

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Drug Evaluation and Research

Office of Communications

Effective Date: February 9, 2022

1. Office of Communications (DCDD).

- A. Provides strategic communication advice to the Center for Drug Evaluation and Research (CDER) and the Food and Drug Administration (FDA) leadership.
- B. Develops and coordinates overarching public communication and education activities and materials.
- C. Ensures consistent branding, messaging, and strategic direction for CDER.
- D. Maintains broad understanding of the needs of regulated entities and stakeholders.
- E. Provides expertise on core communication tools and channels for application within CDER Offices.
- F. Collaborates and coordinates, effectively, with internal and external partners and stakeholders.
- G. Plans and conducts formulative and evaluative social science risk communication research to develop and enhance communication messaging.

2. Program Management and Analysis Staff (DCDD1).

- A. Provides oversight and leadership to the Office of Communications (OCOMM) administrative activities and resource utilization. Manages and participates in initiatives designed to improve Office administrative processes.

- B. Provides office-wide oversight of financial management activities and analysis for the Office. Advises Office Directors on administrative policies and guidelines through program evaluation and forecasting.
- C. Oversees Office Recruitment, Retention, and Relocation Incentive efforts. Provides guidance on policies related to special pay authorities. Provides guidance to management on recruitment procedures and policies. Monitors the Office's Full-Time Employee (FTE) ceilings and provides resource utilization tracking and analysis, coordinates and prepares reports, and advises senior leadership regarding current and future FTE resource allocation needs.
- D. Provides leadership and directions to Management Officials on the implementation and execution of the Performance Management programs. Plans and coordinates the rewards and awards programs including those for the Public Health Service Commissioned Corps Officers.
- E. Plans and manages programs and services including space management, move coordination, building maintenance operations, conference services. Serves as the liaison to the Center; and provides consultative services to management and administrative staff for all Office facilities programs.
- F. Provides direction and guidance to the Office on Voluntary Leave Transfer Program, Restored Leave Program and the Flexible Work Arrangement Program, timekeeping, and payroll.
- G. Provides programmatic oversight of the property program; and serves as a liaison between the Office and the organizational units serviced for all accountable and non-accountable property activities.
- H. Coordinates and manages the acquisitions planning by providing assistance, advice, review, analysis, and problem-solving for new, existing, anticipated, or impending acquisitions, service and extramural contracts, Inter-Agency Agreements, grants, and simplified acquisitions support activities.
- I. Manages the Office's purchase card program by providing financial control point and program administration services, such as budget tracking, conducting periodic internal audits and program policy changes.
- J. Manages and provides consultative services to the subordinate program offices for travel services; and responsible for the overall management and oversight of the Office's travel program.

3. Professional Affairs and Stakeholder Engagement Staff (DCDD2).

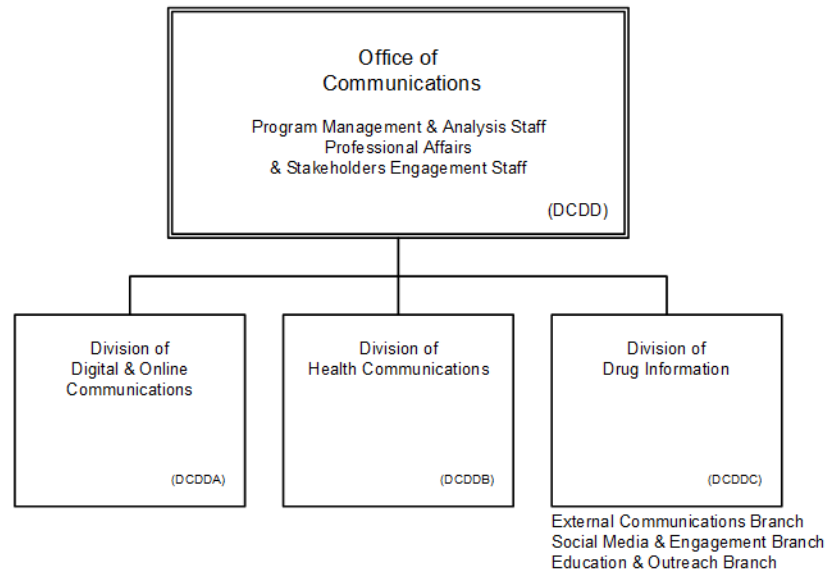
- A. Provides leadership and direction for developing, communicating, implementing, and assessing an advocacy and stakeholder relations strategy for CDER.

- B. Creates and facilitates public and private collaborations within the healthcare community by serving as a neutral convener and liaison for external (private and public) stakeholders regarding initiatives that are of interest to CDER.
- C. Conducts research to ensure that CDER has a thorough understanding of partner, stakeholder, and public opinion about issues of interest to CDER.
- D. Engages, leverages, and supports the public and private sector in collaborative efforts to address issues of interest to CDER, including preventable medication harm and/or safe medication use issues.
- E. Manages and coordinates preventable harm and/or safe medication use projects across the FDA, Federal Government entities, and other private and public sector stakeholders.

4. Authority and Effective Date.

The functional statements for the Office of Communications were approved by the Commissioner of Food and Drugs on December 7, 2021, and effective on February 9, 2022.

**Department of Health and Human Services
Food and Drug Administration
Center for Drug Evaluation and Research
Office of Communications**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Drug Evaluation and Research, Office of Communications organization structure depicting all the organizational structures reporting to the Director:

Office of Communications (DCDD)
Program Management and Analysis Staff
Professional Affairs and Stakeholder Engagement Staff
Division of Digital Online Communications (DCDDA)
Division of Health Communications (DCDDB)
Division of Drug Information (DCDDC)

These organizations report to the Division of Drug Information (DCDDC):
External Communications Branch
Social Media and Engagement Branch
Education and Outreach Branch