

**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 Multi-Program, Leadership and Management Training**

Effective Date: December 14, 2018

**1. Division of Multi-Program, Leadership and Management Training (DCIJB).**

- 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 Compliance, Imports, Laboratory, ORA Information Technology (IT) Systems, Administration, Leadership, Management and Basic Investigator programs.
- 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. Multi-Program Training Branch (DCIJB1)**

- A. Maintains the national curriculum standards for laboratory, imports, basic investigator and compliance programs.
- B. Coordinates and carries out the design, development and delivery of training programs in multi-program areas.
- C. Coordinates related Course Advisory Group (CAG) activities.

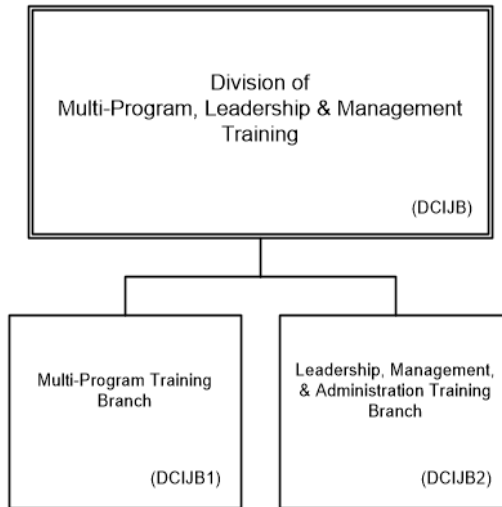
### **3. Leadership, Management and Administrative Training Branch (DCIJB2)**

- A. Maintains the national curriculum for leadership, management, and administrative programs.
- B. Coordinates and carries out the design, development and delivery of training programs in the leadership, management, and administrative programs.
- C. Coordinates related CAG activities.

### **4. Authority and Effective Date.**

The functional statements for the Division of Multi-Program, Leadership and Management 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 Multi-Program, Leadership & Management Training**



Staff Manual Guide 1121.32a  
Organizations and Functions  
Effective Date: December 14, 2018

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 Multi-Program, Leadership & Management Training organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Division of Multi-Program, Leadership & Management Training (DCIJB):

Multi-Program Training Branch (DCIJB1)

Leadership, Management, & Administration Training Branch (DCIJB2)