SMG 1117A.101

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Human Capital Management

Division of FDA Training and Development

Effective Date: December 14, 2018

1. **Division of FDA Training and Development (DCNIA).**

    A. Serves as lead for the Food and Drug Administration (FDA) wide initiatives related to non-scientific training and development and collaborating with FDA Centers on strategic training and development initiatives.

    B. Provides leadership in planning, developing and coordinating the implementation of policies, programs, and procedures for FDA training and development activities; and organizational business needs in line with strategic human capital plans.

2. **Organizational Development and Learning Solutions Branch (DCNIA1).**

    A. Provides leadership in planning, development, and management of training and employee organizational programs, FDA's talent, career, leadership and training programs, including coordination and support for training provided by Center Staff Colleges.

    B. Develops online, virtual and classroom training for Department of Health and Human Services (HHS)/FDA-wide training initiatives, i.e., Supervisory 101 and 201, leadership development programs, retirement planning seminars, competency-based training, soft skills and non-scientific training.

    C. Provides consultation for executive coaching, instructional design, course development and organizational assessment support for FDA/Centers/Officers.
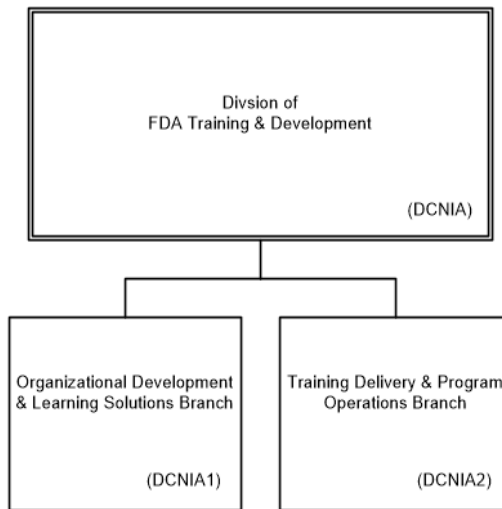
3. **Training Delivery and Program Operations Branch (DCNIA2).**

   A. Provides online, virtual and classroom training for HHS/FDA-wide training initiatives, including, retirement planning seminars, supervisory, competency-based training, soft skills and miscellaneous, non-scientific training.

   B. Provides and delivers employee developmental assessments and analysis to ensure support of developmental goals of employees.

   C. Oversees the HHS Learning Portal and Learning Management System (LMS) tracking and reporting on required trainings. Manages help desk for both HHS LMS and Adobe Connect

4. **Authority and Effective Date.**

   The functional statements for the Division of FDA Training and Development 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
Office of Operations
Office of Human Capital Management
Division of FDA Training and Development

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│    FDA Training & Development       │
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│ Organizational│  │ Training     │
│ Development    │  │ Delivery &   │
│ & Learning     │  │ Program      │
│ Solutions      │  │ Operations   │
│ Branch         │  │ Branch       │
│                │  │              │
│     (DCNIA1)   │  │   (DCNIA2)   │
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Human Capital Management, Division of FDA Training and Development organization structure depicting all the organizational structures reporting to the Director.

These organizations below report to the Division of FDA Training and Development (DCNIA)
Organizational Development and Learning Solutions Branch (DCNIA1)
Training Delivery and Program Operations Branch (DCNIA2)