REIMBURSABLE DETAIL
CENTER FOR TOBACCO PRODUCTS

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Regulations (OR) is offering a Detail opportunity to Unclassified Duties (equivalent to a Policy Analyst). Applicants at the GS-13 grade level are encouraged to apply. PHS Commissioned Corps Officers may apply. The Detail is for a period of up to 120 days. **A temporary promotion will not be considered.**

Bargaining Unit Status: Bargaining Unit Position

Duty Location: **Anywhere in the U.S. (REMOTE JOB)**

Office Location: Food and Drug Administration
Center for Tobacco Products
Office of Regulations
10903 New Hampshire Avenue
Silver Spring, MD 20993

Area of Consideration: FDA Employees

Opening Date: March 11, 2024

Closing Date: March 22, 2024

On June 22, 2009, the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act) (Public Law 111-31) was signed into law. The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established CTP.

Major Duties will include:

Serves as a specialist in the area of the Paperwork Reduction Act (PRA) of 1995. The applicant is required to be knowledgeable of the Paperwork Reduction Act of 1995 as well as other applicable acts, laws and regulations as they may relate to information collection.

Collaborates with a variety of stakeholders including Center staff, supervisor, agency personnel, the Department, and the OMB.

Federal Register notices and justification statements for OMB review and approval are prepared using current resources and also analyzes and evaluates, in a comprehensive manner, center/office draft notices.

Advises other center personnel on information collection clearance procedures and methods for implementing new and revising regulations, forms, guidance documents.

Drafts for supervisor review center/office responses to sensitive or complex requests from DHHS or OMB.

Manages and facilitates required workflow process related to information collection requests for OMB approval while meeting statutory, regulatory, or agency deadlines.

Analyzes applicable laws, regulations, policies, and procedures related to federally sponsored data collection.

Presents and discusses findings with colleagues and supervisor and documents findings in written management reports, identifying weaknesses and outlining conclusions, analyzing findings, and making specific recommendations for resolution of problem areas, substantially increasing program effectiveness.

Maintains information and is knowledgeable on new programs, studies, regulations, policy statements, enacted legislation involving or affecting the Center/Office.

Desired Knowledge and Skills:

- Knowledge of pertinent laws, regulations, policies and precedents that affect the program or work processes studied.
- Knowledge of the major issues, program goals and objectives, substantive work processes and program operations of the organization.
- Knowledge and skill in planning, scheduling, and conducting projects to facilitate workflow and meeting deadlines of each assignment.
- Knowledge of a web-based data tracking system.
- Excellent oral and written communication skills.
- Excellent organizational skills.

Application Procedure:

The Detail opportunity is open to all qualified candidates at the GS-13 grade level or Commissioned Corps Officers.

Supervisory concurrence is required in order to accept a Detail; it is not required to apply.

> Interested applicants must submit a resume, most recent copy of SF-50, and statement of interest to: CTP-Recruitment@fda.hhs.gov

Please enter **Detail: CTP, OR- Unclassified Duties, GS-13** in the subject line of email.

Relocation expenses will not be paid.
Applications/resumes must be submitted by March 22, 2024.
This is not an official vacancy announcement under the Merit Promotion System.