

**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: March 15<sup>th</sup>, 2025

**1. Office of Equal Employment Opportunity (DCNC).**

- A. Advises and assists the Commissioner and other key officials on equal employment opportunity (EEO) 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 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 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, 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, and those with a disability.
- B. Provides a neutral and impartial resource where employees can express concerns regarding barriers to equal employment opportunity.
- 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.
- E. Develops strategies, best practices and policy to harness ideas and perspectives needed to develop legally sound policy for the FDA.
- F. Drafts annual policy statements for issuance by the Commissioner to the workforce to underscore the commitment to a workplace free of discrimination.
- G. Serves as liaison with FDA Centers and offices on issues regarding proactive prevention of discrimination and prevention of violations of equal employment opportunity and civil rights law.
- H. Provides a neutral and impartial resource where employees can express concerns regarding barriers to equal employment opportunity and civil rights.

## **3. Authority and Effective Date.**

The functional statements for the Office of Equal Employment Opportunity were approved by the Chief Financial Officer and effective on March 15<sup>th</sup>, 2025.

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



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Organization and Functions  
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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