

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Equal Employment Opportunity

Effective Date: December 14, 2018

1. Office of Equal Employment Opportunity (DCNC).

- A. Advises and assists the Commissioner and other key officials on equal employment opportunity (EEO), diversity, and civil rights activities which impact on policy development and execution of program goals. Develops and maintains a model EEO program as defined by Equal Employment Opportunity Commission directives and regulations.
- B. Serves as the Food and Drug Administration (FDA) focal point and liaison to the Department, and other Federal agencies, State and local governments, and other organizations regarding EEO, diversity and civil rights matters.
- C. Develops and recommends policies and priorities designed to implement the intent of the Office of Personnel Management, Equal Employment Opportunity Commission, and Office of Civil Rights, Department of Health and Human Services requirements under Executive Orders, regulations, EEO and Civil Rights legislation.
- D. Provides leadership, direction, and technical guidance to the FDA on EEO, diversity and civil rights matters.
- E. Examines the use and impact of administrative mechanisms on work assignments, pay systems, award systems, performance appraisal systems, promotion patterns, reorganization impacts, delegations of authority, management controls, information and documentation systems, and similar functions of management as they impact upon equal employment opportunities for all employees within the FDA.
- F. Issues policies, publications and information dissemination services to FDA employees including Commissioner Policy Statements, brochures, the EEO Counselors Manual, etc.

- G. Develops and maintains training and technical assistance programs for FDA EEO specialists, counselors, special emphasis/program representatives, employees, supervisory personnel, and other key officials.
- H. Administer all regulatory reporting, key performance indicators (FDA-Track), marketing and communications.

2. Compliance Staff (DCNC1).

- A. Develops plans, programs, and procedures designed to assure the prompt adjudication of complaints of alleged discrimination based on race, color, sex, age, religion, national origin, disabled, and sexual orientation.
- B. Provides a neutral and impartial resource where employees can express concerns regarding FDA wide diversity and inclusion barriers.
- C. Ensures the prompt, impartial process for counseling aggrieved individuals and processes formal complaints of discrimination.
- D. Ensures complainants, their representatives and FDA representatives receive prompt, timely communications affecting the processing of complaints.

3. Diversity Staff (DCNC2).

- A. Develops the Diversity and Inclusion Strategic Plan for the FDA in accordance with Executive Order 13583 which established a Government-wide initiative to promote diversity and inclusion in the federal workforce. The Plan focuses on data to drive decision-making as well as addressing underrepresentation as compared to representation in the Civilian Labor Force.
- B. Develops strategies, best practices and policy to harness ideas and perspectives needed to develop legally sound policy for the FDA.
- C. Drafts annual policy statements for issuance by the Commissioner to the workforce to underscore the commitment to a workplace free of discrimination and declaring a value proposition for diversity and inclusion.
- D. Serves as liaison with FDA Centers and offices on issues regarding diversity and inclusion.
- E. Provides a neutral and impartial resource where employees can express concerns regarding FDA wide diversity and inclusion barriers.

4. Authority and Effective Date.

The functional statements for the Office of Equal Employment Opportunity were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services
Food and Drug Administration
Office of Operations
Office of Equal Employment Opportunity**



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The following is the Food and Drug Administration, Office of Operations, Office of Equal Employment Opportunity organization structure depicting all the organizational structures reporting to the Director.

These organizations below report to the Office of Equal Opportunity (DCNC)

Compliance Staff
Diversity Staff