

**FDA STAFF MANUAL GUIDES, VOLUME I – ORGANIZATIONS AND FUNCTIONS**

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF OPERATIONS**

**OFFICE OF HUMAN RESOURCES**

**DIVISION OF POLICY, PROGRAMS, AND EXECUTIVE RESOURCES**

Effective Date: May 5, 2015

**1. DIVISION OF POLICY, PROGRAMS, AND EXECUTIVE RESOURCES (DMMEC).**

- A. Provides oversight, management and leadership for human resources (HR) policy and accountability functions, Executive Resources and Peer Review Programs.
- B. Provides the full range of HR policy for advisories, research, training and consultative services involving employment, hiring authorities, hiring flexibilities, position classification and management, pay and leave administration; compensation, benefits, performance management, labor and employee relations, work-life programs and other HR services as needed.
- C. Establishes and maintains HR customer centric relationships with officials within the Agency, Department, Office of Personnel Management (OPM), and other Federal agencies to collaborate, keep abreast of current programs and practices, and continuous improvements.
- D. Provides the full range of human resources support to the Agency Peer Review Program in collaboration with the Office of the Chief Scientist.
- E. Develops and coordinates the implementation of human resources policies and procedures for all peer review functions within the Agency pertaining to the classification of covered positions. The various peer review plans used by FDA are based on the legal requirements of Chapter 51 (Classification) of Title 5, U.S. Code.
- F. Partners and collaborates with the Agency's Peer Review Program committees comprised of scientific subject matter experts and classification specialists. The peer review committees provide advisory opinions to the Office of Human Resources (OHR) for the recruitment and promotion of Scientists.

## **2. POLICY BRANCH (DMMEC1).**

- A. Develops, interpret, coordinates, reviews, issues and implements human resources policies and procedures for Agency HR activities involving hiring authorities, hiring flexibilities, qualifications, assessment and selection, position classification and position management, pay administration, compensation and incentives, benefits and retirement, leave administration, work life programs, veterans services, employee and labor relations, performance management, information systems and records management, human capital management, etc.
- B. Reviews legislation, Federal Register Notices for changes to HR regulations proposed by Congress, OPM, etc., in order to assess impact to the FDA and to determine the need for additional policy or procedures; gathers comments and recommendations for consideration; and disseminates policies from Health and Human Services (HHS) and OPM.
- C. Provides updates, training and briefings on HR policies and programs to stakeholders and employees including recommendation for demonstration and/or pilot projects.
- D. Conducts benchmarking studies and other special pay studies of other Federal agencies HR programs and various academia, industrial, pharmaceutical, or profit and non-profit entities to develop and implement new human resources/human capital programs to support the Agency in meeting organizational and programmatic needs. Reports findings to HHS, Government Accountability Office, OPM, Office of Management and Budget and Equal Employment Opportunity Commission, upon request.

## **3. EXECUTIVE RESOURCES BRANCH (DMMEC2).**

- A. Provides the full range of human resource services and policy guidance on Agency-wide executive resources including Senior Executive Service, Title 42(f), Senior Level (SL), Scientific and Professional (ST); and Recruitment, Retention, Relocation (3Rs) incentives programs.
- B. Serves and provides expertise on the interpretation of legal and regulatory requirements for all matters related to executive resources to include recruitment/staffing and pay compensation.
- C. Ensures individuals appointed under Title 42(f), SES, SL, ST or Schedule C hiring authorities, are in compliance with governing Federal statutes and regulations, Department policies, Agency's Guiding Principles, and Agency and Veteran Administration pay caps.
- D. Provides support to Agency-level boards such as the Executive Resources Board (ERB), Performance Review Board (PRB), Physician Compensation &

Credentials Board (PCCB) for Title 38 and and the SBRS Credentialing Committee.

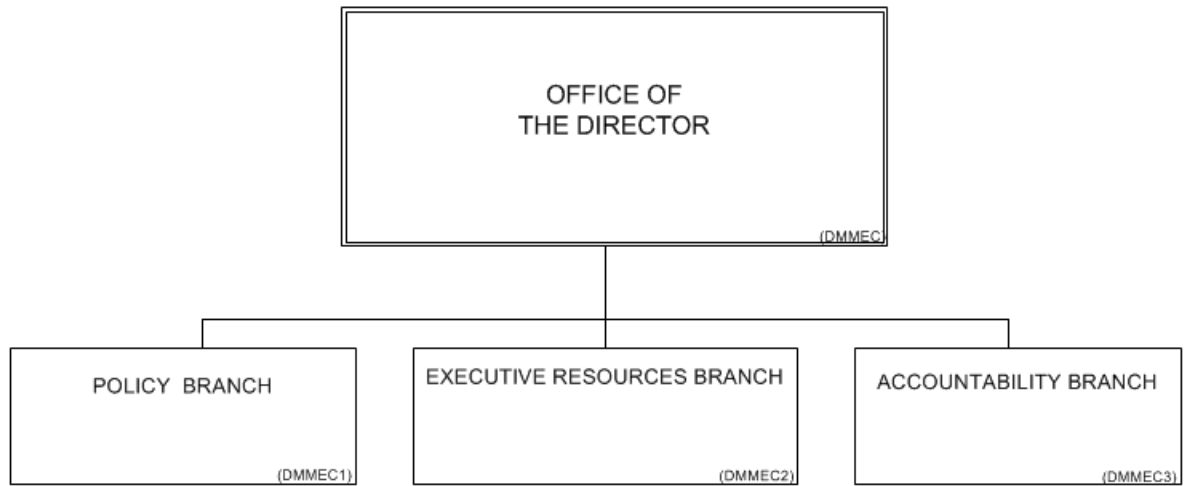
**3. ACCOUNTABILITY BRANCH (DMMEC3).**

- A. Monitors, evaluates, and reports on the effectiveness, efficiency and compliance with law, rule and regulation, veterans' preference, and merit system principles as it relates to HR management at the Agency.
- B. Develops and implements a full scope accountability program that includes periodic audits and reviews of all major HR programs (e.g., staffing, delegated examining, merit promotion, pay and compensation, classification, performance and incentive programs, labor-employee relations, training, etc.).
- C. Coordinates with HHS, OPM, and other external organizations on the review of Agency HR programs.
- D. Oversees the documentation and control of regularization of personnel actions.
- E. Provides recommendations on training to strengthen HR compliance and accountability.

**4. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Division were approved by the Deputy Commissioner for Operations and Chief Operating Officer, and effective on May 5, 2015.

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ORGANIZATION AND FUNCTIONS  
EFFECTIVE DATE: May 5, 2015

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

OFFICE OF THE DIRECTOR (DMMEC):

- Policy Branch (DMMEC1)
- Accountability Branch (DMMEC2)
- Executive Resources Branch (DMMEC3)