

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Operations**

**Office of Management and Enterprise Services**

**Office of Management**

**Division of Human Capital**

Effective Date: May 13, 2024

**1. Division of Human Capital (DCNAGB).**

- A. Provides leadership, guidance, advice and oversight for the Food and Drug Administration (FDA) Headquarters on programs for administrative management policies, procedures, and controls. Conducts management and program analyses and evaluations to provide consultations on policies and procedures, organizational planning, executive resources, and other administrative areas.

**2. Human Capital Management Branch (DCNAGB1).**

- A. Serves as the liaison between FDA Headquarters organizations and the Office of Talent Solutions (OTS) for strategic human capital planning, recruitment (Delegated Examining, staffing, merit promotion, special hiring appointments), position classification and management, employee on-boarding/off-boarding, policy, personnel processing, payroll liaison, employee benefits and retirement which ensures compliance with federal human capital regulations and laws for headquarters, field offices and foreign posts. Serves as the Office of the Commissioner (OC) liaison to OTS on all policies and personnel issues including, but not limited to, recruitment, appointment mechanisms such as Senior Executive Service (SES), Title 5, Title 21, Title 42 appointments, Title 38, Schedule A hiring authorities, Staff Fellows, and retention flexibilities. Creditable Service for Annual Leave Program, and Part Time Reemployment Annuitant; and Recruitment, Retention, and Relocation Incentive programs.

- B. Identifies process improvements and administers staffing and recruitment policies for internal customers as well as serving as an internal and external liaison between OC and FDA. Collaborates with OC offices to provide oversight and creative solutions to streamline recruitment and staffing activities.
- C. Establishes and maintains liaison relationships with administrative staff throughout FDA Headquarters to keep abreast of current policies and procedures. Performs and enhances the Human Capital's role as a strategic business partner while maintaining appropriate regulatory oversight.
- D. Advises the FDA Headquarters Senior Leadership, Executive Officer (EO), FDA Directors, and Senior Leadership administrative staff concerning all human capital programs and activities. Provides strategic advice, guidance, and consultation to Officer of the Commissioner leadership on human capital and human resource matters to advance its mission. Manages and implements new Office of the Commissioner Human Capital program initiatives.
- E. Tracks and monitors all human capital activities and maintains a real-time reporting of all personnel activity for headquarters programs.
- F. Ensures that human capital programs are aligned with organizational goals and FDA requirements.

### **3. Human Capital Programs Branch (DCNAGB2).**

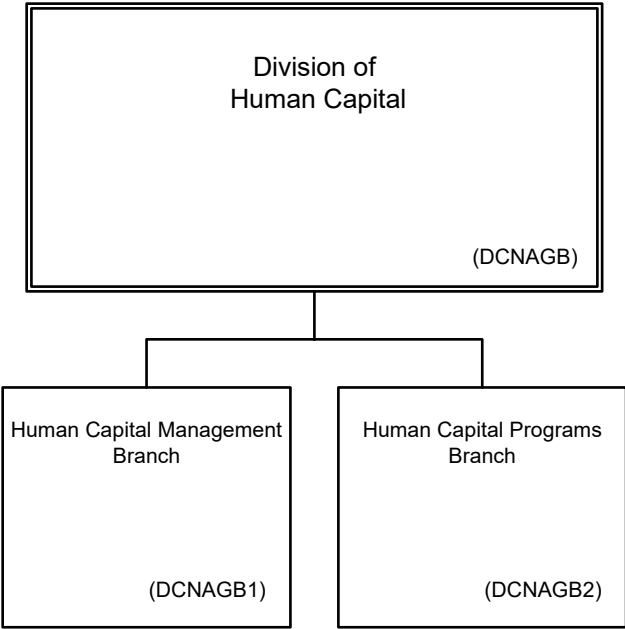
- A. Manages a variety of administrative services including, but not limited to personnel, property, and timekeeping for FDA Headquarters with appropriate officials. Provides leadership and technical human capital management consultation services in the areas of: Workforce Planning and Reporting; awards and employee recognition; Telework/remote work; time and attendance (Integrated Time and Attendance System (ITAS); reorganizations; Pathway's Program (e.g., Intern, Fellows, and Recent Graduates); Student Loan Repayment Program (SLRP).
- B. Establishes and maintains liaison relationships with administrative staff throughout FDA Headquarters to keep abreast of current policies and procedures. Performs and enhances the Human Capital's role as a strategic business partner while maintaining appropriate regulatory oversight.
- C. Advises the FDA Headquarters Senior Leadership, Executive Officer (EO), FDA Directors, and Senior Leadership administrative staff concerning all human capital programs and activities. Provides strategic advice, guidance, and consultation to Officer of the Commissioner leadership on human capital and human resource matters to advance its mission. Manages and implements new Office of the Commissioner Human Capital program initiatives.

- D. Conducts budgetary analysis and forecasting of FDA Headquarters human resources throughout the year. Plans, monitors, and evaluates Office financial and budget activities including programs, functional activities, and resource utilization. Monitors financial activities and provides comprehensive financial status reports.
- E. Tracks and monitors all human capital activities and maintains a real-time reporting of all personnel activity for headquarters programs.
- F. Ensures that human capital programs are aligned with organizational goals and FDA requirements.

**4. Authority and Effective Date.**

The functional statements for the Division of Human Capital 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  
Office of Management and Enterprise Services  
Office of Management  
Division of Human Capital**



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Effective Date: May 13, 2024

The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Management and Enterprise Services, Office of Management, Division of Human Capital organization structure depicting all the organizational structures reporting to the Director:

Human Capital Management Branch (DCNAGB1)

Human Capital Programs Branch (DCNAGB2)