

**REIMBURSABLE DETAIL**  
**FDA Center for Tobacco Products**

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Management (OM) is offering a Detail opportunity for Unclassified Duties (Program Analyst (Facilities)). Applicants and current employees at the GS-12 and GS-13 levels are encouraged to apply. The Detail is available for a period of up to 120 days. PHS Commissioned Corps Officers may apply. A Temporary Promotion may not be considered.

<b>Bargaining Unit Status:</b>	<b>Bargaining Unit Position</b>
<b>Position:</b>	Unclassified Duties
<b>Office Location:</b>	FDA Center for Tobacco Products Office of Management 10903 New Hampshire Avenue Silver Spring, MD 20993 (Telework)
<b>Opening Date:</b>	<b>September 18, 2023</b>
<b>Closing Date:</b>	<b>September 29, 2023</b>
<b>Area of Consideration:</b>	<b>FDA-wide</b>

The CTP offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health.

**Duties include:**

The selected employee will serve on Unclassified Duties with the Management and Logistics Staff in OM.

The duties may include:

- Provides advise and technical guidance to Office Directors regarding facilities management.
- Conducts analysis of operational issues regarding facilities management and alternative officing and provides specific recommendations to resolve concerns.
- Responds to facilities and maintenance tickets in a timely manner.
- Tracks and monitors all Management and Logistics metrics.
- Responsible for attending meetings where labor-management matters are discussed and has access to, prepares, or types of materials related to labor-management relations, such as bargaining proposals and grievance responses. Prepares responses to union requests for information/grievances re: space.
- Advises CTP officials on best utilization of space and makes recommendations regarding allocation of space across all CTP offices.

**Desired Knowledge and Skills:**

- Expert knowledge of the collective bargaining agreement (CBA), Memorandums of Understanding (MOU) regarding alternative officing, Agency internal operating procedures (IOP) and Tobacco Policies and Procedures (ToPP) related to facilities management to assure the requirements of the CBA are met. Mastery understanding of the CBA and MOU regarding alternative officing.
- Analytical ability sufficient to identify facilities and logistical challenges and problems, and to devise solutions which consider the inter-relationships of the various systems, as well as specific needs of personnel in diverse functions.
- Mastery of written and oral communication techniques sufficient to develop and deliver briefings, project papers, status/staff reports, and correspondence to managers to foster understanding and acceptance of findings to formulate and present arguments and advisory opmlons.

**Application Procedure:**

Supervisory concurrence should be obtained if selected for this Detail. The Detail opportunity is open to all candidates qualified at the GS-12 and/or GS-13 grade levels or Commissioned Corps Officers (O4/O5).

Please enter **Detail: CTP, OM Unclassified Duties (September)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, copy of their transcripts, and statement of interest via email to: [CTP-Recruitment@fda.hhs.gov](mailto:CTP-Recruitment@fda.hhs.gov).

Detail is reimbursable.

Travel Expenses will not be paid.

**Candidates must express interest by September 29, 2023.**

**\*THIS IS NOT AN OFFICIAL VACANCY ANNOUNCEMENT UNDER THE MERIT PROMOTION SYSTEM\***