

**REIMBURSABLE DETAIL  
Center for Tobacco Products**

The Center for Tobacco Products (CTP), Office of Management is offering a Detail opportunity for a **Program Analyst, GS-0343-09**. Current FDA employees at the GS-7/9 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. A temporary promotion may be considered. All applicants must meet the time in grade (52 weeks) requirement to qualify for a temporary promotion. PHS Commissioned Corps Officers may apply.

**Bargaining Unit Status:** Bargaining Unit Position

**Position:** Program Analyst, GS-0343-09

**Office Location:** FDA  
Center for Tobacco Products  
10993 New Hampshire Ave  
Silver Spring, MD 20993

**Opening Date:** **July 23, 2019**  
**Closing Date:** **August 5, 2019**

**Area of Consideration:** **FDA-Wide Career/Career Conditional Employees**

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health. This position is located on the Travel Team, Management and Logistics Staff, Office of Management. The Management Logistics Staff oversees facilities management services, property and equipment management, personnel safety and security, travel and timekeeping, purchase card operations, conference management, and the CTP Tobacco Call Center.

The selected employee will serve as a Program Analyst responsible for developing, maintaining, and providing policy guidance and support for CTP's travel management program.

**Duties may include:**

- Develop, maintain, and provide policy guidance and support for an agency-wide travel management program;
- Assist senior analysts in analyzing and evaluating routine efficiency and effectiveness of travel program operations;
- Assist in identifying problems and challenges within the program office and propose to senior analysts possible course of actions for resolution;
- Provide support to staff on general administration functions such as routine travel;
- Reviews the formulation of travel budgets for Center funds;
- Assists senior analysts in monitoring Concur CGE activities;
- Assists in the management of the Travel Card Program and the conference approval process for CTP.

**Desired Knowledge and Skills:**

- Knowledge of qualitative and quantitative techniques used to conduct studies of the travel management program, operational plans, and budgets.
- Knowledge of and skill in interpreting Federal laws, FDA and DHHS policies and regulations pertaining to travel management issues ad programs.
- Ability to conduct fact finding, analysis, and problem-solving techniques.
- Ability to use various software programs, i.e., Microsoft Office.
- Skill in written and oral communication techniques to develop and deliver briefings, project papers, status/staff reports, and correspondence to managers.

**Application Procedure:**

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all candidates who are currently at the GS-7 and GS-9 grade levels or Commissioned Corps Officers.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement of interest via email to:

Amanda Clatterbaugh  
Program Analyst  
Office of Management, Center for Tobacco Products, FDA  
Amanda.Clatterbaugh@fda.hhs.gov

Detail is reimbursable.  
Travel Expenses will not be paid.

**Candidates must express interest by August 5, 2019**

**\*This is not an official vacancy announcement under the Merit Promotion System**