PURPOSE

This MAPP establishes procedures for offices to use when requesting new full-time equivalents (FTEs). It applies to new FTE requests in CDER that fall outside of Congressional or HHS mandates. The Financial Council and the CDER Director determine whether to grant requests for new FTEs.

BACKGROUND

CDER offices submit a large number of new FTE requests each fiscal year for various reasons, which include programmatic needs based on new initiatives, reorganizations, or increased workload volume. CDER will institute a formal process to ensure funds are available for all new FTEs before being approved and allocated to the requesting office. New FTEs will not be approved or funded if the request is not submitted through the process contained in this MAPP.

The CDER Financial Council provides strategic direction and helps ensure transparency and consistency in CDER’s financial activities. The CDER Associate Director for Management serves as chair of the CDER Financial Council. The Financial Council’s primary areas of oversight include budget formulation, budget execution, and budget analysis.
RESPONSIBILITIES

Program Office:

- The Program Office will complete and submit an FTE Request to include the FTE(s) Request Template (Attachment1) along with additional justification as needed to the CDER Budget Officer (Chief, Program and Resource Management Branch, Division of Management and Budget). It is at the discretion of the Program Office to select an individual (SMO, Office Director, member of a sub-office, etc.) to complete the request and/or present to the Financial Council.

- The Program Office will attend a Financial Council meeting to present a detailed justification that outlines the request for additional FTEs.

CDER Budget Officer:

- The CDER Budget Officer will collect FTE Requests from the Program Office and disseminate the request to the members of the Financial Council for review.

- To allow sufficient time for processing, the CDER Budget Officer will schedule a date for the Program Office to present its FTE request before the Financial Council no sooner than one week after receiving the FTE Request.

Financial Council:

- The Financial Council will review and discuss the request and then make recommendations to the CDER Director. If an insufficient justification is submitted, the Financial Council will request additional information from the Program Office.

- Upon notification of the CDER Director’s decision to approve or deny the request, the Financial Council will notify the Program Office.

CDER Director:

- The CDER Director will review the Financial Council’s recommendations and provide final approval or denial of the request to the Financial Council.

PROCEDURES

- Before submitting a justification for a new FTE, the Program Office will consider and answer the following questions and attach the response to the FTE Request(s) Template (Attachment 1):
What type of position are you requesting?

What tasking requires the additional FTE? Is this a new function or task, or an expansion of an existing function?

What is the anticipated workload volume of this position? Will this tasking fully commit the FTE’s time?

Have you looked at reassigning work responsibilities or reprioritizing the workload so that another FTE is not needed? Why will these options not work?

Is this a permanent or temporary FTE?

Will this FTE fill a position in which the period of performance is less than 12 months? If so, have you looked at reassigning workload or utilizing a contractor?

How long is tasking expected to continue? If less than 12 months, please explain plans for the FTE after tasking is completed.

Are other offices in CDER participating in this new program/initiative that requires the additional FTEs?

- Using the attached FTE(s) Request Template, the Program Office will submit a detailed justification to the CDER Budget Officer informing the Financial Council of its need for additional FTEs.

- A strong justification will include information addressing the regulatory or public health need being met by the new FTE.

- The CDER Budget Officer will disseminate the FTE Request to the Financial Council for review (5 business days) and will reserve time for the Program Office to present its FTE Request at the next scheduled Financial Council meeting.

- The Program Office will present a detailed justification of its FTE Request to the Financial Council during the meeting.

- The Financial Council will review the template, justification, and presentation and notify the Program Office if the FTE request is denied; if approved the Financial Council will submit its recommendation to the CDER Director within 10 business days of the presentation.

- The CDER Director will review the Financial Council’s recommendation and deny or approve the request within 15 business days of receipt.

- Once the CDER Director has made a final decision, the Financial Council will provide a response to the Program Office within 5 business days.

- Approved FTE requests will be sent to OM/Division of Management and Budget to be added to the Program Office’s FTE ceiling count.
The procedures outlined above are depicted in the flow chart (Attachment 2).

EFFECTIVE DATE

This MAPP is effective March 3, 2015.

CHANGE CONTROL TABLE

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Revision Number</th>
<th>Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/03/14</td>
<td>1</td>
<td>Updated the responsibilities, procedures, and attachments.</td>
</tr>
<tr>
<td>03/03/15</td>
<td>2</td>
<td>Updated the attachment to make it a fillable form.</td>
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### ATTACHMENT 1: FTE(s) Request Form

**Additional FTE(s) Request**

<table>
<thead>
<tr>
<th>SUPER OFFICE:</th>
<th>Insert Office Name Here</th>
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</thead>
<tbody>
<tr>
<td>Current FTE Ceiling:</td>
<td>Current FTEs on Board:</td>
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<tr>
<td>Total FTEs Requested:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of FTEs Requested:</td>
<td></td>
</tr>
<tr>
<td>Series:</td>
<td>Position Title:</td>
</tr>
<tr>
<td>Describe project/initiative additional FTEs will support:</td>
<td></td>
</tr>
</tbody>
</table>

Are other Offices involved in the project/initiative? Yes[ ] No[ ]
If so, please provide name of Office(s) ________________________
Justification (Attach additional documentation as needed.) **Attachment**

<table>
<thead>
<tr>
<th>Office:</th>
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<td>Describe project/initiative additional FTEs will support:</td>
<td></td>
</tr>
</tbody>
</table>

Are other Offices involved in the project/initiative? Yes[ ] No[ ]
If so, please provide name of Office(s) ________________________
Justification (Attach additional documentation as needed.)
Office: ______________  Division: ______________  
Number of FTEs Requested: _____
Series: __________  Position Title: ____________________________  Grade: ____
Describe project/initiative additional FTEs will support:

Are other Offices involved in the project/initiative? Yes [] No [x]
If so, please provide name of Office(s) __________________________________________

Justification (Attach additional documentation as needed.)

Office: ______________  Division: ______________  
Number of FTEs Requested: _____
Series: __________  Position Title: ____________________________  Grade: ____
Describe project/initiative additional FTEs will support:

Are other Offices involved in the project/initiative? Yes [] No [x]
If so, please provide name of Office(s) __________________________________________

Justification (Attach additional documentation as needed.)
ATTACHMENT 2: Flow Chart

New FTE Requests and Approval Process

The Program Office will submit the FTE Request to the CDER Budget Officer.

The CDER Budget Officer will schedule a meeting for the Program Office with the Financial Council.

The Program Office will formally present a detailed justification at a Financial Council meeting.

Submit

The Financial Council will review the documentation within 10 business days of the presentation.

Recommend

The CDER Director will review the recommendation within 15 business days of receipt.

Forward

The Financial Council will provide a response within 5 business days of receipt.

Approved

Notify the Program.

Notify the Program.