

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Management and Enterprise Services

Office of Disclosure, Information Governance, and Accessibility

Division of Conflict Prevention and Accessibility

Effective Date: May 13, 2024

1. Division of Conflict Prevention and Accessibility (DCNAFD).

- A. Provides leadership, direction, and technical guidance to all Food and Drug Administration (FDA) Centers and Offices in the area of reasonable accommodation.
- B. Develops and maintains program specific training and technical assistance for reasonable accommodation specialists, program representatives, employees, supervisory personnel, and other key officials.
- C. Examines the use and impact of administrative mechanisms on work assignments, pay systems, award systems, performance appraisal systems, promotion patterns, reorganization impacts, delegations of authority, management controls, information and documentation systems, and similar functions of management as they impact upon equal employment opportunities for all employees within the FDA.
- D. Ensures FDA personnel are aware of FDA's policies and procedures regarding the "Standards of Ethical Conduct for Employees of the Executive Branch" (5 C.F.R., Part 2635) including the Department of Health and Human Services (HHS) supplemental regulations (5 C.F.R., Part 5501).
- E. Reviews, prepares, evaluates, and secures appropriate approvals for waivers and other determinations regarding financial interest, conflict of interest and other ethical issues for headquarters offices.

- F. Facilitates the administration of reasonable accommodations and dispute resolution training for supervisors, managers, administrative staff, special government employees and other FDA employees.
- G. Ensures Conflict of Interest (COI) waivers are consistent, legally supportable, well-documented and timely for FDA.

2. Conflict Prevention and Resolution Branch (DCNAFD1).

- A. Develops and coordinates effective resolution processes and procedures FDA-wide.
- B. Provides confidential, informal assistance to employees and managers for resolving work-related concerns FDA-wide.
- C. Offers a variety of services and programs to address likely sources of conflict such as performance appraisals, alleged harassment, mentoring relationships, and scientific collaboration FDA-wide.
- D. Operates as a neutral, independent, and confidential resource providing informal assistance to FDA scientists, administrators, and support staff in addressing work-related issues. Assists in resolving conflicts and addressing concerns prior to and within established grievance processes FDA-wide.
- E. Provides alternative dispute resolution and mediation services as needed FDA-wide.

3. Reasonable Accommodations Branch (DCNAFD2).

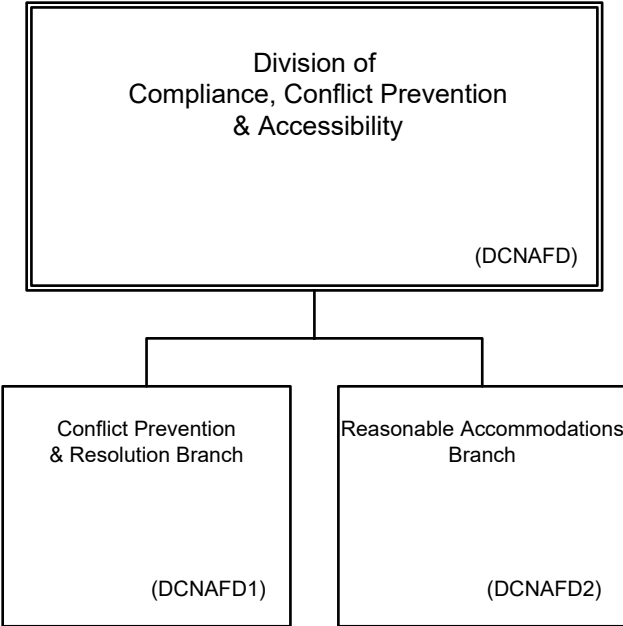
- A. Develops plans, programs, and procedures designed to assure the prompt adjudication of requests for a reasonable accommodation and ensures accommodations are provided to qualified individuals with disabilities.
- B. Provides oversight and management of FDA reasonable accommodation programs and ensures information on reasonable accommodations, policies, and procedures are disseminated to all FDA employees.
- C. Coordinates sign language interpreting services and manages the interpreting services contracts.
- D. Ensures that information on Reasonable Accommodations policies and procedures are disseminated to employees across FDA.

- E. Provides counsel and direction regarding reasonable accommodations when an employee with a disability needs an accommodation to enable them to perform the essential functions of the job or gain access to the workplace.

4. Authority and Effective Date.

The functional statements for the Division of Conflict Prevention and Accessibility were approved by the Secretary of Health and Human Services on March 5, 2024 and effective on May 13, 2024.

Department of Health and Human Services
Food and Drug Administration
Office of Operations
Office of Management and Enterprise Services
Office of Disclosure, Information Governance, and Accessibility
Division of Compliance, Conflict Prevention and Accessibility



Staff Manual Guide 1117A.261
Organizations and Functions
Effective Date: May 13, 2024

The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Management and Enterprise Services, Office of Disclosure, Information Governance, and Accessibility, Division of Conflict Prevention and Accessibility organization structure depicting all the organizational structures reporting to the Director:

Conflict Prevention and Resolution Branch (DCNAFD1)
Reasonable Accommodations Branch (DCNAFD2)