

REIMBURSABLE DETAIL

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of Regulations (OR) is offering a reimbursable detail opportunity for a period not to exceed 120 days. Commissioned Corps officers are encouraged to apply. **NO TEMPORARY PROMOTION**

Position: **Unclassified Duties, equivalent to GS-301-13**

Bargaining Unit Status: Bargaining Unit Position

Office Location: Center for Tobacco Products
Office of Regulations (OR)
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: **August 15, 2019**

Closing Date: **August 28, 2019**

Area of Consideration: FDA Career/Career-conditional
Employees

On June 22, 2009, the Family Smoking Prevention and Tobacco Control Act (the Tobacco Control Act) (Public Law 111-31) was signed into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established the Center for Tobacco Products (CTP).

Major Duties:

The selected employee will serve as a Policy Analyst in the Office of Regulations (OR). Duties may include:

- Analyzes laws, regulations, policies, and procedures related to the Paperwork Reduction Act of 1995.
- Possesses a high degree of verbal and written communication skills.
- Advises other offices in CTP about information collection clearance procedures and methods.
- Manages and facilitates workflow related to information collection requests for OMB.
- Coordinates CTP/OR responses to sensitive requests about information collections from the inside and outside of the agency.

Desired Knowledge and Skills:

- Knowledge of the OMB PRA system.
- Ability to analyze situations, identify problems and suggest course of action.
- Skill in written communication.
- Ability to communicate orally.

Additional Information:

Supervisory concurrence is required to accept a detail; it is **NOT** required to apply.

This Detail opportunity is open to:

- Qualified candidates at the GS-13 grade level
- Public Health Service Commissioned Corps Officers.

Application Procedure:

Interested applicants must submit a resume, most recent copy of SF-50, and statement of interest to:

Michele Quander
Office of Management
Center for Tobacco Products, FDA
Michele.Quander@fda.hhs.gov

Questions about the position, please contact Terri Mizzell at 301.796.8578 or cell 240 507 3422

Travel Expenses will not be paid.

Applications/resumes must be submitted by August 28, 2019.

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