

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Human Capital Management

Effective Date: December 14, 2018

1. Office of Human Capital Management (DCNI).

- A. Provides leadership in the planning and development of human resource programs including employee and labor management relations, training, recruitment, human resources information technology services, retirement and benefits, strategic human capital planning, leave, time & attendance, payroll services, and performance management and awards.
- B. Provides technical assistance to the Food and Drug Administration (FDA) to effectively and efficiently accomplish its mission through improved human capital and workforce planning.
- C. Designs and implements human capital programs to support and facilitate FDA strategic goals and objectives to promote effective management.
- D. Serves as FDA's liaison to the Department of Health and Human Services (HHS), Office of Personnel Management (OPM) and other centralized personnel and human capital management agencies and organizations.
- E. Provides strategic leadership to develop human resource infrastructure technology (IT) programs and policies across a broad range of human resource and human capital management matters.
- F. Performs and enhances the Human Capital Management Office's (HCMO) role as a strategic business partner while maintaining appropriate regulatory oversight.
- G. Develops technology infrastructure to support and enhance human resource performance.

- H. Provides recommendations and training to strengthening compliance and accountability programs.
- I. Coordinates with FDA offices involved in information technology development and provides input to FDA's human resources information systems.
- J. Develops and maintains the FDA human resources website and other technology-driven human resources systems that communicate human resource information, programs, policies and procedures.
- K. Provides human resources data, including demographic and workforce data for various human resource program-specific report requests from internal and external customers.
- L. Provides guidance and leadership in the analysis, development, planning, coordination, implementation, and evaluation of administrative management activities and policies, including office operations related to program and organizational planning; budget, financial, security, and safety management.

2. Business Operations Staff (DCNI1).

- A. Provides office support functions including personal property management and accountability; space management; mail and courier services; and conference room services.
- B. Performs management studies, internal controls assessments and evaluations, and special studies of key issues relative to human resources policy review and oversight.
- C. Plans, monitors, and evaluates Office financial and budget activities including programs, functional activities, and resource utilization.
- D. Formulates, develops, executes, and analyzes Office budget and financial plans including payroll, travel, and purchase card activities.
- E. Monitors financial activities and provides comprehensive financial status reports.
- F. Provides guidance in the administration of Office contracts include management, technical, and merit reviews.

3. Management and Administrative Inquiries Staff (DCNI2).

- A. Conducts investigations into allegations of employee misconduct.
- B. Compiles information and distributes a Report of Findings.
- C. Briefs Executive Officers on the Report of Findings (ROI)

- D. Maintains pertinent documents relative to case file.
- E. Provides process training on management and administrative inquiries.

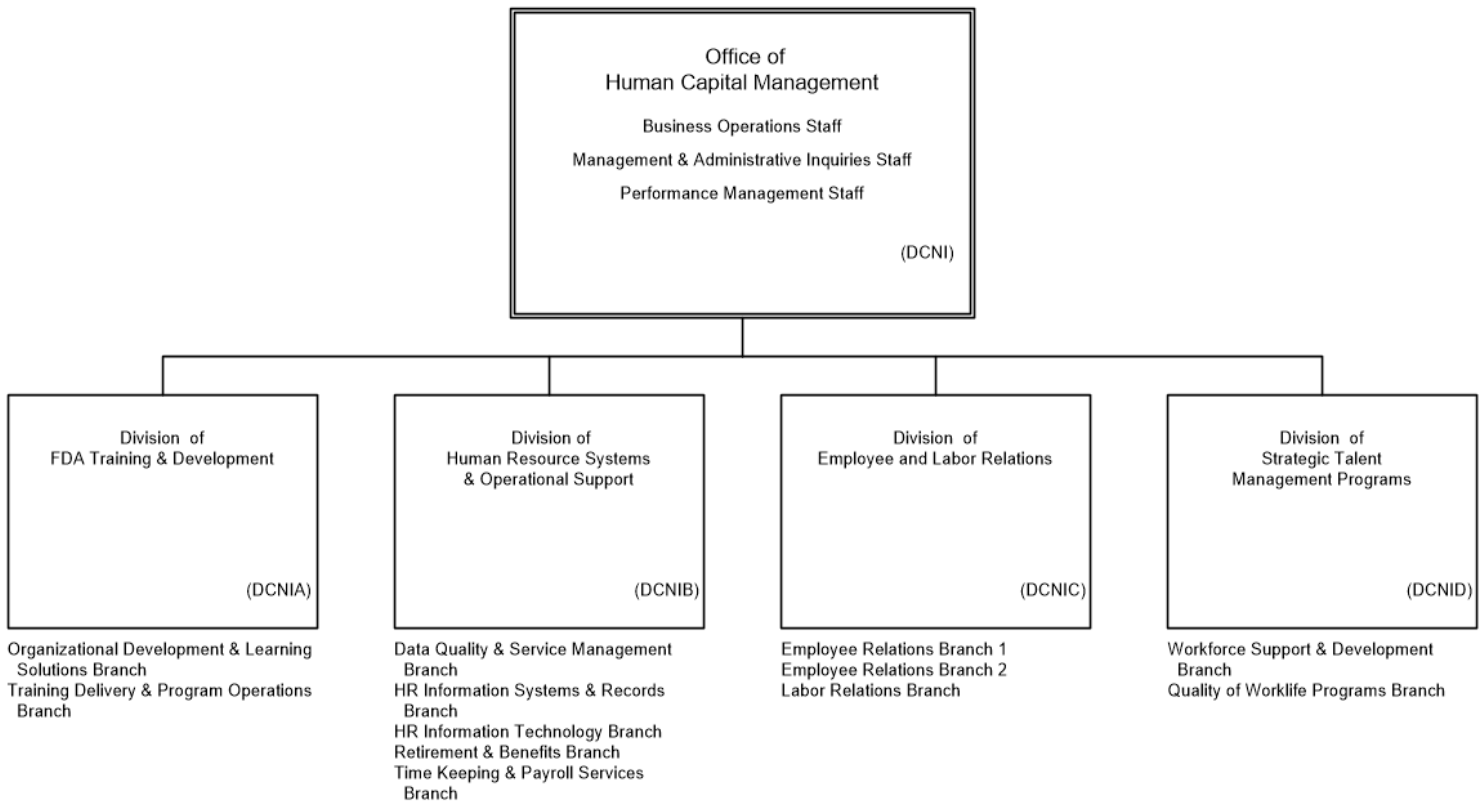
4. Performance Management Staff (DCNI3).

- A. Provides oversight, management, and leadership of the Food and Drug Administration's (FDA) Performance Management Appraisal Program (PMAP) and reward and recognition programs for General Schedule and Senior Executive Service employees.
- B. Establishes and maintains liaison with officials within FDA, HHS, OPM, and other federal agencies to collaborate, keep abreast of current programs and practices, and continuous improvements.
- C. Serves as the FDA subject matter expert on the interpretation of legal and regulatory requirements for performance management and reward and recognition programs.
- D. Provides support and facilitates the administration of FDA-level boards such as the Performance Review Board, Honor Award Review Board, and PMAP Award Committee.
- E. Ensures compliance of performance management policy for both General Schedule and Senior Executive Service.
- F. Ensures compliance of reward and recognition policy for both General Schedule and Senior Executive Service.
- G. Advises, guides, trains, and assists managers and supervisors with performance management and award matters.
- H. Develops and publishes performance management and reward and recognition policies and procedures on a wide range of topics (e.g., performance plan development, performance management discussions, performance accountability, monetary awards, non-monetary awards, honor awards, departmental and external awards, etc.).

5. Authority and Effective Date.

The functional statements for the Office of Human Capital Management 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 Human Capital Management**



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

These organizations below report to the Office of Human Capital Management (DCNI)

Business Operations Staff
Management and Administrative Inquiries Staff
Performance Management Staff
Division of FDA Training and Development
Division of Human Resource Systems and Operational Support
Division of Employee and Labor Relations
Division of Strategic Talent Management Programs

These organizations below report to the Division of FDA Training and Development (DCNIA)

Organizational Development and Learning Solutions Branch
Training Delivery and Program Operations Branch

These organizations below report to the Division of Human Resource Systems and Operational Support (DCNIB)

Data Quality and Service Management Branch
HR Information Systems and Records Branch
HR Information Technology Branch
Retirement and Benefits Branch
Timekeeping and Payroll Services Branch

These organizations below report to the Division of Employee and Labor Relations (DCNIC)

Employee Relations Branch 1
Employee Relations Branch 2
Labor Relations Branch

These organizations below report to the Division of Strategic Talent Management Programs (DCNID)

Workforce Support and Development Branch
Quality of Worklife Programs Branch

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