

**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 Human Capital**

Effective Date: December 14, 2018

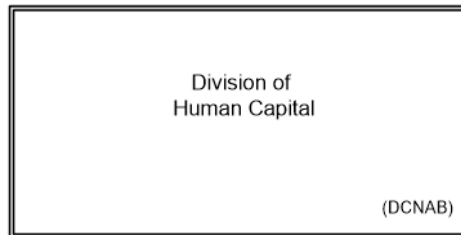
**1. Division of Human Capital (DCNAB).**

- A. Provides leadership, guidance, advice and oversight for the Food and Drug Administration (FDA) Headquarters on programs for administrative management policies, procedures, and controls.
- B. Manages a variety of program administrative services including but not limited to personnel, property, and timekeeping for FDA Headquarters with appropriate officials.
- C. Establishes and maintains liaison relationships with administrative staff throughout FDA Headquarters to keep abreast of current policies and procedures.
- D. Advises the FDA Headquarters Senior Leadership, Executive Officer (EO), FDA Directors and Senior Leadership administrative staff concerning all human capital programs and activities.
- E. Conducts budgetary analysis and forecasting of FDA Headquarters human resources throughout the year.
- F. Serves as the liaison between FDA Headquarters and the Office of Talent Services (OTS) for recruitment, staffing, classification, employee on-boarding/off-boarding, personnel processing, employee benefits and retirement which ensures compliance with federal human capital regulations and laws for headquarters, field offices and foreign posts.
- G. Tracks and monitors all human capital activities and maintains a real-time reporting of all personnel activity.
- H. Ensures that human capital programs are aligned with organizational goals and FDA requirements.

## **2. Authority and Effective Date.**

The functional statements for the Division of Human Capital 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 Human Capital**



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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 Human Capital organization structure depicting all the organizational structures reporting to the Director.

Division of Human Capital (DCNAB)