

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Regulatory Affairs

Office of Regulatory Management Operations

Office of Workforce Management

Division of Human Capital Staffing Services

Effective Date: February 9, 2022

1. Division of Human Capital Staffing Services (DCIBCA).

- A. Provides overall strategic leadership and guidance to Office of Regulatory Affairs (ORA) on all aspects of human capital workforce management, management analysis planning, administrative management operations in accordance with established guidelines.
- B. Works to advance the ORA strategic goals and objectives related to workforce development and management.
- C. Assures compliance with statutes, executive orders, and administrative directives.
- D. Oversees and delivers ORA nationwide program hiring coordination efforts related to organizational onboarding, recruitment outreach and retention efforts. Conducts a variety of program studies and analytical assignments, such as development and implementation of an ORA nationwide new employee orientation to address management/program productivity, structure, resource management and data compilation. Organizes, monitors, and ensures hiring manager involvement in targeted nationwide recruitment events.

2. Talent Acquisition Branch 1 (DCIBCA1).

- A. Serves as the ORA's liaison conduit to FDA HR processing staff on all human capital recruitment packages.

- B. Initiates and advises on employee actions to be processed for regular and recurring personnel actions.
- C. Develops, implements and updates onboarding process for employees including issuing PIV cards and all administrative tasks associated with new employee onboarding.

3. Talent Acquisition Branch 2 (DCIBCA2).

- A. Serves as the ORA's liaison conduit to FDA HR processing staff on all human capital recruitment packages.
- B. Initiates and advises on employee actions to be processed for regular and recurring personnel actions.
- C. Develops, implements and updates onboarding process for employees including issuing PIV cards and all administrative tasks associated with new employee onboarding.

4. Talent Acquisition Branch 3 (DCIBCA3).

- A. Serves as the ORA's liaison conduit to FDA HR processing staff on all human capital recruitment packages.
- B. Initiates and advises on employee actions to be processed for regular and recurring personnel actions.
- C. Develops, implements and updates onboarding process for employees including issuing PIV cards and all administrative tasks associated with new employee onboarding.

5. Talent Acquisition Branch 4 (DCIBCA4).

- A. Serves as the ORA's liaison conduit to FDA HR processing staff on all human capital recruitment packages.
- B. Initiates and advises on employee actions to be processed for regular and recurring personnel actions.
- C. Develops, implements and updates onboarding process for employees including issuing PIV cards and all administrative tasks associated with new employee onboarding.

6. Talent Acquisition Branch 5 (DCIBCA5).

- A. Serves as the ORA's liaison conduit to FDA HR processing staff on all human capital recruitment packages.

- B. Initiates and advises on employee actions to be processed for regular and recurring personnel actions.
- C. Develops, implements and updates onboarding process for employees including issuing PIV cards and all administrative tasks associated with new employee onboarding.

7. Special Hiring Branch (DCIBCA6).

- D. Serves as the ORA's liaison conduit to FDA HR processing staff on all human capital recruitment, staffing, and classification strategies including, but not limited to, various appointment mechanisms, general schedule recruitment which utilize Schedule A hiring authorities, veterans hiring authorities, direct hire initiatives, pathways programs, and student volunteer service programs; position description development, overall organizational structure and proper position management advisory services and support.
- E. Develops ORA Commissioned Corps (CC) policies and programs and serves as a consultant to program officials in the areas of appointments, performance management, honor and service awards, adverse actions, standards of conduct, training, travel, and details.
- F. Develops ORA CC policies and programs and serves as a consultant to program officials in the areas of appointments, performance management, honor and service awards, adverse actions, standards of conduct, training, travel, and details.
- G. Provides the full range of human capital workforce management and consultative advisory services to the ORA's headquarters managers and supervisors involving but not limited to options for CC of the United States Public Health Service recruitment, competitive staffing, merit promotion, position classification, position management and specific CC billet development.
- H. Performs ORA CC analysis, program assessments, internal controls assessments and special studies of key issues relative to human capital workforce management programs.

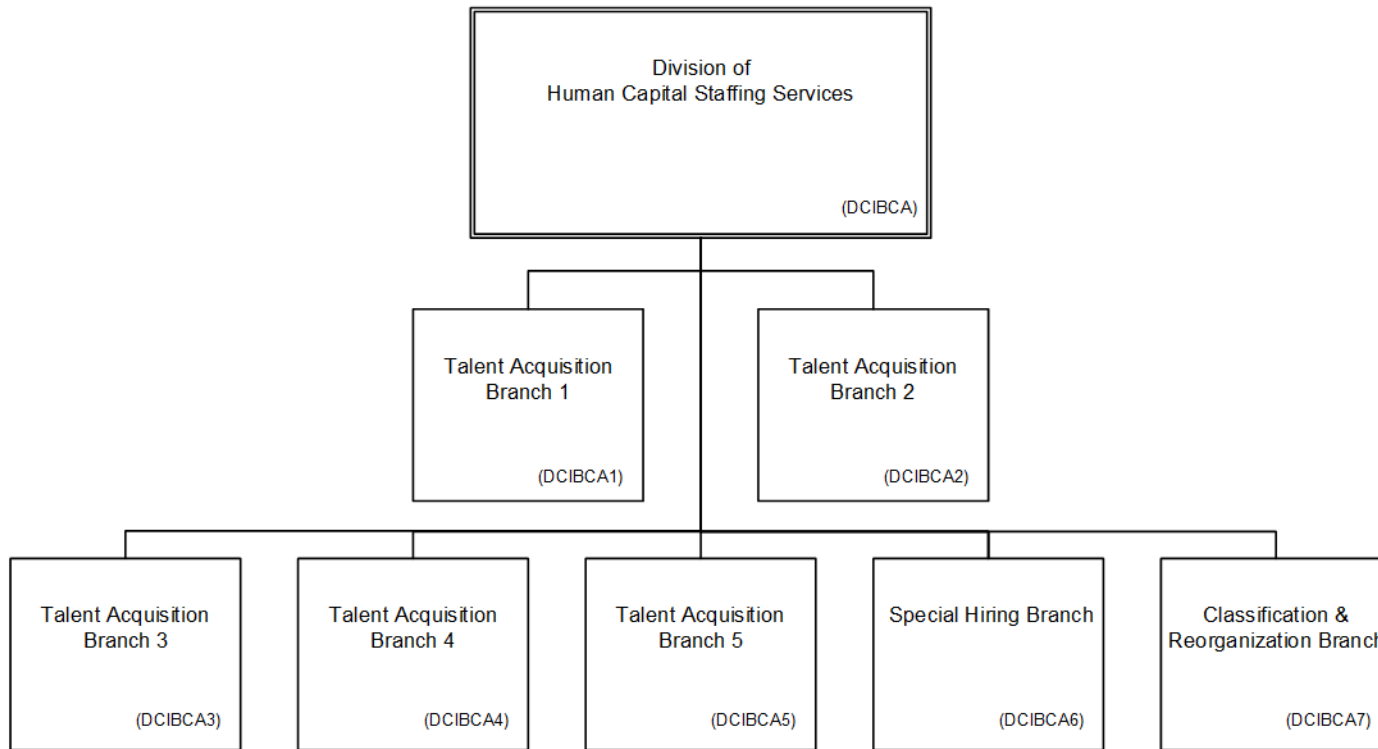
8. Classification and Reorganization Branch (DCIBCA7)

- A. Provides liaison services for organizational planning and management in the form of reorganization activities.
- B. Provides the full range of human capital resource management and consultative services to the ORA's headquarters managers and supervisors involving position classification.

9. Authority and Effective Date.

The functional statements for the Division of Human Capital Services were approved by the Deputy Secretary of Health and Human Services on December 22, 2021, and effective on February 9, 2022.

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Regulatory Management Operations, Office of Workforce Management organization structure depicting all the organizational structures reporting to the Director:

Executive and Scientific Recruitment Staff (DCIBC1)

Division of Human Capital Staffing Services (DCIBCA)

Division of Human Capital Programs (DCICB)

These organizations report to the Division of Human Capital Staffing Services:

Talent Acquisitions Branch 1 (DCIBCA1)

Talent Acquisitions Branch 2 (DCIBCA2)

Talent Acquisitions Branch 3 (DCIBCA3)

Talent Acquisitions Branch 4 (DCIBCA4)

Talent Acquisitions Branch 5 (DCIBCA5)

Special Hiring Branch (DCIBCA6)

Classification and Reorganization Branch (DCIBCA7)

These organizations report to the Division of Human Capital Programs:

Performance Management Branch (DCICB1)

Employee Engagement Branch (DCICB2)

Management Analysis Branch (DCICB3)