

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Regulatory Affairs**

**Office Regulatory Management Operations**

**Office of Workforce Management**

Effective Date: February 9, 2022

**1. Office of Workforce Management (DCIBC).**

- A. Provides the full range of human capital workforce management and consultative advisory services to the ORA's headquarters managers and supervisors involving but not limited to options for Executive and Commissioned Corps (CC) of the United States Public Health Service recruitment, competitive staffing, merit promotion, position classification, position management and specific CC billet development.
- B. Oversees leadership and guidance to Office of Regulatory Affairs (ORA) on all aspects of human capital workforce management, management analysis planning, administrative management operations, and professional development in accordance with established guidelines.
- C. Works to advance the ORA strategic goals and objectives related to workforce development and management.
- D. Provides advice and counsel to the Associate Commissioner for Regulatory Affairs (ACRA) and other ORA senior leaders on ORA national training, education and development policies, programs, and procedures.
- E. Oversees the strategic training, education and development plan for Office of Regulatory Affairs (ORA) personnel and where appropriate, state and local regulatory partners, in line with ORA's mission, program priorities and core values

**2. Executive and Scientific Recruitment Staff (DCIBC1).**

- A. Serves as the ORA liaison conduit with FDA staff responsible for Executive Resources and performance management to ensure centralized expertise

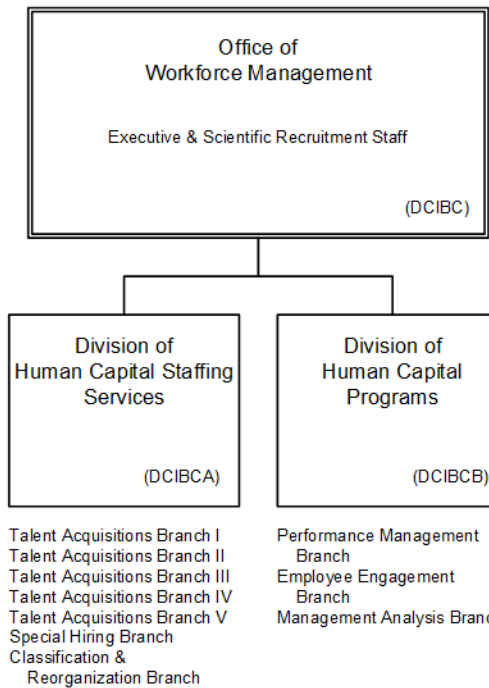
and coordination by providing advisory, technical assistance and other services to ORA through improved planning and recruitment of human resources and strategic human capital management.

- B. Serves as the ORA's liaison conduit to FDA staff responsible for Executive Resources on all personnel inquiries and requests including, but not limited to, appointment mechanisms, recruitment, Senior Executive Services appointments, Title 42 appointments, Special Government Employee appointments, executive performance management, recruitment, retention, and relocation flexibilities.

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

The functional statements for the Office of Workforce Management were approved by the Deputy Secretary of Health and Human Services on December 22, 2021, and effective on February 9, 2022.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Regulatory Affairs  
Office of Regulatory Management Operations  
Office of Workforce Management**



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

Executive and Scientific Recruitment Staff (DCIBC1)

Division of Human Capital Staffing Services (DCIBCA)

Division of Human Capital Programs (DCICB)

These organizations report to the Division of Human Capital Staffing Services:

Talent Acquisitions Branch 1 (DCIBCA1)

Talent Acquisitions Branch 2 (DCIBCA2)

Talent Acquisitions Branch 3 (DCIBCA3)

Talent Acquisitions Branch 4 (DCIBCA4)

Talent Acquisitions Branch 5 (DCIBCA5)

Special Hiring Branch (DCIBCA6)

Classification and Reorganization Branch (DCIBCA7)

These organizations report to the Division of Human Capital Programs:

Performance Management Branch (DCICB1)

Employee Engagement Branch (DCICB2)

Management Analysis Branch (DCICB3)