

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Inspections and Investigations**

**Office of Management**

**Office of Workforce Management**

**Division of Human Capital Staffing Services**

Effective Date: May 13, 2024

**1. Division of Human Capital Staffing Services (DCSBBA).**

- A. Provides overall strategic leadership and guidance to Office of Inspections and Investigations (OII) on all aspects of human capital workforce management, management analysis planning, administrative management operations in accordance with established guidelines in coordination with the Office of Operations.
- B. Works to advance the OII strategic goals and objectives related to workforce development and management.
- C. Coordinates with the Office of Operations to assure compliance with statutes, executive orders, and administrative directives for OII.
- D. Consults and delivers OII nationwide program hiring coordination efforts related to organizational onboarding, recruitment outreach and hiring efforts. Conducts a variety of program studies and analytical assignments and ensures development and implementation of an OII nationwide new employee orientation to address management/program productivity, structure, resource management and data compilation. Organizes, monitors, and ensures hiring manager involvement in targeted nationwide recruitment events.

**2. Talent Acquisition Branch 1 (DCSBBA1).**

- A. Serves as the OII liaison to Office of Operations staff on all human capital recruitment packages.

- B. Initiates and advises on employee actions to be processed for regular and recurring personnel actions for OII.
- C. Develops, implements and updates onboarding process for new OII employees including issuing Personal Identity Verification (PIV) cards and all administrative tasks associated with new employee onboarding in collaboration with the Office of Operations.
- D. Initiates and advises on position description development, overall organizational structure and proper position management advisory services and support for OII in collaboration with the Office of Operations.
- E. Provides the full range of human capital resource management and consultative services to OII's headquarters managers and supervisors involving position classification in collaboration with the Office of Operations.

**3. Talent Acquisition Branch 2 (DCSBBA2).**

- A. Serves as the OII liaison to Office of Operations staff on all human capital recruitment packages.
- B. Initiates and advises on employee actions to be processed for regular and recurring personnel actions for OII.
- C. Develops, implements and updates onboarding process for new OII employees including issuing Personal Identity Verification (PIV) cards and all administrative tasks associated with new employee onboarding in collaboration with the Office of Operations.
- D. Initiates and advises on position description development, overall organizational structure and proper position management advisory services and support for OII in collaboration with the Office of Operations.
- E. Provides the full range of human capital resource management and consultative services to OII's headquarters managers and supervisors involving position classification in collaboration with the Office of Operations.

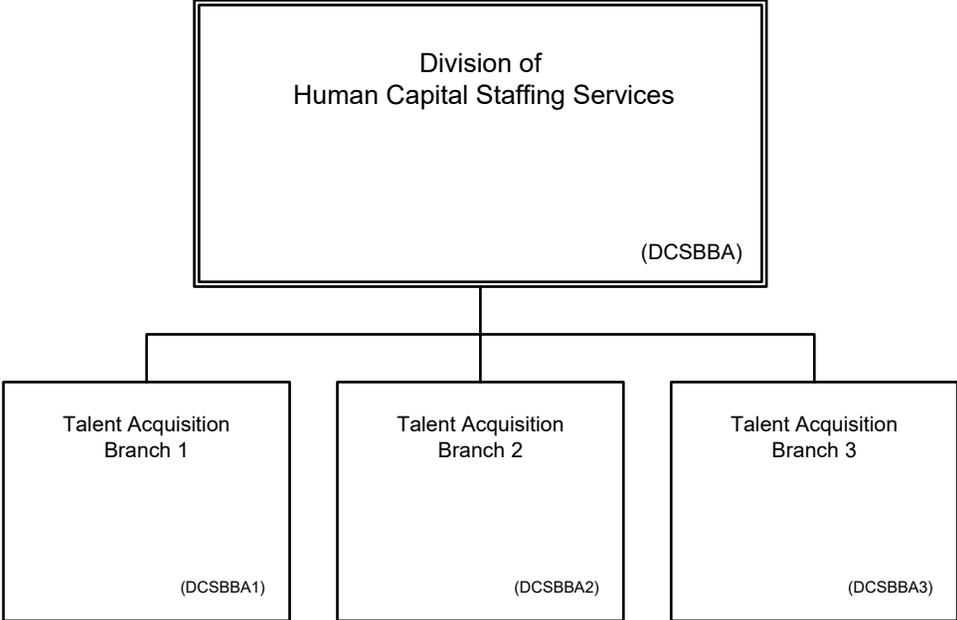
**4. Talent Acquisition Branch 3 (DCSBBA3).**

- A. Serves as the OII's liaison to Office of Operations staff on all human capital recruitment, staffing, and classification strategies including, but not limited to, various appointment mechanisms, general schedule recruitment which utilize Schedule A hiring authorities, veterans hiring authorities, direct hire initiatives (including Title 21), consolidated hiring, pathways programs, and student volunteer service programs.

**5. Authority and Effective Date.**

The functional statements for the Division of Human Capital Staffing Services 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 Inspections and Investigations  
Office of Management  
Office of Workforce Management  
Division of Human Capital Staffing Services**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Inspections and Investigations, Office of Management, Office of Workforce Management, Division of Human Capital Staffing Services organization structure depicting all the organizational structures reporting to the Director:

Talent Acquisition Branch 1 (DCSBBA1)  
Talent Acquisition Branch 2 (DCSBBA2)  
Talent Acquisition Branch 3 (DCSBBA3)