

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Inspections and Investigations

Office of Management

Office of Workforce Management

Division of Human Capital Programs

Effective Date: May 13, 2024

1. Division of Human Capital Programs (DCSBBB).

- A. Works to advance the Office of Inspections and Investigations (OII) strategic goals and objectives related to workforce development and management.
- B. Coordinates and delivers OII 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. Coordinates internal human capital data integration, data analysis, reports, and special initiative projects under the direction of Office leadership.

2. Performance Management and Engagement Branch (DCSBBB1).

- A. Coordinates all OII performance and awards programs. Manages the OII 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 for OII.
- C. Coordinates the OII employee initiatives such as the Employee Viewpoint Survey and other special projects as assigned by the OII leadership.
- D. Coordinates the OII Diversity, Equity, and Inclusion program to enhance research and investment in communities to ensure diversity, equity,

inclusion, and accessibility and to help reduce barriers to access and advance opportunities for underserved communities.

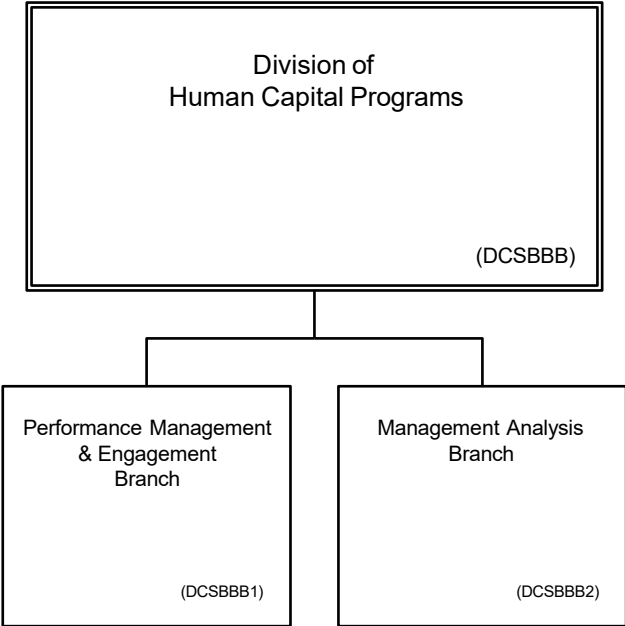
3. Management Analysis Branch (DCSBBB2).

- A. Researches, develops, reviews, and finalizes OII 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 for OII.
- C. Coordinates all OII Integrated Time and Attendance System payroll and time reporting initiatives in collaboration with the Office of Operations and the Defense Finance Accounting System. Advises OII timekeepers on all payroll and time reporting rules and regulations.
- D. Serves as the OII Deputy Ethics Counselor point of contact to assist and guide management and employees on all ethics related requirements, deadlines, forms, and associated topics.

4. Authority and Effective Date.

The functional statements for the Division of Human Capital Programs were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services
Food and Drug Administration
Office of Inspections and Investigations
Office of Management
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 Inspections and Investigations, Office of Management, Office of Workforce Management, Division of Human Capital Programs organization structure depicting all the organizational structures reporting to the Director:

Performance and Engagement Branch (DCSBBB1)

Management Analysis Branch (DCSBBB2)