

**SMG 1352.3**

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Center for Tobacco Products**

**Office of Management**

**Division of Human Capital**

Effective Date: December 14, 2018

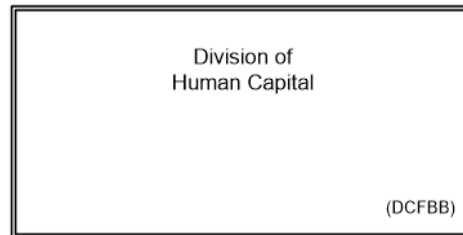
**1. Division of Human Capital (DCFBB).**

- A. Provides human capital strategies and services in order to recruit, develop and retain a highly skilled and diverse workforce for the Center. Serves as a liaison between the Center and the Office of Human Resources (OHR) for human resources activities.
- B. Provides leadership and support to the Center in the areas of training, performance management, employee recognition, quality of work life, and flexible workplace programs.

**2. Authority and Effective Date.**

The functional statements for the Division of Human Capital 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  
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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Tobacco Products, Office of Management, Division of Human Capital organization structure depicting all the organizational structures reporting to the Division Director:

Division of Human Capital (DCFBB)