

SMG 1255.8

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

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR DEVICES AND RADIOLOGICAL HEALTH

OFFICE OF COMMUNICATION, EDUCATION AND RADIATION PROGRAMS

DIVISION OF COMMUNICATION MEDIA

Effective Date: 07/08/2011

1. DIVISION OF COMMUNICATION MEDIA (DWDWGD)

- A. Provides analysis of Center communication issues. Researches and evaluates suitable communication tools or mechanisms to apply in the solution of these issues such as exhibits, publications, alerts, and television applications such as linear videotapes, satellite and other teleconferencing and computer-based systems
- B. Provides design and dissemination of information and/or training via these mechanisms to the FDA field, State health departments, other Federal agencies, health professionals and the medical device industry
- C. Provides on-site graphic arts services to the Center and manages the Center's graphic arts services contracts
- D. Provides audiovisual support services to the Center including purchase, installation, inventory, maintenance and operation of equipment throughout the Center complex
- E. Provides photography support services to the Center for awards ceremonies, technical publications, exhibits, seminars and other staff presentations within and outside the Center
- F. Provides support to the Center Staff College in the development of training materials, video documentation of training courses and duplication and distribution of tapes throughout the Center complex
- G. Provides, on a space available basis, video services to other FDA components and other federal agencies

2. AUTHORITY AND EFFECTIVE DATE

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

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	04/29/2004	SMG Heading	OC/OO/ OM/OMP	Director, Office of Management and Systems, CDRH
Revision	07/08/2011	N/a	CDRH/OMO	Secretary of the Department of Health and Human Services

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OFFICE OF THE DIRECTOR
TV Design and Development Branch

Staff Manual Guide 1255.8
Organizations and Functions
Effective Date: July 8, 2011

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Devices and Radiological Health, Office of Communication, Education & Radiation Programs, Division of Communication Media organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- TV Design & Development Branch