

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Enterprise Management Services**

**Division of Compliance and Conflict Prevention**

Effective Date: December 14, 2018

**1. Division of Compliance and Conflict Prevention (DCNAA).**

- A. Provides leadership, direction, and technical guidance to all Food and Drug Administration (FDA) Centers and Offices in the area of compliance.
- B. Issues policies, training, publications and information dissemination services to FDA Headquarters employees.
- C. Develops and maintains training and technical assistance for FDA Headquarters compliance specialists, counselors, program representatives, employees, supervisory personnel, and other key officials.
- D. Examines the use and impact of administrative mechanisms on work assignments, pay systems, award systems, performance appraisal systems, promotion patterns, reorganization impacts, delegations of authority, management controls, information and documentation systems, and similar functions of management as they impact upon equal employment opportunities for all employees within the FDA.
- E. Provides oversight and management of FDA reasonable accommodation programs and ensures information on reasonable accommodations, policies and procedures are disseminated to all FDA employees.
- F. Develops plans, programs, and procedures designed to assure the prompt adjudication of requests for a reasonable accommodation and ensures accommodations are provided to qualified individuals with disabilities.
- G. Coordinates sign language interpreting services and manages the interpreting services contracts;
- H. Ensures FDA Headquarters personnel are in compliance with FDA policy and procedures implementing the “Standards of Ethical Conduct for Employees of the

Executive Branch” (5 C.F.R., Part 2635) including the Department of Health and Human Services (DHHS) supplemental regulations (5 C.F.R., Part 5501);

- I. Reviews, prepares, evaluates and secures appropriate approvals for waivers and other determinations regarding financial interest, conflict of interest and other ethical issues;
- J. Facilitates the administration of training for supervisors, managers, administrative staff, special government employees and other FDA Headquarters employees.
- K. Ensures Conflict of Interest (COI) waivers are consistent, legally supportable, well-documented and timely for FDA Headquarters.

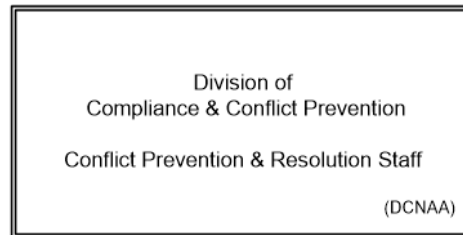
## **2. Conflict Prevention and Resolution Staff (DCNAA1).**

- A. Develops and coordinates effective resolution processes and procedures FDA-wide.
- B. Provides confidential, informal assistance to employees and managers for resolving work-related concerns FDA-wide.
- C. Offers a variety of services and programs to address likely sources of conflict such as performance appraisals, alleged harassment, mentoring relationships, and scientific collaboration FDA-wide.
- D. Operates as a neutral, independent, and confidential resource providing informal assistance to FDA scientists, administrators, and support staff in addressing work-related issues. Assists in resolving conflicts and addressing concerns prior to and within established grievance processes FDA-wide.
- E. Provides alternative dispute resolution and mediation services as needed FDA-wide.

## **3. Authority and Effective Date.**

The functional statements for the Division of Compliance and Conflict Prevention were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Operations  
Office of the Enterprise Management Services  
Division of Compliance and Conflict Prevention**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Enterprise Management Services, Division of Compliance and Conflict Prevention organization structure depicting all the organizational structures reporting to the Director.

These organizations below report to the Division of Compliance & Conflict Prevention (DCNAA)

Conflict Prevention and Resolution Staff