

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Health Communication and Education (OHCE) is offering a Detail opportunity for two **Government Information Specialists, GS-0306-13**. Applicants and current employees at the GS-12 or GS-13 levels are encouraged to apply. The Detail is available immediately for a period of 120 days, with a possibility of multiple rotations. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

**Bargaining Unit Status:** Bargaining Unit Position

**Position:** Government Information Specialist

**Office Location:** Remote

**Opening Date:** November 19, 2024  
**Closing Date:** December 3, 2024

**Area of Consideration:** FDA-Wide

The CTP offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health. The OHCE is the central point for communication about CTP's activities, public education campaigns, and key messages to provide information about the regulation of tobacco products, the health risks associated with tobacco use, and the benefits of quitting or never starting to use tobacco. OHCE also houses CTP's Freedom of Information Act (FOIA) team, which is responsible for responding to FOIA requests, working with the Office of the Chief Counsel on FOIA and non-FOIA litigation, and coordinating records searches throughout CTP's offices.

**Duties include:**

The selected employee will serve as a Government Information Specialist on the FOIA Team.

The duties may include:

- Receiving FOIA requests and determining all actions to be taken.
- Performing in-depth reviews and analyses of each request to determine what information and documents are responsive to the request.
- Performing detailed research, analysis, and evaluation of identified documents to determine whether documents requested are subject to release under the law and implementing regulations, or whether documents may be withheld under statutory exemptions.
- Conferring and negotiating with managers and their staffs at all levels within the Center on questions dealing with administrative, legal, or policy FOIA issues.
- Additional duties as assigned.

**Desired Knowledge and Skills:**

- Ability to gather, research, and analyze documents, and provide detailed administrative notes, updating the FOIA request tracker weekly, and informing FOIA leadership of challenges in a timely manner.
- Knowledge of all statutes, regulations, precedents, case law decisions, and principles needed to complete FOIA requests.
- Skill in working collaboratively, with extraordinary attention to detail.
- Excellent oral and written communication skills.

**Application Procedure:**

Supervisory concurrence should be obtained if selected for this Detail. The Detail opportunity is open to all candidates qualified at the GS-12 and GS-13 grade levels or Commissioned Corps Officers (O4/O5)

Please enter **Detail: CTP, OHCE Government Information Specialist, GS-0306-13** in the subject line of the e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement of interest via email to: [CTP-Recruitment@fda.hhs.gov](mailto:CTP-Recruitment@fda.hhs.gov).

Detail is reimbursable.

Travel expenses will not be paid.

**Candidates must express interest by December 3, 2024**

**\*This is not an official vacancy announcement under the Merit Promotion System**