

**FOOD AND DRUG ADMINISTRATION  
ORGANIZATIONAL CHANGES – POLICY AND PROCEDURE  
GUIDELINES FOR FDA ORGANIZATIONAL NAME CHARTS**

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**I. PURPOSE.**

This guide describes the FDA policy and procedures for organizational charts posted on the FDA public web page. These specialized charts are also known as “name charts” and their purpose is to communicate to the public the organizational hierarchy and the names of key leaders in the FDA.

**II. REFERENCES.**

- A. General Administrative Manual Chapter HHS: 8-60, “Securing Approval of Organizational Changes”;
- B. General Administrative Manual Chapter HHS: 8-65, “Organizational Nomenclature”;
- C. General Administrative Manual Chapter HHS: 8-69, “Standard Administrative Code”;
- D. HHS Web Standards and 508 Compliance: Compliance with Sections 504 and 508 of the Rehabilitation Act, and [www.hhs.gov/web/policies/index.html](http://www.hhs.gov/web/policies/index.html).
- E. FDA Staff Manual Guide 1005.1, “Policies and Procedures Regarding Organizational Changes”;
- F. FDA Staff Manual Guide 1415.5, "Authority to Approve Organization Structure and Functional Statements"; and
- G. Agency Organizational Charts are available at <http://www.fda.gov/AboutFDA/CentersOffices/OrganizationCharts/default.htm>.

### III. DEFINITIONS.

**Organizational Name 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.

**504 Compliance:** Requires agencies to provide individuals with disabilities an equal opportunity to participate in their programs and benefit from their services, including the provision of information to employees and members of the public. Agencies must provide appropriate auxiliary aids where necessary to ensure an equal opportunity.

**508 Compliance:** Requires that any electronic and information technology used, maintained, developed, or procured by the Federal government allow persons with disabilities, comparable access to information and technology. 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) per 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.

### IV. RESPONSIBILITY AND PROCEDURES.

#### A. Office of Operations (OO):

1. Represents the Agency and serves as the FDA Reorganization Coordinator and Principal Delegation Control Officer with final approving authority for organizational name charts.
2. Sends quarterly and ad hoc reminder requests to FDA Center/Offices to update their organizational name charts because of staff changes, retitling of organizational units, or reorganizations.
3. Reviews and approves all new and updated Center/Office organizational name charts before they are posted on the FDA public web page.
4. Ensures information submitted is Section 504 and 508 Compliant.
5. Verifies the names and titles of senior staff and identifies any titles as "Acting" when they apply to an Office Director or Office Deputy Director.
6. Reviews and approves official Agency organizational name charts in the WCMS system and publishes the charts to the FDA public web page.

## **B. FDA Centers/Offices:**

1. Designates a Center/Office Liaison that actively works with the Agency Official.
2. Responds to and complies with the quarterly and ad hoc data requests for updated organizational information: hierarchy, names, titles, communications box with contact information, and SAC by following the policy, for submitting organizational name charts.
3. Prepares and submits organizational name charts to their designated Center/Office official for review prior to uploading into the WCMS for submission to the Agency Official for approval and publication on the FDA public web page.

## **C. Office of External Affairs (OEA), Web Communication Staff**

OEA provides technical assistance to authorized users of the WCMS organizational chart tool and coordinates all WCMS organizational chart training.

## **V. REQUIRED CONTENT AND FORMAT.**

Each name chart must contain the following:

- A. Headers describing the organizational components in hierarchical order.
- B. Organizational Component Box which will display Office level only and not display organizational units below the Office level. Where one Office reports to another Office, both levels must be shown with the following information:
  - Office Director and Deputy Director will be the only positions displayed in the organizational component box.
  - Employee names must contain the first and last name, educational degree(s), such as Ph.D., M.D., Esq., etc. and the term "Acting" in parentheses if the employee is not officially assigned to the position.
  - Organizational SAC located in the lower right corner of the organizational component box in all capital letters in parentheses.
- C. Contact information within the communication box will include:
  - Main telephone number
  - Fax number
  - Building location and Room Number
  - Building Address
- D. All organizational name charts must be prepared in WCMS. The WCMS is coded to ensure standardized formatting and font type and size.

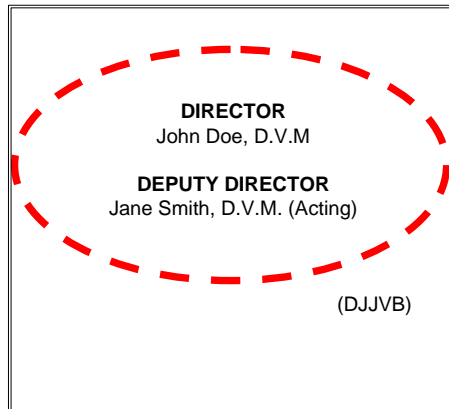
For further information, please see the example below.

Examples:

1. Header:

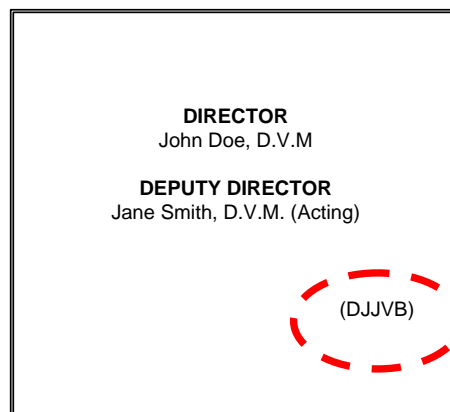
**FOOD AND DRUG ADMINISTRATION (Bold all CAPS)**  
**OFFICE OF FOODS (Bold all CAPS)**  
**CENTER FOR VETERINARY MEDICINE (Bold all CAPS)**  
**OFFICE OF RESEARCH (Bold all CAPS)**

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



3. SAC: (all CAPITALIZED and in parentheses).

**FOOD AND DRUG ADMINISTRATION**  
**OFFICE OF FOODS**  
**CENTER FOR VETERINARY MEDICINE**  
**OFFICE OF RESEACH**



4. Communications box: This will be displayed in the right-hand corner of the page under the header "Contact Information."

Main Tele: 301-796-1234  
Fax: 301-847-1234  
WO Bldg 1 Rm 1234  
10903 New Hampshire Ave  
Silver Spring, MD 20993

## VI. EFFECTIVE DATE.

Approved by the Chief Operating Officer, effective October 19, 2012.

## VII. DOCUMENT HISTORY

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	SMG 1005.2, Guidelines For Editing And Creating Organizational Charts	
			CONTACT	APPROVING OFFICIAL
Revision	09/26/2007	N/A	FDA Office of the Commissioner, Office of Management	John R. Dyer, Deputy Commissioner for Operations and Chief Operating Officer
Revision	09/25/2012	N/A	FDA Office of the Commissioner, Office of Operations	Chief Operating Officer