

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 Programs

Effective Date: February 9, 2022

1. Division of Human Capital Programs (DCIBCB).

- A. Works to advance the Office of Regulatory Affairs (ORA) strategic goals and objectives related to workforce development and management.
- B. 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 to address management/program productivity, structure, resource management and data compilation.
- C. Oversees data integration, data analysis, reports and special initiative projects under the direction of Center and Office leadership.

2. Performance Management Branch (DCIBCB1).

- A. Oversees all ORA performance and awards programs. Manages the ORA honor awards recognition ceremony on a yearly basis.
- B. Supports key performance management appraisal plans and awards, administrative training activities, develops and provides employee and managerial training.

3. Employee Engagement Branch (DCIBCB2).

- A. Provides strategic proactive analysis and direction on succession planning efforts. Provides advisory services on a various ORA-wide executive and leadership special projects, initiatives, and data calls.

- B. Oversees the ORA employee initiatives such as the Employee Viewpoint Survey, culture and values, and succession planning programs and other special projects as assigned by the ORA leadership.

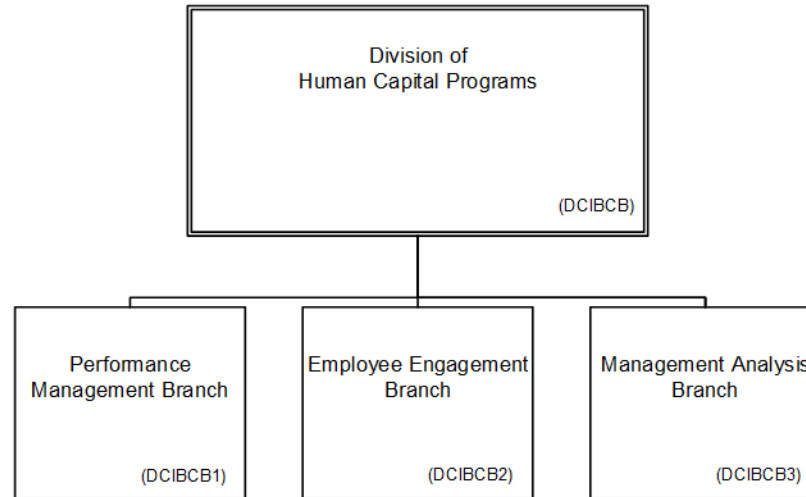
4. Management Analysis Branch (DCIBCB3).

- A. Researches, develops, reviews, and finalizes ORA manuals of policies and procedures, standard operating procedures and job aids.
- B. Performs various human capital workforce management data analysis, program assessments, internal controls assessments, reports, and special studies of key issues.
- C. Oversees all ORA Integrated Time and Attendance System payroll and time reporting initiatives in collaboration with the Defense Finance Accounting System. Advises ORA timekeepers on all payroll and time reporting rules and regulations.
- D. Serves as the ORA Deputy Ethics Counselor point of contact to assist and guide management and employees on all ethics related requirements, deadlines, forms and associated topics.

5. Authority and Effective Date.

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

**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 Programs**



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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, Division of Human Capital Programs organization structure depicting all the organizational structures reporting to the Director:

Performance Management Branch (DCIBCB1)

Employee Engagement Branch (DCIBCB2)

Management Analysis Branch (DCIBCB3)