

REIMBURSABLE DETAIL
FDA Center for Tobacco Products

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Health Communication and Education (OHCE) is offering a Detail opportunity for an Unclassified Duties (Government Information Specialist), GS-0306-14. Applicants and current employees at the GS-14 level are encouraged to apply. The Detail is available for a period of up to 120 days. PHS Commissioned Corps Officers may apply.

Bargaining Unit Status: Bargaining Unit Position

Position: Unclassified Duties

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

Center for Tobacco Products
Office of Health Communication and Education
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: January 30, 2024
Closing Date: February 12, 2024

Area of Consideration: CTP-wide

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. The OHCE is the central point for communication about CTP's activities, public education campaigns, and key messages to provide information about the regulation of tobacco products, the health risks associated with tobacco use, and the benefits of quitting or never starting to use tobacco.

Duties include:

The selected employee will serve as a Government Information Specialist on the Freedom of Information Act (FOIA) Team in the Front Office.

The duties may include:

- Plan, organize, and implement FOIA policies and procedures including guidelines based upon new or revised legislation or recommendations.
- Analyze complex FOIA requests to determine if they are in compliance with agency regulations, ensuring comprehensive responses are legally sound and completed accurately and timely.
- Communicate effectively with all levels of the Agency (i.e., program offices, other centers, legal staff, and management) in responding to FOIA requests.
- Conduct studies and analyses of the FOIA program operations and activities; and formulate improved processes and controls to improve efficiency and effectiveness.
- Prepare reports and provide information to OHCE Leadership, upon request.

Desired Knowledge and Skills:

- Demonstrated knowledge of FOIA, the Privacy Act, precedent cases, related laws, regulations, policies, and procedures to review denials and determine any need for revision of or establishment of new FOIA instructions/guidelines.
- Mastery of DHHS/FDA/CTP FOIA regulations, policies, and precedents to ensure compliance with the FOIA; and to confirm that information released is proper and allowable.
- Demonstrated ability to obtain cooperation and support in resolving policy and program issues among disclosure program stakeholders within and outside the Center and Agency.

Application Procedure:

Supervisory concurrence should be obtained if selected for this Detail. The Detail opportunity is open to all candidates qualified at the GS-14 grade level or Commissioned Corps Officers (O5/O6).

Please enter **Detail: CTP, OHCE, Government Information Specialist, GS-0306-14** 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:

Interested applicants should submit their documents via email to:
CTP-Recruitment@fda.hhs.gov.

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by February 12, 2024.

***This is not an official vacancy announcement under the Merit Promotion System**