

**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 Strategic Talent Management Programs**

Effective Date: December 14, 2018

**1. Division of Strategic Talent Management Programs (DCNID).**

- A. Leads the human capital planning, development and coordination to implement policies, programs, and activities for the Food and Drug Administration (FDA) that promote a high-performance workforce, identify and close gaps, and attract, retain, and develop a diverse talent pool.

**2. Workforce Support and Development Branch (DCNID1).**

- A. Coordinates and develops workforce planning including: workforce analysis, succession and human capital planning activities, and human capital strategic plans.
- B. Manages employee lifecycle programs including New Employee Orientation for FDA (Field and local). employee engagement initiatives and promotion of the Federal Employee Viewpoint Survey, Leadership Development Programs, Mentoring. and other special human capital projects and initiatives, as assigned.

**3. Quality of Worklife Programs Branch (DCNID2).**

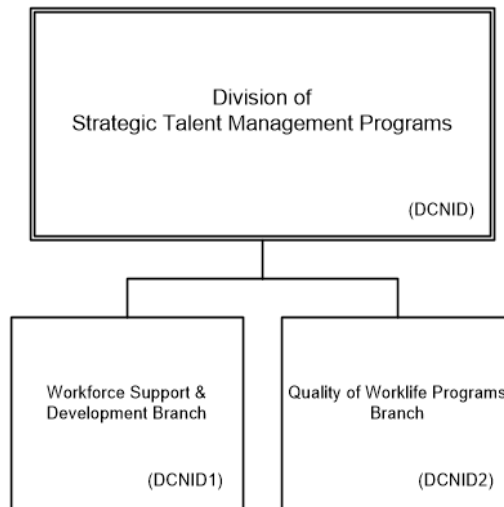
- A. Manages FDA-wide quality of work life programs and amenities; plans events, activities, and seminars annually to promote work life balance, health and fitness
- B. Leads FDA human capital and work life programs and initiatives and collaborates with FDA Centers on current and strategic human capital planning initiatives.
- C. Leads FDA strategic workforce planning and data strategies including planning, development, deployment, and management of employee organizational programs; promotes the Employee Viewpoint Survey and other engagement activities; and leads management and deployment of Federal and FDA leadership development programs.

- D. Provides leadership in the planning, developing and coordinating the implementation of policies, programs, and procedures for FDA human capital, and leadership development activities to promote a high-performing workforce, identify and close gaps, and to attract, retain, and develop a diverse talent pool.
- E. Develops and coordinates FDA workforce profiles, data analysis, and planning activities.
- F. Develops FDA's workforce and succession planning goals and requirements.
- G. Serves as a key resource and consultant to FDA/Center/Office leadership on human resource solutions to organization business needs and strategic human capital planning.
- H. Manages and coordinates employee lifecycle programs, including New Employee Orientation (local and field sessions), Mentoring, and Leadership development programs.
- I. Manages contract and services provided by the Employee Assistance Program.
- J. Manages Work life Programs such as the Nursing Mother Program by identifying needs, negotiating space for nursing rooms in FDA buildings, and managing space and reservations.
- K. Develops and coordinates the FDA Wellness program, including managing the FDA fitness Center, programs, equipment, and space.
- L. Manages FDA child care center contract, services, and care of children.
- M. Develops and coordinates FDA quality of work life events by identifying and sponsoring events to enhance quality of work life at FDA.

#### **4. Authority and Effective Date.**

The functional statements for the Division of Strategic Talent Management Programs 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 Strategic Talent Management Programs**



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

These organizations below report to the Division of Strategic Talent Management Programs (DCNID)

Workforce Support and Development Branch (DCNID1)

Quality of Worklife Programs Branch (DCNID2)