

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Inspections and Investigations**

**Office of Training, Education and Development**

Effective Date: May 13, 2024

**1. Office of Training, Education and Development (DCSI).**

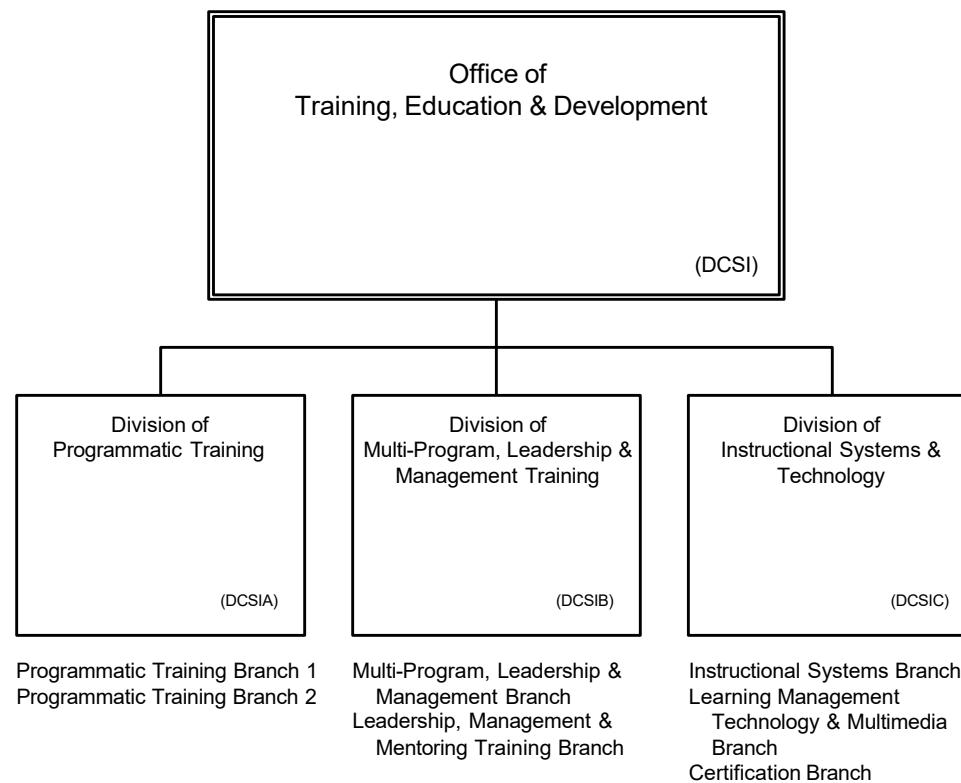
- A. Develops the strategic training, education, and development plan for Office of Inspections and Investigations (OII) personnel in consultation with Centers and Offices, and where appropriate, other Food and Drug Administration (FDA), State, and local regulatory partners, in line with OII's mission, program priorities and core values.
- B. Provides advice and guidance in consultation with Centers and Offices to the OII leaders, other FDA senior leaders, and State and local regulatory partners on Human and Animal Food safety and Medical Product and Tobacco safety national training, education and development policies, programs, and procedures.
- C. Provides and coordinates Human and Animal Food safety and Medical Product and Tobacco safety training and development programs, in collaboration with Centers and offices, for OII and FDA employees and where appropriate, State, and local regulatory partners in support of the OII mission.
- D. Collaborates with internal and external stakeholders to leverage training, education, and development programs related to Human and Animal Food safety and Medical Product and Tobacco safety.
- E. Manages and evaluates resources for the Office.
- F. Maintains OII and related state and local training data and the Learning Management System(s) used across the Office.
- G. Develops and administers OII certification programs and associated standards for regulatory staff.

- H. Promotes use of the proper adult education methodologies and best practice standards to ensure successful delivery and completion of training, education, and developmental initiatives for investigatory employees and partners.
- I. Evaluates and reports on compliance with accreditation standards and leads accreditation compliance efforts related to investigatory work.
- J. Facilitates the development and implementation of a national Regulatory and Laboratory Training System (RLTS) to advance an Integrated Food Safety System and Domestic Mutual Reliance, in collaboration and coordination with Human Foods Program offices and the Center for Veterinary Medicine.

## **2. Authority and Effective Date.**

The functional statements for the Office of Training, Education and Development were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Inspections and Investigations  
Office of Training, Education, and Development**



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

Division of Programmatic Training (DCSIA)

Division of Multi-Program, Leadership and Management Training (DCSIB)

Division of Instructional Systems and Technology (DCSIC)

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

Programmatic Training Branch 1

Programmatic Training Branch 2

These organizations report to the Division of Multi-Program, Leadership and

Management Training (DCSIB):

Multi-Program, Leadership and

Management Branch

Leadership, Management and

Mentoring Training Branch

These organizations report to the Division of Instructional Systems and Technology

(DCSIC): Instructional Systems Branch

Learning Management

Technology and Multimedia

Branch

Certification Branch