

POLICY AND PROCEDURES

OFFICE OF MANAGEMENT

Internal Organizational Charts

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PURPOSE

The purpose of this document is to provide guidelines on preparing the Center for Drug Evaluation and Research (CDER) monthly internal organizational charts and outline the process for updates to ensure consistency.

POLICY

- CDER internal organizational charts must contain the following:
 - A. Headers describing the organizational components in hierarchical order.
 - B. Organizational component boxes that display office, division, staff and branch levels (see Attachment 1).

The only positions displayed in the organizational component boxes are the office director, deputy director, associate director, and branch chief.

- C. Employee names organized by first and last name, educational degree(s) (e.g., Ph.D., M.D., J.D., Esq., etc.) and the term “Acting” in parentheses if the employee is not officially assigned to the position.

D. Organizational standard administrative code (SAC) located in the lower right corner of the organizational component box in all capital letters in parentheses (see Attachment 2).

- Teams are **not** included on the Center organizational charts.

RESPONSIBILITIES

- **Division of Management Services, Office of Management**
 - Human Capital Liaison will:
 - Track permanent and temporary leadership changes on monthly organizational chart for service areas.
 - Provide changes to the Reorganization Team on the 21st of every month. Changes should be provided in PDF chart format with the effective date of a new appointed position.
 - Reorganization Team will:
 - Review changes from the Human Capital Liaison and update organizational charts.
 - Ensure CDER charts are maintained in the appropriate format.
 - Request program offices verify and concur with the Division of Management Services' (DMS) changes.
 - Update and load changes into the Agency's web content management system monthly.
 - Ensure organizational charts are issued monthly following the DMS Executive Secretariat process.
 - Provide leadership changes to the DMS point of contact for the Key Leadership list.
 - Submit all changes to the EASE team.
- **CDER Program Office Contact will:**

- Designate a single point of contact for organizational chart updates to liaison with DMS, Office of Management.
 - Review organizational changes provided by DMS and approve or deny changes within 3 business days. If the change is denied, the correction should also be provided.
 - Make notes on the organizational chart regarding requested changes that are not accompanied by an official personnel action (e.g., personnel action, detail, etc.)
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PROCEDURES

- The Human Capital Liaison receives changes from the CDER Program Office Contact.
 - The Human Capital Liaison forwards changes to the organizational charts in PDF to the Reorganization Team on the 21st of every month.
 - The Reorganization Team:
 - Reviews changes and updates organizational charts
 - Sends a request to affected program offices to verify and concur with the DMS changes
 - Updates and loads changes into the Agency's web content management system monthly
 - Issues monthly organizational charts
 - Sends leadership changes to the DMS point of contact for the Key Leadership list
 - Sends all changes to the EASE Team
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REFERENCES

1. Staff Manual Guide 1005.2 Guidelines for FDA Organizational Name Charts
 2. Staff Manual Guide 1010.1 Control and Use of Standard Administrative Codes
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3. General Administrative Manual Chapter 8-69 Standard Administrative Codes
 4. Standard Operating Procedures for CDER Organizational Name Charts
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DEFINITIONS

Agency Organizational Chart: This is an organizational chart created and maintained on the Web Content Management System (WCMS) illustrating informational content in graphic and text formats viewable by the public. The standardized charts reflect the approved Agency organizational structure, reporting relationships, and the names of incumbents in leadership positions.

Center Organizational Chart: This is an organizational chart created and maintained in the Office of Management/Division of Management Services in VISIO format viewable by CDER personnel. The standardized charts reflect the approved organizational structure, reporting relationships, and the names of incumbents in leadership positions down to the branch level.

508 Compliance: This is a Federal law mandating that all electronic and information technology developed, procured, maintained, or used by the Federal Government be accessible by people with disabilities. This applies to persons with disabilities who use assistive technology to read and navigate electronic materials. If an electronic publication cannot be made compliant, then OPDIVs/STAFFDIVs must provide a reasonable alternative to the document. Organizational charts created using the WCMS meet 508 compliance requirements.

Standard Administrative Code (SAC): A required, unique identifier assigned by the Secretary to each organization within Health and Human Services (HHS) as noted in the General Administrative Manual (GAM) Chapter 8-69. Comprised of alpha and numeric characters, it is designed to be concise and visually decodable. The number and order of characters designate the organizational level of a component within the HHS hierarchy. SAC codes are also called administrative codes.

Web Content Management System (WCMS): Is a web-based software tool accessible through an internet browser (e.g., Internet Explorer) that facilitates the creation and sharing of content that is published on FDA's web pages. This system eliminates the need for coding pages manually and simplifies the process of approving and publishing content, making web publishing and information management more efficient. Web pages are created and deployed more quickly and they are structured in a more consistent and organized fashion.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

ATTACHMENT 1

SAMPLE

Header:

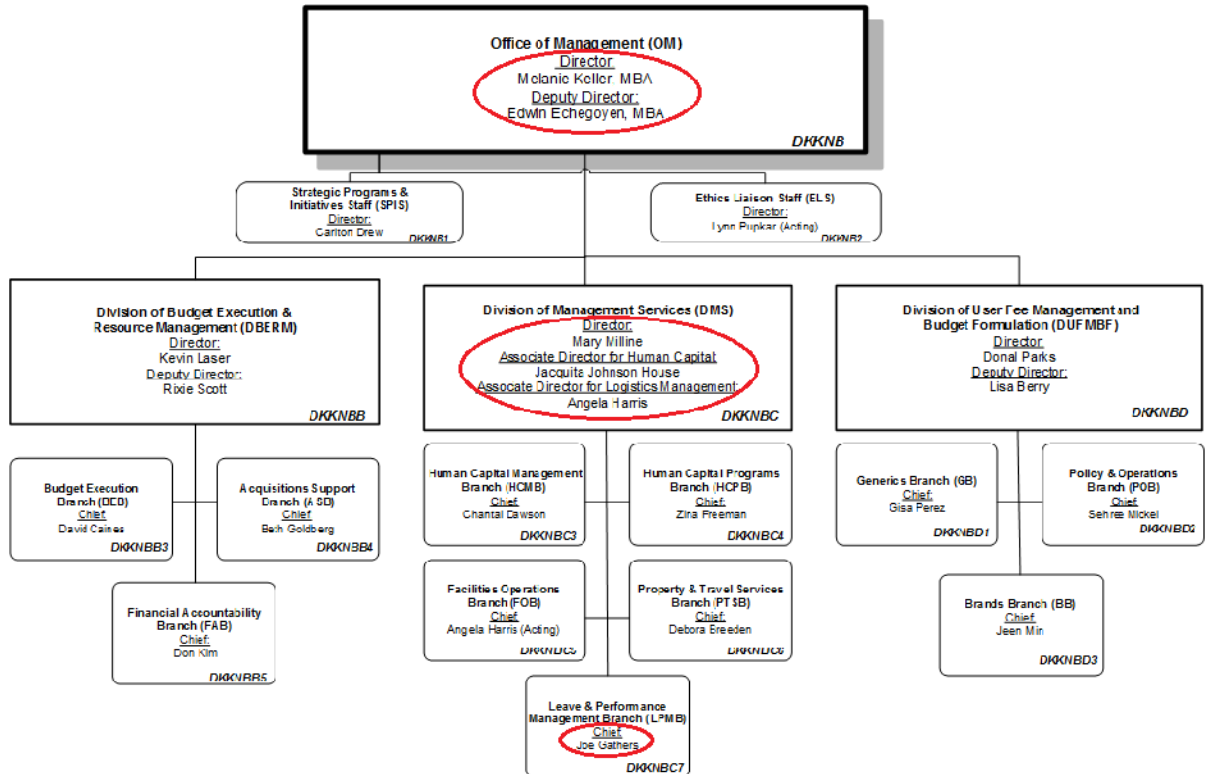
Organizational components: Positions are CAPITALIZED and in bold, and Names are in Title Case and non-bold.

FOOD AND DRUG ADMINISTRATION (Bold all CAPS)

OFFICE OF MEDICAL PRODUCTS AND TOBACCO (Bold all CAPS)

CENTER FOR DRUG EVALUATION AND RESEARCH (Bold all CAPS)

OFFICE OF MANAGEMENT (Bold all CAPS)



ATTACHMENT 2

SAMPLE

SAC: (all CAPITALIZED and in parentheses).

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO (Bold all CAPS)

CENTER FOR DRUG EVALUATION AND RESEARCH (Bold all CAPS)

OFFICE OF NEW MANAGEMENT (Bold all CAPS)

