REIMBURSABLE DETAIL OPPORTUNITY
CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products (CTP), Office of Regulations is offering a reimbursable Detail opportunity for a period not to exceed 120 days. U.S. Public Health Service Commissioned Corps Officers are encouraged to apply. **No temporary promotion for this detail.**

Position:	**Unclassified Duties (equivalent to GS-13)**
Bargaining Unit Status:	**Bargaining Unit Position**
Office Location:	**Center for Tobacco Products** **Office of Regulations** **10903 New Hampshire Ave. Bldg. 75** **Silver Spring, MD 20993**
Opening Date:	**October 31, 2022**
Closing Date:	**November 22, 2022**
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 will include:

Providing for administrative management within OR by developing, initiating, and implementing administrative policies and procedures for assigned areas of responsibility. Reviewing and analyzes administrative directives and policies issued by FDA/CTP for the office. Based on observations, analysis of work processes, and special studies, the incumbent evaluates program operations, identifies problems, inefficiencies, and potential problems, and develops recommendations for solutions.

Leading the development of strategic long-range planning and analyzes those plans to determine the impact on administrative processes and the feasibility of making modifications to accomplish mission requirements.

Leads the development of the office budget estimates for assigned activities and ensures adherence to the approved operating budget and financial plans.

Ensuring that OR/CTP receives proper approval and renewals for all information collections (e.g. surveys, focus groups, and other studies) related to regulations and guidance documents.

Preparing and monitors every request for approval of a consumer survey, form, perception study, etc. for every office/division within CTP. Preparing, tracking, and monitoring the Center's requests for new and renewed information collections.

Ensuring that the legal standards CTP is required to satisfy concerning information collections are adhered to in full.

Qualifying specialized experience includes:

- Knowledge of the organization structure, programmatic operations, mission, goals and objectives of the Office.
- Knowledge of a variety of administrative policies and procedures that come with providing administrative management and support services.
- Ability to analyze situations, identify problems and suggest course of action.
- Skill in written communication.
- Ability to communicate orally.

Application Procedure:

Supervisory concurrence is required in order to accept a detail; it is NOT required to apply. Supervisory concurrence must be included in the application package.

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

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

Michele Quander
Michele.Quander@fda.hhs.gov
CTP Office of Management

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

Travel Expenses will not be paid.
Applications/resumes must be submitted by November 22, 2022
This is not an official vacancy announcement under the Merit Promotion System.