

SMG 1010.1

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

ADMINISTRATIVE (ORGANIZATIONAL) CODES

CONTROL AND USE OF STANDARD ADMINISTRATIVE CODES

Effective Date: 10/26/2009

1. PURPOSE

This Guide implements Chapter 8-69, Standard Administrative Code, of the HHS General Administration Manual, which requires the establishment, maintenance, and use of a system of standard administrative codes. The administrative code replaced the standard organization code and related coding lists and symbols.

2. DEFINITIONS

- A. Administrative Code.** A combination of characters that uniquely identify an organizational element of FDA and its hierarchical relationships.
- B. FDA Administrative Code Control Officer.** An individual within the Office of Management Programs (OMP), responsible for the establishment and maintenance of current and complete administrative codes.

3. POLICY

- A. All of FDA's officially approved organizational components, to the lowest level, will be assigned a standard administrative code in accordance with the uniform system prescribed by the Department.
- B. The Department uses the codes as a control in the processing of personnel actions.
- C. These codes will be used in the development or revision of any Department or FDA data processing systems or in data exchange within the Department whenever it is necessary to identify organizational components. The Deputy Commissioner for Administration must specifically authorize exceptions.

4. RESPONSIBILITIES

The OMP will control the assignment of administrative codes and notify the parent organization and appropriate staff offices of modifications made to the system as they occur. Computer printouts of current, modified, or obsolete codes and new or changed organizational titles will be provided to staff offices requiring such information.

5. EFFECTIVE DATE

Approved by the Deputy Commissioner for Administration on October 26, 2009.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	10/26/2009	N/a	OC/OO/ OM/OMP	Deputy Commissioner for Administration