

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Biologics Evaluation and Research**

**Office of Management**

**Division of Human Capital**

Effective Date: January 6, 2022

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

- A. Provides CBER with human capital administrative services and coordinates administrative management activities with designated Program Managers in each Center Office.
- B. Provides consultant, advisory and human capital liaison services, working with the CBER Offices to maintain close partnerships to identify recruitment needs and expectations to ensure the requirements for staffing needs are addressed regarding organizational structure and succession planning purposes.
- C. Responsible for identifying process improvements and administering capital staffing and recruitment policies for internal customers as well as serving as an internal and external liaison between CBER and FDA.
- D. Serves as the liaison for Commissioned Corps personnel and Senior Executive Service personnel.
- E. Manages the overall incentive awards program of the Center including development of related policy.

**2. Workforce Management Branch (DCBBG2).**

- A. The Workforce Management Branch (WMB) provides leadership and expert advisory services for the development, implementation, and evaluation of the CBER's workforce development, management, and resources programs.
- B. Provides leadership and support to the Center in the areas of employee recognition, quality of work life, and flexible workplace programs.

C. Interprets, develops, updates, advises on human capital and administrative policies, guidance, and processes.

**3. Management Services Branch (DCBBG1).**

A. Provides services and support to the Center on human capital management activities.

B. Serves as strategic partner between CBER hiring managers, staff and FDA Office of Human Resources (OHR).

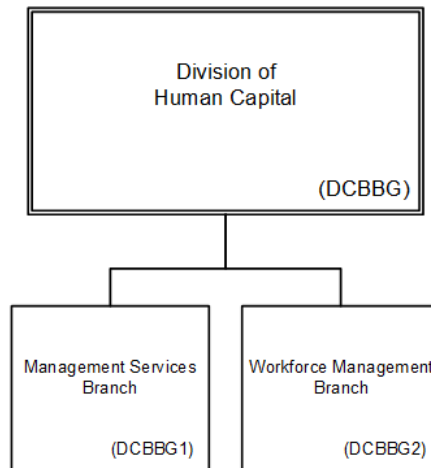
C. Collaborates with CBER offices to provide oversight and creative solutions to streamline recruitment and staffing activities.

D. Provides leadership and technical human capital management consultation services in the areas of: Workforce Planning and Reporting; awards and employee recognition; Diversity and Inclusion; Outreach and Recruitment; Telework/remote work; time and attendance; payroll liaison; reorganizations; onboarding.

**4. Authority and Effective Date.**

The functional statements for the Division of Program Services were approved by the Deputy Secretary of Health and Human Services and effective on January 6, 2022.

**Department of Health and Human Services  
Food and Drug Administration  
Center for Biologics Evaluation and Research  
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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Biologics Evaluation and Research, Office of Management, Division of Human Capital organization structure depicting all the organizational structures reporting to the Director:

Division of Human Capital (DCBBG)

These organizations report to the Division of Human Capital:

Management Services Branch (DCBBG1)

Workforce Management Branch (DCBBG2)