

**SMG 1121.31a**

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Regulatory Affairs**

**Office of Training, Education and Development**

**Division of Programmatic Training**

Effective Date: December 14, 2018

**1. Division of the Programmatic Training (DCIJA).**

- A. Designs, develops, and delivers training and educational programs to the Office of Regulatory Affairs (ORA) staff and other regulatory partners in the program areas of Human and Animal Food, Pharmaceutical Quality, Biologics, Bioresearch Monitoring, Medical Device and Radiological Health, and Tobacco.
- B. Collaborates with Center and ORA subject matter experts to develop course content for training, education, and development programs.
- C. Leads the establishment of national curriculum standards to provide consistency and uniformity in training development and delivery.
- D. Maintains compliance with accreditation standards.

**2. Integrated Food Safety Training Branch (DCIJA1)**

- A. Coordinates the establishment of national curriculum standards for all food training programs.
- B. Collaborates on training initiatives with ORA, Center and other regulatory partners in support of the Integrated Food Safety System's mission, vision, and goals.
- C. Leverages resources for the design, development and delivery of training products in support of the Integrated Food Safety System.

**3. State Cooperative Program Training Branch (DCIJA2)**

- A. Coordinates and carries out the design, development and delivery of training in the cooperative food programs in collaboration with ORA state cooperative program experts consistent with national curriculum standards.
- B. Coordinates related course advisory group (CAG) activities.

**4. Manufactured Food Training Branch (DCIJA3)**

- A. Coordinates and carries out the design, development and delivery of training programs in the manufactured food program in collaboration with ORA, Center and regulatory partner subject matter experts consistent with national curriculum standards.
- B. Coordinates related CAG activities.

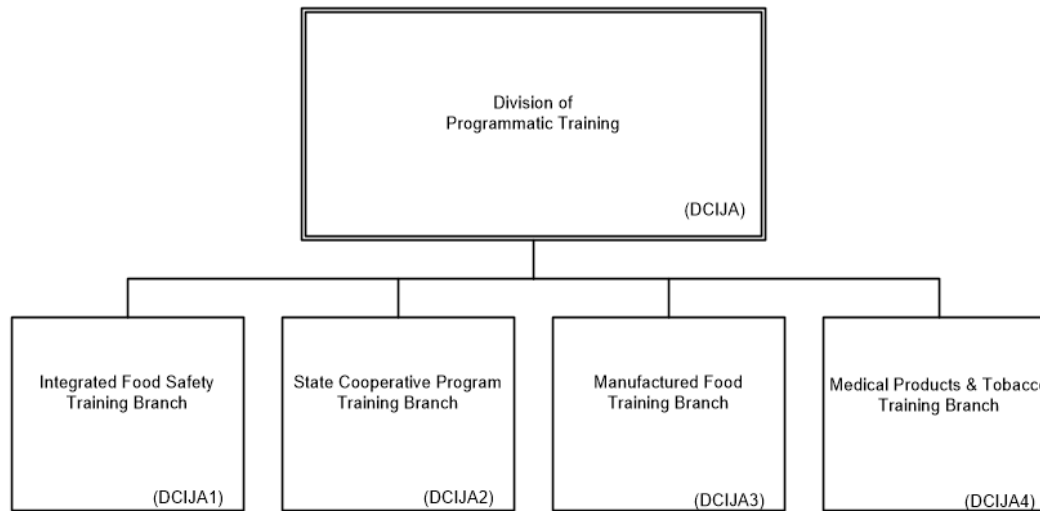
**5. Medical Products and Tobacco Training Branch (DCIJA4)**

- A. Maintains the national curriculum standards for medical products and tobacco.
- B. Coordinates and carries out the design, development and delivery of training programs in the medical products and tobacco in collaboration with ORA, Center and regulatory partner subject matter experts.
- C. Coordinates related CAG activities.

**6. Authority and Effective Date.**

The functional statements for the Division of Programmatic Training 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 Regulatory Affairs  
Office of Training, Education and Development  
Division of Programmatic Training**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Training, Education and Development, Division of Programmatic Training organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Division of Programmatic Training (DCIJA):

Integrated Food Safety Training Branch (DCIJA1)

State Cooperative Program Training Branch (DCIJA2)

Manufactured Food Training Branch (DCIJA3)

Medical Products & Tobacco Training Branch (DCIJA4)