POLICY AND PROCEDURES

Office of Management

CDER FTE Tracking and Table of Organization Review Process

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PURPOSE

This MAPP describes the process for requesting and reviewing the Table of Organization (TOO) to ensure CDER collects complete and accurate data on full-time equivalent (FTE) ceiling and staffing by user fee funding types.

BACKGROUND

The TOO was created to capture how many FTE positions are onboard employees, future onboard employees, or vacancies and align these with their associated funding types (i.e., S&E, PDUFA, GDUFA, or BsUFA). Tracking FTE's by funding type supports CDER's mission by enabling staff to compare CDER's hiring progress with hiring goals for all FTEs. This data is needed to obtain continued funding and ensures that CDER is operating within the FTE ceiling.

POLICY

- Each super office will maintain and submit a TOO to the designated team representative (TR) in the Division of Budget Execution and Resource Management (DBERM), Office of Management (OM) by the first Friday of each pay period (see Attachment 1).

- The Administrative Management Director or designee completes and ensures the accuracy of the TOO. Each submission will reflect all updates through the current pay period.

- All reviews and updates of the TOO will be completed by the second Wednesday of the pay period.

- The CDER Director determines FTE ceiling allocations for each office.

- Staffing information on the TOOs must be consistent with the current ceiling data provided by DBERM. The TOO includes summary reports to verify ceiling limits and ensure staffing does not exceed those limits (see Attachment 2).

- FTE ceiling adjustment requests will be reviewed by the Financial Council (see MAPP 4658.3) and approved by the CDER Director.

- When an FTE is transferred from one office to another within CDER, the office that requested the FTE transfer determines the classification.

- Changes (e.g., gains, losses, FTE transfers) occurring in a specific pay period, will be reflected in that pay period's TOO submission.

- Reclassification of funding types will be considered on a case-by-case basis and will be approved by the CDER or OM Director. When changes are approved, they will be reflected on the current pay period TOO submission.

- DBERM will assign a position tracking number that will correlate to a funding type for each CDER FTE. This number may only be added or changed by DBERM.

- The TOO only contains data for onboard employees and candidates for whom a Named Action has been submitted to CDER/OM/Division of Management Services (DMS) or the FDA/OHR/T-38 Team. A candidate's name will not be added to the TOO until one business day <u>after</u> a Named Action has been submitted.

- Non-filled positions will be identified as "VACANT" in the name field.

- If a candidate declines or a job offer is rescinded, the candidate's name will be removed from the TOO and replaced with "VACANT." All pertinent data relating to that candidate will be removed as well.

- The TOO will reflect the employee's official administrative code on the FTE position of record line. On a non-position of record line, i.e., detail, temporary promotion, the administrative code should reflect the office to where the employee is detailed or on temporary promotion.

RESPONSIBILITIES

The Team Representative for the Division of Budget Execution and Resource Management, OM

- Requests the TOO from assigned CDER super office(s) at the beginning of each pay period. Follows-up with the office(s) if a TOO is not submitted on time.

- Reviews TOOs for completeness and accuracy.

- Uses agency systems to obtain and/or verify data, as needed, and creates a CDER list to compare against the TOOs.

- Works with assigned CDER super office(s) to resolve data discrepancies.

- Maintains all TOO submissions received and finalized on the DBERM shared drive.

The Administrative Management Director or Designee of each Super Office

- Updates the TOO each pay period to fully and accurately reflect current staffing information for all onboard employees, future onboard employees, and vacant positions, and identifies all gains and losses.

- Ensures that candidates for whom a Named Action has been submitted are added to the TOO not before one business day following the submission to CDER/OMDMS or the FDA/OHR/T-38 Team.

- Adds the entry on duty (EOD) date to the "Position EOD" field, after it has been confirmed by an official job offer from the FDA Office of Human Resources

- Ensures that any candidate who has declined an offer or for whom a job offer has been rescinded is removed from the TOO.

- Submits the updated TOO by the first Friday of each pay period.

- Works with the DBERM Team Representative or Team Backup to address discrepancies and/or data validity issues, as needed.

PROCEDURES[1]

1. **The team representative (TR) for DBERM** sends reminders by the first **Wednesday** of each pay period to their assigned super offices requesting that the TOOs be updated and submitted to DBERM by the first **Friday** of the pay period. If the TOO is not received by the deadline, they will send another email on the following Monday.

2. The **Administrative Management director (AMD) or designee for the super office** updates the TOO to reflect all current staffing data

   a. Ensures that gains and losses information for a given pay period are reflected on the TOO and are copied and pasted to the "Gains and Losses" tab. This should include employees who attended the New Employee Orientation by the first **Monday** of the pay period

   b. Ensures that any selected candidates for whom a Named Action has been submitted to CDER/OM/DMS or the FDA/OHR/T-38 Team are only added to the TOO <u>after</u> one business day following submission

   c. Include the "Requested EOD", if know, when the name and all related data are added to the TOO.

   d. Ensures that the position EOD is entered for any candidate who has been approved to come onboard (i.e., completed all paperwork and has been sworn in). Ensures the removal of the "Requested EOD" if needed.

   e. Ensures that selected candidates who have declined the offer or have had the offer rescinded are removed from the TOO and the position is relabeled as "VACANT," the same pay period the action was terminated.

   f. Ensures that all pertinent fields on the TOO are complete and that reports are refreshed and ceiling totals for each funding type are accurate.

   g. Submits the TOO by the **first Friday of the pay period**.

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[1] See Attachment 3.

3. The **TR for DBERM** reviews the TOOs

   a. Saves received files on the DBERM shared drive.

   b. Ensures all pertinent fields are complete and accurate.
      If an employee's administrative code is incorrect in the OHR database, or an employee reassigns to another code, the AMD or designee will update the TOO with the correct code and request that OHR make the change to the employee's official record. If the action is not processed by the requested effective date, or is processed with an incorrect administrative code, then an email will be sent to the CDER EASE Representative in DMS for further follow up and tracking until the error is corrected.

   c. Ensures that any FTE ceiling increase or decrease is reflected on the TOO. If new position tracking numbers are needed, provides them to the super office.

   d. Refreshes the TOO summary reports to ensure they are updated with current ceiling and staffing numbers.

   e. Reviews summary reports to verify that ceiling totals for each funding type are accurate and that onboard numbers do not exceed ceiling limits.

   f. Uses agency systems to obtain and/or verify staffing data.

   g. Communicates with the super offices, as needed, to resolve issues (e.g., add missing data or correct errors).

   h. Finalizes TOOs by the **second Wednesday of the pay period**.

   i. Saves final files on the DBERM shared drive.

REFERENCES

1. Current and past information about the Prescription Drug User Fee Act, Generic Drug User Fee Act, and Biosimilar User Fee Act is available at:
   http://www.fda.gov/ForIndustry/UserFees/PrescriptionDrugUserFee
   http://www.fda.gov/ForIndustry/UserFees/GenericDrugUserFees
   http://www.fda.gov/ForIndustry/UserFees/BiosimilarUserFeeActBsUFA

2. MAPP 4658.3: Requesting New Full-Time Equivalents
   https://www.fda.gov/downloads/AboutFDA/CentersOffices/OfficeofMedicalProductsandTobacco/CDER/ManualofPoliciesProcedures/UCM334383.pdf

DEFINITIONS

- **BsUFA:** Biosimilars User Fee Act

- **Candidate:** An individual selected for a position and for whom a Named Action has been submitted to DMS.

- **Ceiling:** An office's authorized hiring limit established by the Center Director. This is the maximum number of FTEs an office is permitted to maintain. FTEs are classified as S&E, PDUFA, GDUFA, or BsUFA.

- **CDER List:** A compilation of all employees currently onboard in CDER. The list is created by the DBERM Team Lead.

- **CDER Super Offices:** All Offices at the highest organizational hierarchy of the Center (i.e., OCD, OEP, ORP, OM, OCOMM, OC, OSP, OMP, OND, OPQ, OGD, OTS, and OSE).

- **Entry on Duty (EOD) Date:** For new hires, this is the date on which a new hire has completed all paperwork and is sworn in as an employee. For a current government employee, this is the date on which an action is effective (e.g., for a reassignment).

- **Future Onboard:** A candidate has been selected for a position and is awaiting a position EOD date or the EOD is futuristic.

- **Final File:** The finalized TOO saved to the DBERM shared drive after any follow-up edits are completed.

- **Full Time Equivalent (FTE):** Those employees whose position counts towards an authorized hiring ceiling. An FTE may be one full-time employee working 80 hours a pay period, or more than one part-time employee whose combined hours worked total 80 hours a pay period. An FTE classification distinguishes career employees from non-career employees, such as contractors and students.

- **Funding Type:** S&E, PDUFA, GDUFA, and BsUFA

- **GDUFA:** Generic Drug User Fee Act

- **Named Action:** An HR Action that includes the name of the selectee. These actions include Certificate Selection, Veterans Appointment, Schedule A, Staff Fellows/Visiting Associates, Reassignments, Temporary Promotions, and Details.

- **Non-Position of Record:** This is an entry line on the TOO for an FTE that is not counted towards an Office's ceiling, e.g., details.

- **Onboard:** Position is occupied by an employee.

- **Position of Record:** This is the official entry line on the TOO for an FTE that is counted towards an Office's ceiling.

- **Position Tracking Number:** A number assigned by DBERM to identify each CDER position within the super offices. Each number corresponds with a specific funding type.

- **PDUFA:** Prescription Drug User Fee Act.

- **Received File:** The initial TOO submitted by the super office the first Friday of the pay period reflecting all staffing through the current pay period. This file is saved to the DBERM shared drive.

- **Refresh:** This is the process by which the summary report tabs on the TOO are updated to reflect current ceiling and staffing counts. This must be done after each update to the TOO.

- **Requested EOD:** The tentative date determined by the super office on which a candidate will officially start the new position. This date is not guaranteed.

- **S&E:** Salaries and expenses (also known as Budget Authority (BA)).

- **Staffing Data:** All information contained in the TOO that identifies employee-specific data, such as the employee's full name, position tracking number, funding type, position title, and grade number (see Attachment 1).

- **Vacancy or Vacant:** Position is not occupied and no candidate has been selected as a future hire.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions
5/31/17	N/A	Original

ATTACHMENT 1: TOO SAMPLE (SPREADSHEET MINIMIZED)

Fund	Sub Fund	Tracking #	Position EOD	Super Office	Office	Division	Branch	TEAM	Position Title

Organizational Title	CAP HR ID	RAM/EASE ID	Full Name (Last, First, MI)	Nickname	Pay Plan	Series	Grade	Step	Requested EOD

Annual Salary	Tour	BU Code	Admin Code	PD#	Comments/ Notes	Incorrect Data	SCD	Bldg Name/#	Room #

CAN	Supervisor	Wigi Due	NTE Date	FPL potential	Promotion Due Date	Line #	Status Desc.	Employee Count

ATTACHMENT 2: SUMMARY REPORT

Super Office (name): Status by Fund Type

Fund Type	Positions	Filled	Future OB	Vacant
S&E	82.0	70.0	1.0	11.0
PDUFA	67.0	54.0	3.0	10.0
BsUFA	2.0	0.0	0.0	2.0
GDUFA	73.0	50.0	4.0	19.0
TOTAL	224.0	174.0	8.0	42.0

Super Office (name): Status by Sub Fund Type

Sub Fund Type	Positions	Filled	Future OB	Vacant
S&E	76.00	70.00	0.00	6.00
S&E Compounding	0.00	0.00	0.00	0.00
S&E MCM	0.00	0.00	0.00	0.00
S&E Leap	6.00	0.00	1.00	5.00
PDUFA	67.00	54.00	3.00	10.00
PDUFA V	0.00	0.00	0.00	0.00
PDUFA - Transfer Temp - In	0.00	0.00	0.00	0.00
PDUFA VI	0.00	0.00	0.00	0.00
PDUFA - SS	0.00	0.00	0.00	0.00
BsUFA	2.00	0.00	0.00	2.00
BsUFA II	0.00	0.00	0.00	0.00
GDUFA	63.00	50.00	3.00	10.00
GDUFA - Transfer Temp - In	0.00	0.00	0.00	0.00
GDUFA II	10.00	0.00	1.00	9.00
GDUFA - Temp	0.00	0.00	0.00	0.00
PDUFA - Transfer Temp - Out	0.00	0.00	0.00	0.00
GDUFA - Transfer Temp - Out	0.00	0.00	0.00	0.00
Proposed - New	0.00	0.00	0.00	0.00
Proposed - Current	3.00	0.00	0.00	3.00
Detail - In	4.00	4.00	0.00	0.00
Detail - Out	4.00	3.00	1.00	10.00
Classified	0.00	0.00	0.00	0.00
PATH	2.50	0.50	2.00	0.00
RSTEP	0.00	0.00	0.00	0.00
SVEP	0.00	0.00	0.00	0.00
Temp Promo - Out	0.00	0.00	0.00	0.00
Temp Promo - In	0.00	0.00	0.00	0.00

ATTACHMENT 3: FLOW CHART

DBERM sends an email to the CDER super office requesting the updated TOO.

Did the assigned CDER super office respond to the request?

No

DBERM sends another email

Yes

The super office updates the TOO to reflect all current staffing data and submits the update by the **first Friday of the pay period**.

DBERM reviews the TOOs and then finalizes the TOO by the **second Wednesday of the pay period**.

Ensures gains and losses are reflected on the TOO.

Ensures selected Named Action candidates are only added to the TOO after one business day.

Ensures EOD is entered for candidates who have completed all paperwork and have been sworn in.

Ensures that candidates who declined or have had the offer rescinded are removed from the TOO and the position is relabeled as "VACANT."

Ensures the TOO fields are complete and reports are refreshed and ceiling totals and funding type are accurate

Saves received files on DBERM shared drive

Refreshes TOO summary reports.

Verifies ceiling totals and ceiling limits for each funding type

Uses agency systems to obtain and/or verify staffing data

Resolves any data issues with the super office

DBERM saves final files on the DBERM shared drive.