

FDA STAFF MANUAL GUIDES, VOLUME I – ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF HUMAN RESOURCES

Effective Date: 04/10/2014

1. OFFICE OF HUMAN RESOURCES (DMME).

- A. Provides leadership in the planning and development of personnel policies and human resource programs including employment, recruitment, classification, compensation and benefits, employee and labor management relations, strategic human capital planning, executive resources, organizational and competitive sourcing planning, Commissioned Corps personnel utilization, leave, time & attendance, and payroll services.
- B. Provides technical assistance to the Food and Drug Administration (FDA) to effectively and efficiently accomplish its mission through improved planning and recruitment of human resources.
- C. Designs and implements human resource programs to support and facilitate Agency strategic goals and objectives to promote effective management.
- D. Serves as the Agency's liaison to the Department of Health and Human Services (HHS), Office of Personnel Management (OPM) and other centralized personnel management agencies and organizations.
- E. Provides strategic leadership to develop human resources program and policies across a broad range of human resource matters.
- F. Performs and enhances the Office of Human Resource's (OHR) role as a strategic business partner while maintaining appropriate regulatory oversight.
- G. Develops technology infrastructure to support and enhance HR performance.
- H. Advises and assists FDA managers and supervisors on policies and procedures for the use of Public Health Service Commissioned Corps officers.
- I. Provides recommendations and training to strengthening compliance and accountability programs.

- J. Coordinates with FDA offices involved in information technology development and provides input to Agency human resources information systems technology.
- K. Develops and maintains the FDA HR website and other technology-driven systems that communicate human resource information, programs, policies and procedures.
- L. Provides human resources data in response to requests from internal and external clients; the data provided includes demographic and workforce data for various human resource program-specific reports.
- M. 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.
- N. Provides policy advice and guidance for Intergovernmental Personnel Act (IPA) assignments.

2. COMMISSIONED CORPS AFFAIRS STAFF (DMME6).

- A. Provides advice and assistance to FDA managers and supervisors regarding Commissioned Corps polices and procedures, and the use of commissioned officers in the Agency.
- B. Performs all personnel actions and issues involving Public Health Service Commissioned Corps officers.
- C. Works closely with other members of the Public Health Service.

3. MANAGEMENT ANALYSIS SERVICES STAFF (DMME7).

- A. Serves as the focal point and provides liaison services for organizational planning and management in the form of reorganization program activities.
- B. Serves as the focal point and provides liaison services for delegations of authority program activities.
- C. Administers the Agency's Standard Administrative Code (SAC) system for organizational components.
- D. Provides leadership and direction to comply with the government's competitive sourcing program outlined in OMB Circular A-76, Performance of Commercial Activities.

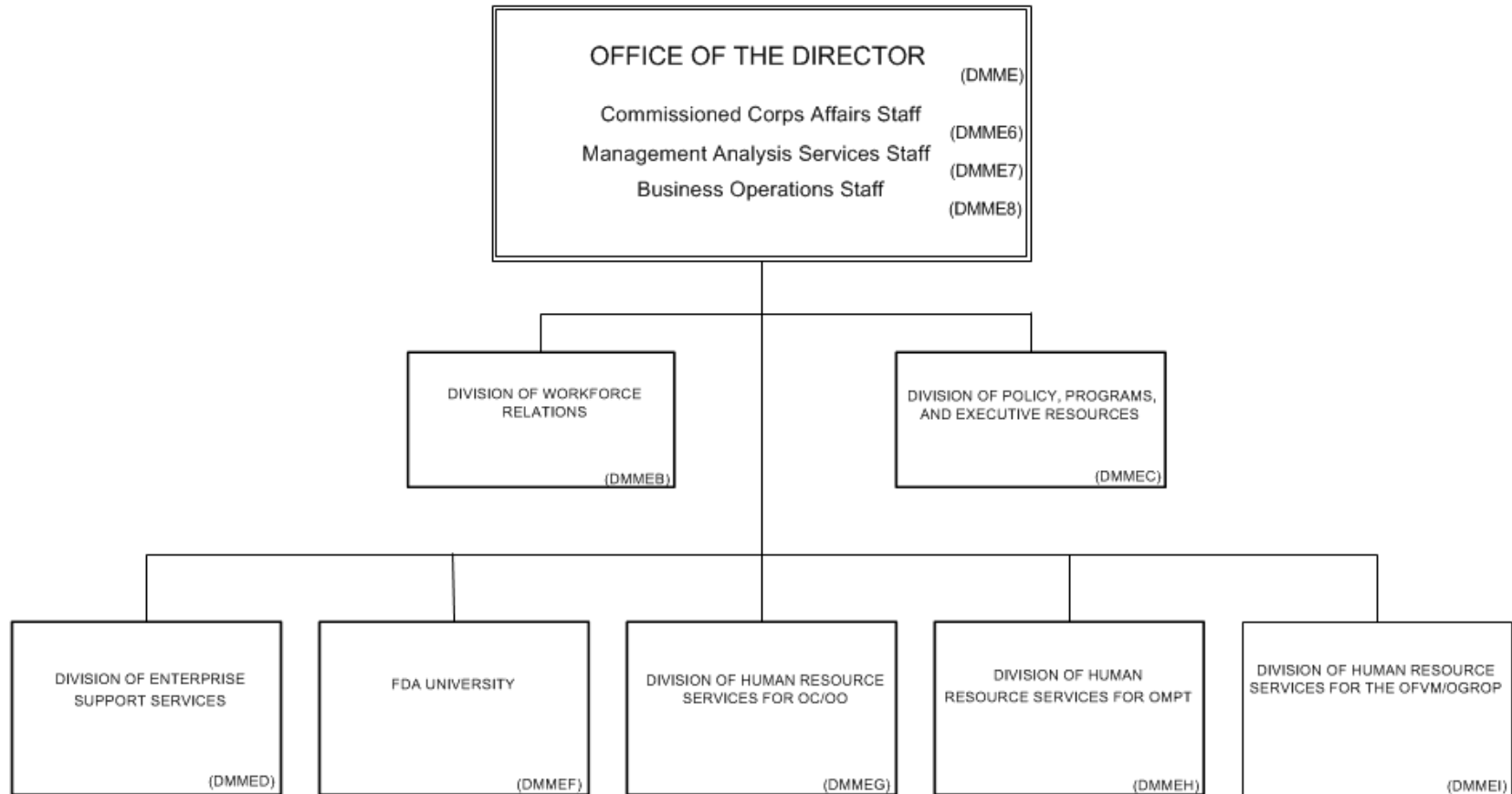
4. BUSINESS OPERATIONS STAFF (DMME8)

- 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 to include management, technical, and merit reviews.

5. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Deputy Commissioner for Operations and Chief Operating Officer on April 10, 2014.

**FOOD AND DRUG ADMINISTRATION
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STAFF MANUAL GUIDE 1117.3a
ORGANIZATIONS AND FUNCTIONS
EFFECTIVE DATE: May 5, 2015

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

OFFICE OF THE DIRECTOR (DMME):

- Commissioned Corps Affairs Staff (DMME6)
- Management Analysis Services Staff (DMME7)
- Business Operations Staff (DMME8)
- DIVISION OF WORKFORCE RELATIONS (DMMEB)
- DIVISION OF POLICY, PROGRAMS, AND EXECUTIVE RESOURCES (DMMEC)
- DIVISION OF ENTERPRISE SUPPORT SERVICES (DMMED)
- FDA UNIVERSITY (DMMEF)
- DIVISION OF HUMAN RESOURCE SERVICES FOR OC/OO (DMMEG)
- DIVISION OF HUMAN RESOURCE SERVICES FOR THE OMPT (DMMEH)
- DIVISION OF HUMAN RESOURCE SERVICES FOR THE OFVM/OGROP (DMMEI)