

FDA STAFF MANUAL GUIDE, VOLUME I – ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF GLOBAL REGULATORY OPERATIONS AND POLICY

OFFICE OF REGULATORY AFFAIRS

OFFICE OF RESOURCE MANAGEMENT

DIVISION OF HUMAN RESOURCE DEVELOPMENT

Effective Date: 08/07/2012

1. DIVISION OF HUMAN RESOURCE DEVELOPMENT (DLLRAC).

- A. Develops and coordinates implementation of policies and procedures for ORA human resource development activities.
- B. Develops and coordinates implementation of policies and procedures for personnel in State and local counterpart Agencies.
- C. Identifies training need requirements and develops training plans.
- D. Arranges and coordinates the development and delivery of training programs in the areas of investigations, laboratory compliance, computer operations, and administrative services, among others.
- E. Manages ORA's participation in special emphasis human resource development and training programs sponsored by other organizations.
- F. Establishes and maintains liaison with officials in other Federal and State Agencies and outside organizations to keep abreast of human resource development and training programs.
- G. Serves as a focal point, facilitates, and provides developmental support related to the modification of the ORA work environment and operational practices.
- H. Maintains a lending library of training aids. Prepares and publishes technical training manuals.

2. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Commissioner of Food and Drugs on August 7, 2012.

**FOOD AND DRUG ADMINISTRATION
OFFICE OF GLOBAL REGULATORY OPERATIONS AND POLICY
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OFFICE OF THE DIRECTOR

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The following is the Food and Drug Administration, Office of Global Regulatory Operations and Policy, Office of Regulatory Affairs, Office of Resource Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR