

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Food Safety and Applied Nutrition

Office of Analytics and Outreach

Division of Education, Outreach, and Information

Effective Date: December 14, 2018

1. Division of Education, Outreach, and Information (DCECA).

- A. Directs the Center's consumer education activities in coordination with other Food and Drug Administration (FDA) components.
- B. Develops and maintains content for the Center's Internet web sites and related web communications for Center for Food Safety and Nutrition (CFSAN) regulated products.
- C. Directs the Center's Information Center in responding to industry, public and other inquiries on topics that fall under CFSAN's purview.

2. Education and Outreach Branch (DCECA1)

- A. Develops, coordinates, and evaluates consumer education initiatives and activities in the areas CFSAN-regulated products.
- B. Coordinates to represents CFSAN and CFSAN related products in conferences and professional meetings.

3. Information Center Branch (DCECA2)

- A. Responds quickly and accurately to industry, public and others inquires, that are received through phone calls, letters, email, online chat and other media as appropriate.

- B. Provides feedback to program offices and Center Management on information and data gathered from inquiries.

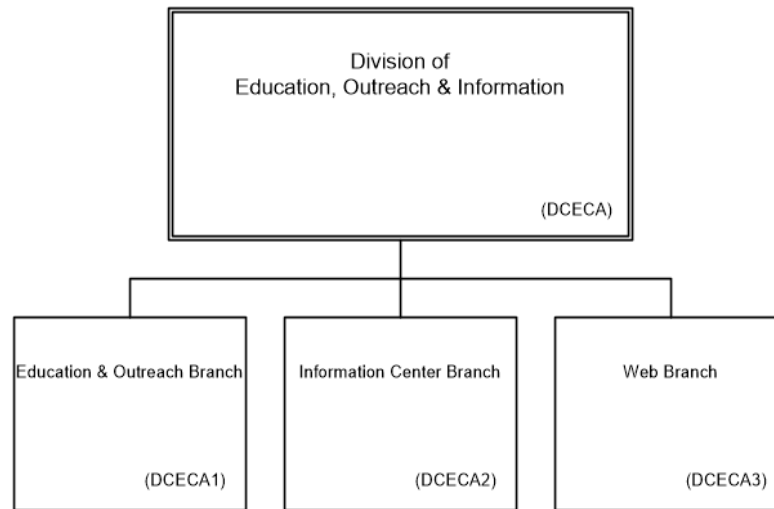
4. Web Branch (DCECA3)

- A. Manage the design, development, maintenance and evaluation of web communications to support all Offices within CFSAN.
- B. Design, develop and manage social media tools to support the Center's products.

5. Authority and Effective Date.

The functional statements for the Division of Education, Outreach and Information 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 Food Safety and Applied Nutrition
Office of Analytics and Outreach
Division of Education, Outreach and Information**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Food Safety and Applied Nutrition, Office of Analytics and Outreach, Division of Education, Outreach and Information organization structure depicting all the organizational structures in the immediate office reporting to the Director.

These branches report to the Division of Education, Outreach and Information (DCECA)

- Education and Outreach Branch
- Information Center Branch
- Web Branch