

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Security and Passport Operations**

**Division of Personnel Security and Credentialing**

Effective Date: May 13, 2024

**1. Division of Personnel Security and Credentialing (DCNHD).**

- A. Provides direction and technical guidance to all Food and Drug Administration (FDA) Centers and Offices in personnel security and credentialing.
- B. Manages and administers the suitability and security program as required by the Office of Personnel Management as set forth in “Suitability” (5 Code of Federal Regulations (CFR) Part 731), “National Security Positions” (5 CFR, Part 732), Defense Counterintelligence and Security Agency and Department of Health and Human Services (HHS) policies and procedures.
- C. Implements policies and standards set forth in Homeland Security Presidential Directive 12 (HSPD-12): Policy for a Common Identification Standard for Federal Employees and Contractors and FIPS 201: Personal Identity Verification (PIV) of Federal Employees and Contractors.

**2. Personnel Vetting Branch (DCNHD1).**

- A. Develops plans, programs, and procedures, aligned with federal trusted workforce policies, designed to ensure proper vetting of FDA personnel.
- B. Initiates and coordinates federal background investigation processes and adjudicative procedures in compliance with federal vetting investigative standards.
- C. Manages the national security clearance program for designated positions requiring access to national security information.

D. Manages FDA's Drug-Free Workplace Program and coordinates drug testing activities, in collaboration with FDA human resources component and HHS security and drug testing officials.

**3. Identity and Credentialing Services Branch (DCNHD2).**

A. Manages the issuance of Personal Identity Verification (PIV) cards (ID badges) and credentials to FDA employees, contractors, and other eligible individuals.

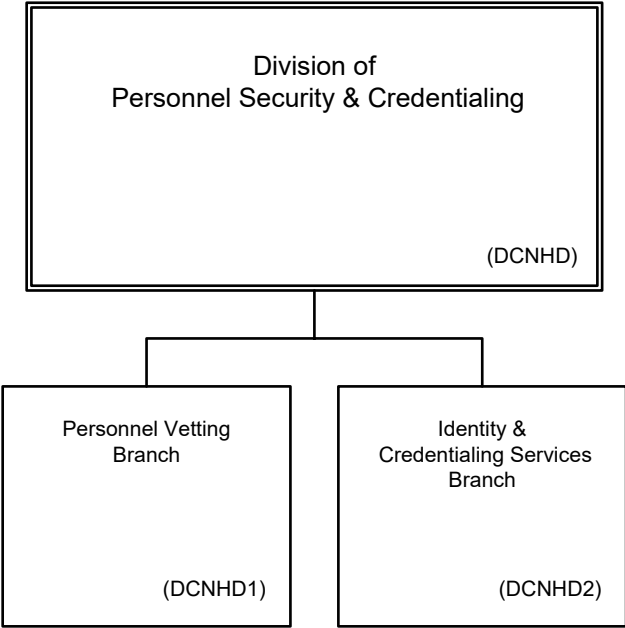
B. Implements and provides guidance on operating procedures for badging and fingerprinting services.

C. Administers the FDA-wide HSPD-12 program.

**4. Authority and Effective Date.**

The functional statements for the Division of Personnel Security and Credentialing 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 Operations  
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Security and Passport Operations, Division of Personnel Security and Credentialing organization structure depicting all the organizational structures reporting to the Director:

Personnel Vetting Branch (DCNHD1)  
Identity and Credentialing Services Branch (DCNHD2)