Media Branch

Strategic Communications Branch

These organizations belong to the Division of Project Management (DCIDB):

Project Management Resource Branch

Project Management Branch 1

Project Management Branch 2