

SMG 1121A.92

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

Division of Multi-Program, Leadership and Management Training

Effective Date: May 13, 2024

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

- A. Designs, develops, and delivers training and educational programs to Office of Inspections and Investigations (OII) staff and other regulatory partners in the program areas of Administration, Leadership, Management and Basic Investigator programs.
- B. Collaborates with Centers, Offices, and OII subject matter experts to develop course content for training, education, and development programs in consultation with Centers, Offices, and the Human Foods Program (HFP).
- C. Leads the establishment of national curriculum standards to provide consistency and uniformity in training development and delivery.

2. Multi-Program, Leadership and Management Branch (DCSIB1).

- A. Maintains the national curriculum standards for laboratory, imports, OII centric computer systems, basic investigator, and compliance programs in consultation with Centers, Offices, and HFP.
- B. Coordinates and carries out the design, development, and delivery of training programs in multi-program areas (such as Investigations, Imports, OII Information Technology (IT) Systems.
- C. Coordinates related Course Advisory Group (CAG) activities.

3. Leadership, Management and Mentoring Training Branch (DCSIB2).

- A. Serve as advisors and mentors providing advice on career development, competency improvements, management and leadership coaching for OII employees and OII managers/supervisors.

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 on March 5, 2024, and effective on May 13, 2024.

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

Multi-Program, Leadership, and Management Branch (DCSIB1)

Leadership, Management and Mentoring Training Branch (DCSIB2)