

**SMG 1310.5**

**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 Enforcement and Import Operations**

**Division of Import Program Development**

Effective Date: December 14, 2018

**1. Division of Import Program Development (DCIID).**

- A. Serves as the Food and Drug Administration (FDA) focal point for all import program development and training.
- B. Serves as the liaison to other Federal agencies and foreign governments related to FDA's import operations.

**2. Import Program Development Branch (DCIID1)**

- A. Verb... Supports the development and review of import policies and work planning.
- B. Supports the design and evaluation of information technology (IT) systems relative to Office of Regulatory Affairs (ORA) import operations and programs.
- C. Establishes processes and procedures relative to import activities.
- D. Coordinates business process improvements relative to import operations.

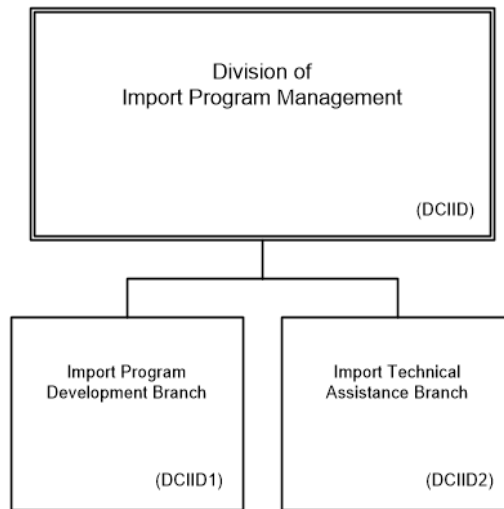
**3. Import Technical Assistance Branch (DCIID2)**

- A. Measures and monitors adherence to national import policies and procedures.
- B. Identifies and provides input into import training needs and, as subject matter experts, participates in the design, implementation, and presentation of training programs.

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

The functional statements for the Division of Import Program 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 Regulatory Affairs  
Office of Enforcement and Import Operations  
Division of Import Program Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Enforcement and Import Operations, Division of Import Program Management organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Division of Import Program Management (DCIID):

Import Program Development Branch (DCIID1)

Import Technical Assistance Branch (DCIID2)