

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: March 15th, 2025

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.

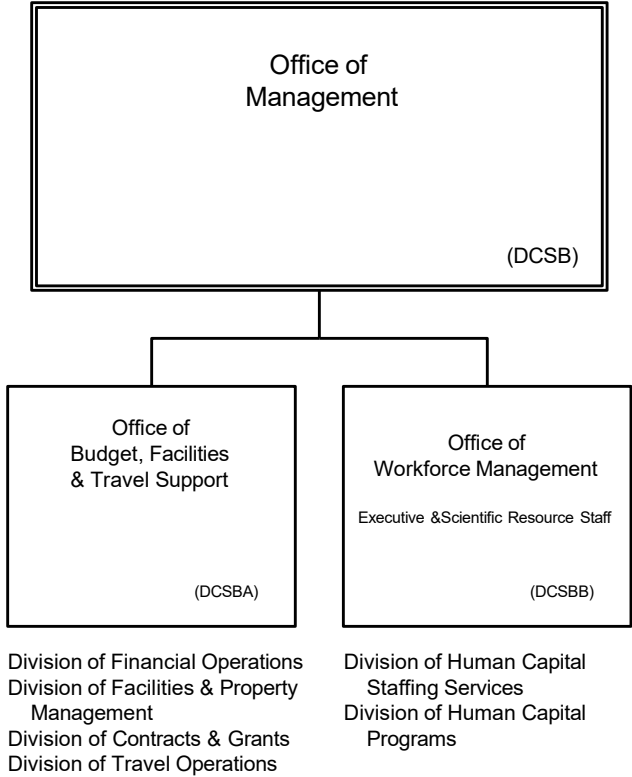
3. Management Analysis Branch (DCSBBB2).

- 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 Chief Financial Officer and effective on March 15th, 2025.

Department of Health and Human Services
Food and Drug Administration
Office of Inspections and Investigations
Office of Management



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Organizations and Functions
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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 organization structure depicting all the organizational structures reporting to the Director:

Office of Management (DCSB)
Office of Budget, Facilities and Travel Support (DCSBA)
Office of Workforce Management (DCSBB)

These organizations report to the Office of Budget, Facilities and Travel Support (DCSBA):

Division of Financial Operations
Division of Facilities and Property Management
Division of Contracts and Grants
Division of Travel Operations

These organizations report to the Office of Workforce Management (DCSBB):

Executive and Scientific Resource Staff
Division of Human Capital Staffing Services
Division of Human Capital Programs