#### SMG <u>1121A.92</u>

# 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.

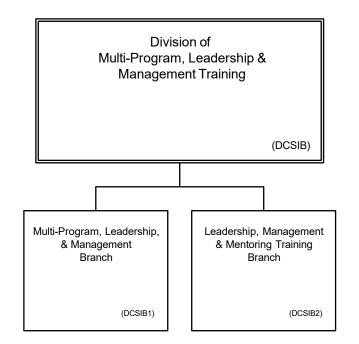
## 3. Leadership, Management and Mentoring Training Branch (DCSIB2).

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.

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



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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)