
MANAGEMENT

DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION OF
CDER ORGANIZATIONAL CHARTS

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PURPOSE This MAPP describes the policies and procedures for the development, maintenance, and distribution of organizational charts for the Center for Drug Evaluation and Research (CDER).

REFERENCES

- CDER MAPP 4642.1, *Policies and Procedures for Organizational Changes*.
 - FDA Staff Manual Guide 1005.1, *Policy and Procedures Regarding Organizational Changes*.
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POLICY

- The CDER organizational charts are the official organizational references for CDER. These charts should be used for distribution to other government agencies or to industry. Where appropriate, charts should be used as official references for any talks, briefings, or seminars where CDER organizational structure above the Division level is a reference or discussion point.
- Organizational charts developed to comply with the requirements contained in the References are used as a basis to develop the official CDER charts.

RESPONSIBILITIES

- **The Management Analysis Branch (MAB), Division of Planning, Evaluation, and Resource Management (DPERM), Office of Management**, maintains the official CDER organizational charts. MAB is responsible for developing, updating, and maintaining the charts.
 - **Management and administrative officers** are responsible for reporting personnel changes at the Division Director level and above, and administrative changes such as revised telephone, fax, and HFD numbers to the Management Analysis Branch.
 - **The Program Management Services Branch (PMSB), Division of Management Services (DMS), Office of Management**, is responsible for notifying the Management Analysis Branch of any reorganizations within CDER. Upon approval of organization changes, MAB will revise the official organizational charts.
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PROCEDURES

- Any requests for changes to the organizational charts must be made to the Management Analysis Branch, HFD-57.
 - The Management Analysis Branch will verify the accuracy of all the information and make the requested changes to the official organizational charts.
 - CDER's organizational charts are available to the public in both hard copy and on the Internet. They also are available to CDER employees on the CDERnet (Intranet).
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EFFECTIVE DATE

This MAPP is effective upon date of publication.