**REIMBURSABLE DETAIL**
**CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products, Office of Regulations is offering a reimbursable detail opportunity for period not to exceed 120 days. A temporary promotion may be offered. PHS Commissioned Corps Officers may apply.

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| **Position:** | Regulatory Counsel, GS-301-12/13 |
| **Bargaining Unit Status:** | Bargaining Unit Position |
| **Office Location:** | Center for Tobacco Products<br>Office of Regulations<br>10903 New Hampshire Ave. Bldg. 75<br>Silver Spring, MD 20993 |
| **Opening Date:** | **May 24, 2021** |
| **Closing Date:** | **May 28, 2021** |

**Area of Consideration:** Open to all career/career-conditional FDA-employees

The Center for Tobacco Products (CTP or Center) is responsible for carrying out the Family Smoking Prevention and Tobacco Control Act, which Congress passed in 2009. This law, commonly called the Tobacco Control Act, gives CTP broad authority to regulate the manufacturing, distribution, and marketing of tobacco products.

**Major Duties:**

The selected employee will serve as a Regulatory Counsel in the Office of Regulations. Duties may include:

- Develop policies and programs involving matters affecting the regulation of tobacco products.
- Conduct legal research to establish the legal basis for drafting proposed regulations, guidance documents, and other regulatory documents.
- Provide authoritative advice and assessments of the impact of actual and proposed Administration or Congressional actions on the program, functions, and activities of the Center.
- Develop and draft a wide range of regulatory and policy documents, often leading working groups within the Center and participating on behalf of CTP on Agency-wide working groups or teams.

**Qualifying specialized experience includes:**

- Draft and format regulatory documents that comply with all applicable legal requirements and policies.
- Review, summarize, and draft responses to public comments received on proposed regulations.
- Resolve disagreements through the use of decision memoranda or through meetings.
- Consult with staff at all levels to resolve disagreements.
- Analyze regulatory programs to create policies and procedures for issuing regulations and guidance.
- Prepare and finalize responses to inquiries.
- Make oral presentations explaining the substance and procedures involved in regulation and guidance development.

**Temporary Promotion Requirements:**

This detail opportunity is open to all qualified candidates at the GS-11/12 grade level that have not previously held a temporary promotion position within the last 12 months

**Application Procedure:**

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

U.S. Public Health Service Commissioned Corps Officers.

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

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

For questions about this position, please contact Terri Mizzell 240 507 3422.

**Travel Expenses will not be paid.**
**Applications/resumes must be submitted by May 28, 2021.**
**This is not an official vacancy announcement under the Merit Promotion System.**