# REIMBURSABLE DETAIL OPPORTUNITY

# CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of the Center Director, is offering a reimbursable detail opportunity to Unclassified Duties, GS-0301-15. Applicants at the GS-15 level are encouraged to apply. The Detail is available immediately for a period not to exceed 120 days. U.S. Public Health Service Commissioned Corps Officers are encouraged to apply.

**Position:** Unclassified Duties, GS-0301-15

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

**Office/Duty Location:** **Remote (Anywhere in the U.S.)**

Center for Tobacco Products
Office of the Center Director (OCD)
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

**Opening Date:** **January 5, 2023**
**Closing Date:** **January 11, 2023**

**Area of Consideration:** **HHS-Wide**

On June 22, 2009, the President signed into law the Family Smoking Prevention and Tobacco Control Act (the Tobacco Control Act) (Public Law 111-31). 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 candidate will serve the Office of the Center Director (OCD). Some duties may include:

- Provides legal and policy analysis to inform CTP Senior Leadership and to support the work of the Center, including as follows:
    - Participate in policy planning and decision-making, drawing on legal and policy expertise
    - Review internal and external documents for key legal and policy issues
    - Draft memoranda, talking points and other documents as needed on sensitive policy and strategic matters
    - Provide guidance and input to Offices on key legal and policy issues, on OCD's behalf
    - Monitor and analyze developments in relevant areas of law and policy, including legislative activity, tobacco-related litigation, regulatory and administrative law, industry activity and policy statements and other stakeholder perspectives. Draw on these perspectives to inform the ongoing work of the Center.
- Serves as regulatory advisor and consultant to the Director on matters relating to various complex and intricate phases of a wide variety of programs, initiatives, and priorities specific to the mission of CTP.

- Serves as the Director's liaison and on their behalf, makes assignments and relays instructions or information to Offices and Staffs within CTP. Briefs the Director on activities or problems.
- Provides expert advice and guidance on CTP programs, rulemaking and policies which are of significant interest to the public.
- Works with top officials of the Agency, Department, and other Government agencies on matters relating to new and emerging needs related to tobacco product review, regulation, research, risk comprehension and health impact. Working together with other senior leadership in the Center, represents and acts as the advocate for the Center on policy matters dealing with individuals representing organizations such as the regulated industry, professional and industry associations, Congress, other Federal agencies, state, local, and foreign governments, and public consumer groups.
- Provides authoritative advice to CTP Director on potential and emerging policy and regulatory issues to formulate program needs in support of Center objectives. Maintains a constant awareness of crucial and precedent-setting decisions of the CTP, FDA, and regulated industry related activities with regard to the Center's mission.

Liaison and Collaborative Policy Coordination Responsibilities:

- Serves as a liaison to CTP Office leadership on legal, policy and economic analysis matters
    - Maintain communication to ensure that OCD is aware of upcoming legal, policy and economic analysis decisions, challenges and opportunities
    - Convey OCD thinking and decisions to Offices as appropriate
- Serves as OCD's primary liaison to Office of the Commissioners' (OC), Office of Policy on behalf of OCD
- Serves as OCD's primary liaison to Office of Chief Council (OCC)
    - Ensures CTP awareness of and support for ongoing litigation
        - Participate in litigation policy discussions within FDA and with Department of Justice (DOJ)
        - Participate in oral argument prep sessions with OCC and DOJ
        - Review and comment on briefs, internal memos regarding appeals and other litigation documents
        - Oversee CTP responses to information requests from OCC to inform litigation
        - Attend, report back from, and inform ongoing Center work based on oral arguments
        - Review court decisions and ensure that they inform ongoing Center work
    - Oversees monthly project status meeting with OCC leadership
    - Ensures close coordination and communication with OCC leadership on an informal basis, raising process issues and other matters of concern or areas for improved collaboration
    - Participates in elevation of key issues with OCC as needed
- Serves as OCD's representative on OC workgroups on policy and regulatory issues
- Coordinates and guides CTP engagement on Agency-wide policy issues
- Prepares or oversees preparation of memoranda, briefings, scientific papers, other materials, and/or researches concerning substantive issues, findings, conclusions, and proposed solutions to maintain appropriate staff involved at key decision points.
- Represents, establishes, and maintains cooperative and collaborative intra- and inter-Agency relationships with officials having interests and/or responsibilities in the policy and programs of CTP.

- Serves on special task forces and committees mandated by Congress, Department of Health and Human Services (DHHS), or FDA requiring coordination, leadership, or representation and may be tasked to make commitments on behalf of the Agency.
- Performs projects or activities personally, or establishes and/or oversees committees and work groups as needed with members who have the required background and subject matter expertise, to address the facts or knowledge relating to the issue or problem in study.

**Application Procedure:**

This Detail opportunity is open to:

- Qualified candidates at the GS-15 grade level
- Public Health Service Commissioned Corps Officers.

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

Molly Quesenberry
Office of Management
Center for Tobacco Products, FDA
Molly.Quesenberry@fda.hhs.gov

**Travel Expenses will not be paid.**
**Applications/resumes must be submitted by January 11, 2023.**
**This is not an official vacancy announcement under the Merit Promotion System.**