

**REIMBURSABLE DETAIL  
CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products is offering a Detail opportunity for a position as a Lead Consumer Safety Officer, GS-696-13. PHS Commissioned Corps officers are encouraged to apply. The Detail is available immediately for a period of 120 days. **No Temporary Promotion.**

**Bargaining Unit Status:** Non-Bargaining Unit Position

**Office/Duty Location:** FDA  
Center for Tobacco Products  
Office of Compliance and Enforcement  
**Division of Promotion, Advertising, and Labeling,  
Regulatory Submissions Review Branch**  
10903 New Hampshire Avenue  
Silver Spring, MD 20993

**Opening Date:** 11/22/2021

**Closing Date:** 11/29/2021

**Area of Consideration:** Open to all Career/Career Conditional FDA Employees

On June 22, 2009, the President signed the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) 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 Lead Consumer Safety Officer in the Office of Compliance and Enforcement (OCE) within the **Division of Promotion, Advertising, and Labeling, Regulatory Submissions Review Branch.**

Duties may include:

- Serve as a team leader of substantive mission-oriented programs and other project teams.
- Manage program activities including strategic planning, scheduling meetings, preparing issue-based agendas and official records of meetings, and tracking the overall status of regulatory projects.
- Provides authoritative guidance and consultation regarding inspection and investigation methods and procedures necessary to accomplish compliance/enforcement/regulatory objectives related to tobacco programs.
- Monitor and report on the status and progress of work.
- Maintain accurate records of inquiries and responses.
- Develop materials, such as slides, fact sheets, instruction documents, and other training materials.

- Drafts responses to correspondence from within and outside the agency concerning FDA regulated products.

Qualifying specialized experience includes:

- Knowledge of legislation, regulations, and guidance affecting FDA's Center for Tobacco Products.
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.

This series has an Individual Occupational Requirement (IOR)/**positive education requirement**. See link below for the requirements.

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0600/consumer-safety-series-0696/>

### **Application Procedure:**

This detail opportunity is open to all qualified candidates at the GS-13 grade level and USPHS Commissioned Corps Officers.

More than one selection may be made to fill on a rotational basis.

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

Interested applicants should submit via email a resume, a copy of your transcripts, SF-50 and statement of interest to:

Michele Quander  
Office of Management  
Center for Tobacco Products  
[Michele.Quander@fda.hhs.gov](mailto:Michele.Quander@fda.hhs.gov)

AND

Renise Tillery  
Office of Management  
Center for Tobacco Products  
[Renise.Tillery@fda.hhs.gov](mailto:Renise.Tillery@fda.hhs.gov)

For questions about this position, please contact Olga Morales 240-402-4427.

**Travel Expenses will not be paid.**

**Applications/resumes must be submitted by 11/29/2021.**

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