

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: March 15th, 2025

1. Division of Human Capital (DCFBB).

- A. Provides human capital strategies and services to recruit, develop, and retain a highly skilled 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 Chief Financial Officer and effective on March 15th, 2025.

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(DCFBB)

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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)