
GENERAL PROCEDURAL POLICIES

COMMUNICATION AND LIAISON
WITH OTHER CENTERS AND AGENCIES

1. **Purpose:**

The purpose of this guide is to define the Center policy concerning direct inter-agency communication by staff members.

2. **Policy:**

Center staff members are encouraged to use formal and informal channels of communication to conduct routine and ongoing activities with other centers, Federal and State agencies, and other administrative units.

3. **Procedures:**

Active administrative and regulatory actions often require discretionary freedom by involved staff members and supervisors in communicating directly with these other regulatory and administrative units both within and outside the Food and Drug Administration (FDA).

- a. When communication with other such units involves new or revised policy and procedure considerations, Center-initiated communications must be formally routed through Division Directors, and at their discretion through the Office Directors.
- b. Where Center or FDA liaison officers have been assigned, communications are ordinarily routed through them as well. Communications initiated by outside units shall be referred in the same manner.
- c. The broad guidance established by this policy and procedure is expected to be exercised with prudence. The Center Director may issue more specific instructions within the context of this Center guideline.