

MANAGEMENT

Guide to Assigning Mail Routing Codes in the
Center for Drug Evaluation and Research

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PURPOSE

- This MAPP outlines policy and procedures for assigning new FDA mail routing codes in the Center for Drug Evaluation and Research (CDER).
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REFERENCES

- FDA Staff Manual Guide, 2240.2, "Mail Routing Codes"
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DEFINITION

- **Mail Routing Code:** A mail routing code consists of a combination of alpha and numeric characters that identifies an organizational component or position for the purpose of routing mail within FDA. The codes are published in the FDA Location Directory.
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POLICY

- The policy of CDER is to request mail routing codes for officially established organizational components and position titles.
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RESPONSIBILITIES

- Management Officers are responsible for requesting mail routing codes for their new officially established organization components and position titles.
 - The Division of Management Services (DMS) is responsible for coordinating all requests for mail routing codes in CDER.
 - The Administrative Services Branch, FDA Location Directory Manager, FDA-215, is responsible for providing all updated information to FDA mailrooms.
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PROCEDURES

- A request for the assignment of new mail codes must be made to DMS by e-mail from the Management Officer with a copy to the appropriate Office Director. The request must provide the current organizational structure with its current mail codes, as well as the new organizational structure.
 - DMS will notify the FDA Mail Manager by e-mail with a request for the new mail codes to be added to the List of Values in the EASE database. Once the mail code is available, DMS will notify the Management Officer/Program Specialist to go into the Reporting Analysis Module (RAM) and update the mail codes for the newly structured organization.
 - The Management Officer must update the organizational structure and each individual employee's information in the RAM directory to reflect the newly assigned mail codes.
 - Upon completion of the RAM directory update, an original memorandum with the updated RAM directory attached must be sent to DMS from the Office Director through the Management Officer (Attachment A).
 - DMS will provide the Administrative Services Branch, FDA Location Directory Manager, HFA-215, with a copy of the memorandum, including an updated organizational table and a copy of the updated RAM directory (Attachment B).
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EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment A
Sample Request for a New Mail Code

Date:

From: **(Enter Name of Office Director)**
 (Enter Job Title)
 (Enter Name of Office/Division/Branch/Staff)
 Center for Drug Evaluation and Research

Through: **(Enter Management Officer/Program Specialist Name) MO/PS must sign here**

Subject: Request for Implementation of New Mail Code(s) for the **(Fill in new Office/Division/Branch/Staff title here)**

To: Cassandra L. Shippey _____
 Management Analyst, Division of Management Services, HFD-060
 Office of Management, HFD-010
 Center for Drug Evaluation and Research

I am requesting a new mail code for the **(Fill in new Office/Division/Branch/Staff name here)**.
Attached is a copy of the RAM Listing, which reflects the proposed changes.

Please proceed as necessary to have the changes implemented.

If you have any questions or comments, please feel free to call **(Enter the Name of the MO/PS here)** on
301-**(Fill in Phone Number here)**.

(Enter Office Director Name here)

Attachment

Attachment B
Sample Request to the FDA Location Directory Manager
for a Change of Mail Code

Date:

From: Cassandra L. Shippey
Management Analyst
OM/Division of Management Services
Center for Drug Evaluation and Research

Subject: Request to Change Mail Codes for **(Enter Office/Division/Branch/Staff Name here)**,
CDER

To: Administrative Services Branch, FDA Location Directory Manager, HFA-215

We request that the FDA Location Directory Manager notify the FDA Mail Manager, inform the mail rooms, send notice of the attached information to all holders of the FDA Location Directory, and include the new components and mailing codes in the next edition of the FDA Location Directory.

If you have any questions or need additional information, please feel free to contact me on 301-594-1050.

Cassandra L. Shippey

Attachment

**Attachment II
Organizational Table**

Current Organizational Listing	New Organizational Listing	Old Mail Code	New Mail Code	Old Bldg.	New Bldg.	Old Room #	New Room #