

Center for Tobacco Products Voluntary Reassignment Opportunities

Announcement:

A decision has been made to reassign a Government Information Specialist 0306-13 through Voluntary Reassignment. This is a remote position located in the Center for Tobacco Products (CTP), Office of Health Communication and Education (OHCE). This notice is being issued in accordance with Article 35, Section 2. 1. of the Consolidated Collective Bargaining Agreement between HHS and NTEU. No promotions will be offered through this notice.

Bargaining Unit Status:	Bargaining Unit Position
Position(s):	Government Information Specialist GS 0306-13 FPL 13
Duty Location:	Anywhere in the U.S. (REMOTE JOB)
Office Location:	FDA, Center for Tobacco Products Office of Health Communication and Education White Oak, Building 75 10903 New Hampshire Ave Silver Spring, MD 20993
Opening Date:	April 22, 2024
Closing Date:	May 3, 2024
Area of Consideration:	FDA-Wide
Relocation Expenses:	Travel expenses will NOT be paid

Job Overview and Qualifications:

The FDA, CTP, OHCE is interested in a Voluntary Reassignment. The incumbent serves as a FOIA Specialist and is responsible for researching, reviewing, and clearing Center documents for release under the FOIA. The incumbent ensures that FOIA responses are legally sound, accurate, and timely to meet the goals and requirements for a citizen-centered and results-oriented FOIA program.

Application Procedures:

Applicants should submit a resume or CV, a copy of your most recent SF-50 (Notification of Personnel Action) that identifies your current pay plan, series, grade, full performance level, and time in grade.

Please enter **Reassignment: Government Information Specialist (May)** in the subject line of e-mail.

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

All requested documentation must be submitted by the announcement closing date, **Friday, May 3, 2024**.

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