

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

Division of Employee and Labor Relations

Effective Date: December 14, 2018

1. Division of Employee and Labor Relations (DCNIC).

- A. Provides oversight and direction for the Food and Drug Administration's (FDA) employee and labor relations programs. Division of Employee and Labor Relation (DELR) provides timely and accurate guidance and advice to FDA managers and supervisors.
- B. Provides clarification of pertinent laws, government-wide regulations, case law, and DELR policy to its customers. Serves to shape and enhance positive labor/management relationships.
- C. Serves as the authoritative resource for providing FDA management with technical guidance and advisory services concerning all areas of labor-management issues.
- D. Provides FDA management with the available tools and resources to hold the FDA workforce accountable while promoting and sustaining a versatile and high performing workforce.
- E. Provides Employee and Labor Relations (ELR) practitioners with an environment of learning, continual improvement, and innovation by providing expert level management guidance in all areas of employee and labor relations.
- F. Develops and facilitates ELR training, in support of strategic plans and other objectives of the FDA.
- G. Provides technical advice and assistance to management on all matters pertaining to employee conduct and performance, and labor-management relations in the administration of negotiated labor agreements.

H. Facilitates a collaborative working environment by promoting labor-management cooperation by working with labor unions to meet the FDA challenges and develop joint solutions that will enhance workplace productivity, employee quality of life, and employee safety.

2. Employee Relations Branch 1 (DCNIC1)

A. Provides effective Employee Relations consultation and support to the Center for Biologics Evaluation and Research (CBER), Center for Drug Evaluation and Research (CDER), Center for Devices and Radiological Health (CDRH), Center for Food Safety and Applied Nutrition (CFSAN), Center for Tobacco Products (CTP), Center for Veterinary Medicine (CVM), and Office of the Commissioner (OC).

3. Employee Relations Branch 2 (DCNIC2)

A. Provides effective Employee Relations consultation and support to the field offices: Office of Regulatory Affairs (ORA), Office of Criminal Investigations (OCI), Office of Internal Affairs (OIA), and National Center for Toxicological Research (NCTR);

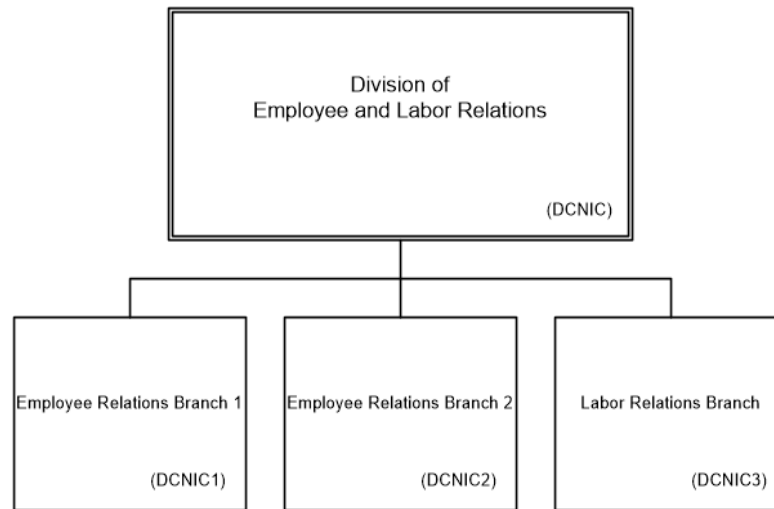
4. Labor Relations Branch (DCNIC3)

A. Provides effective Labor Relations consultation and support to the FDA and serves as the FDA point of contact for information on nationally and locally relevant labor relations issues within the FDA.

5. Authority and Effective Date.

The functional statements for the Division of Employee and Labor Relations 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
Division of Employee and Labor Relations**



Staff Manual Guide 1117A.103
Organizations and Functions
Effective Date: December 14, 2018

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

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

Employee Relations Branch 1 (DCNIC1)

Employee Relations Branch 2 (DCNIC2)

Labor Relations Branch (DCNIC3)