

Subject: ORGANIZATIONAL NOMENCLATURE

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8-65-00 PURPOSE

This Chapter prescribes the **organizational** nomenclature that HHS managers are to use in applying names to organizations under their direction and titles to heads of these organization units. It also defines organizational terms that are commonly used within the Department.

8-65-10 SCOPE

The provisions of this Chapter apply to all organizations of the Department.

8-65-20 POLICIES APPLICABLE TO ORGANIZATIONAL NOMENCLATURE

- A. The Secretary or other approving official must approve new or revised names of organizations and new or revised titles of heads of organizations before they can be officially used. Chapter **8-60** of the General Administration Manual cites these approving officials.
- B. Changes to organizational nomenclature are to be kept to a minimum since too frequent changes tend to be disruptive and costly. Requests for changes to organizational nomenclature should be made only when:
1. New organizations are established within the Department.
 2. Major functions are added to an organization, transferred from one organization to another, or cancelled.

3. Major shifts in management occur (for example, functions and activities are centralized or combined within an organization).
 4. Unforeseen circumstances make a change in nomenclature necessary (for example, two organizations have the same name and this creates identification problems for the public).
- C. Organizational names and titles established by law or executive order **are to be used**, even though they may conflict with the nomenclature established by this chapter.
- D. Any organization whose nomenclature does not comply with the provisions of this **Chapter** may continue to use such nomenclature provided:
1. The nomenclature was established by law or executive **order, or**
 2. The nomenclature was in effect prior to the effective date of this Chapter.

8-65-30 COMMONLY USED ORGANIZATIONAL TERMS

The following terms are commonly used within the Department to describe a certain type or types of organizations:

- A. **Department.** **The Department** refers to the Department of Health **and Human Services.** **The Secretary,** the Under Secretary and their immediate offices, the Operating Divisions, the **Staff Divisions,** **and** the Regional Directors **and their offices** collectively are the Department.
- B. **Office of the Secretary** The Secretary, the Under Secretary and their immediate offices, the Staff Divisions, and the Regional Directors and their offices collectively are the Office of the Secretary.

C. Staff Division. A Staff Division is a major organization of the Office of the Secretary whose head reports directly to the Secretary. The current Staff Divisions of the Department are the:

- o Office of the General Counsel headed by the General Counsel
- o Office of the Assistant Secretary for Legislation headed by the Assistant Secretary for Legislation
- o Office **of** the Assistant Secretary for Planning and Evaluation headed by the **Assistant** Secretary for Planning and Evaluation
- o Office of Public Affairs headed by the Assistant Secretary for Public Affairs
- o Office of the Assistant Secretary for Personnel Administration headed by the Assistant Secretary **for** Personnel Administration
- o Office of the Assistant Secretary for Management and Budget headed by the Assistant Secretary for Management and Budget
- o Office of Inspector General headed by the Inspector General
- o Office for Civil Rights headed by the Director for Civil Rights
- o U.S. Office of Consumer Affairs headed by the Director. (The U.S. Office of Consumer Affairs is considered a Staff Division for administrative purposes only since **its** Director is a member of **the White** House Staff.)

The proper abbreviation for Staff Division is STAFFDIV.

D. Operating Division. An Operating Division is a major organization whose primary function is to direct and manage the substantive programs of the Department and whose head reports directly to the Secretary. The current Operating Divisions of the Department are the:

- 0 Public Health Services headed by the Assistant Secretary **for** Health
- 0 Social Security Administration headed by the Commissioner of Social Security
- 0 Office of Human Development Services headed by the **Assistant Secretary** for Human Development Services
- 0 Health Care Financing Administration headed by the Administrator
- 0 Family Support Administration headed by the Administrator

Though it is organizationally an official part of the Office of the Secretary, for the purposes of organizational nomenclature, the Office of Human Development Services is considered an Operating Division.

The proper abbreviation for Operating Division is OPDIV.

E. Public Health Service Agency. A Public Health Service Agency is a major line organization of the Public Health Service whose primary function is to direct and manage substantive health programs and whose head reports directly to the Assistant Secretary for Health. The current Public Health Service Agencies are the:

- 0 Alcohol, Drug Abuse, and Mental Health Administration headed by the Administrator
- 0 Centers for Disease Control headed by the Director
- 0 Food and Drug Administration headed by the Commissioner
- 0 Health Resources and Services Administration headed by the Administrator

- o National Institutes of Health headed by the Director
- o Agency for Toxic Substances and Disease Registry headed by the Administrator
- o Indian Health Service headed by the Director

The proper abbreviation for Public Health Service Agency is PHS Agency.

8-65-40 STANDARD DESIGNATIONS FOR ORGANIZATIONS AND HEADS OF ORGANIZATIONS

Use the statutory name in naming **organizations** and heads of organizations. If there is no **statutory** name, use the standard designations listed below. (See exceptions in section **8-65-20D.2.**) For sections A thru C and **E** thru G, these designations are listed in descending order of reporting relationships.

A. Staff Divisions

| <u>Name of Organization</u> | <u>Title or Organization Head</u> |
|-----------------------------|---|
| Office | Assistant Secretary, for _____, or Director |
| Office | Deputy Assistant Secretary for _____, or Director |
| Office* | Director*, |
| Division | Director |
| Branch | Chief |
| Section | Chief |
| Unit | Chief |

*This level of organization may be used only when approved on a case-by-case basis by the Assistant Secretary for Management and Budget. See **8-65-50.**

B. ~~Office of the Secretary Regional Organizations Reporting to the Regional Director~~

| <u>Name of Organization</u> | <u>Title of Organization Head</u> |
|-----------------------------|--------------------------------------|
| Office | Regional (functional title) Director |
| Office | Director |
| Division | Director |
| Branch | Chief |
| Section | Chief' |
| Unit | Chief |

C. ~~Office of the Secretary Regional Organizations Reporting Directly to Headquarters~~

| <u>Name of Organization</u> | <u>Title of Organization Head</u> |
|-----------------------------|---------------------------------------|
| Office | Regional, (functional title) Director |
| Office | Director |
| Division | Director |
| Branch | Chief |
| Section | Chief |
| Unit | Chief |

D. Operating Divisions. The names of Operating Divisions and the titles of Operating Divisions heads are generally established by law. **If they** are not, the Secretary will select appropriate names and titles for them.

- E. Line Organizations of Operating Divisions.** The line organization of an Operating Division is that portion of the Operating Division which actually administers the substantive programs assigned to the Operating Division. The line portion of the organization begins **with the head of** the Operating Division and runs to the lowest-level operating unit with programmatic responsibilities (e.g., processing claims, managing the substantive aspects of grants and major contracts, conducting biomedical research, and carrying out regulatory activities).

| <u>Name of Organization</u> | <u>Title or Organization Head</u> |
|-----------------------------|--|
| Administration or Office | Administrator, Associate Administrator or Director |
| Bureau or Office | Director |
| Division | Director |
| Branch | Chief |
| Section | Chief |
| U n i t | Chief |

Note: There are some line organizations (e.g., hospitals, laboratories, etc.), particularly within PHS which are not conducive to these titles. These entities should retain their current titles to amply identify the services they render.

- F. Staff Organizations of Operating Divisions.** The staff organization of an Operating Division is that portion of the Operating Division which provides advisory, administrative

or assessment/quality control support services to line officials, such as budget, finance, personnel, procurement, public affairs, quality control, evaluation, policy analysis, and management analysis.

| <u>Name of Organization</u> | <u>Title of Organization Head</u> |
|-----------------------------|--|
| Office | Deputy Assistant Secretary for _____, or Associate Administrator |
| Office | Commissioner for _____, or Director |
| Division | |
| Branch | Chief |
| Section | Chief |
| Unit | Chief |

G. ~~Regional Organizations of Operating Divisions~~

| <u>Name of Organizations</u> | <u>Title of Organization Head</u> |
|------------------------------|---|
| Office | Regional Commissioner, Regional Administrator, or Regional Representative |
| Office | Assistant Regional Commissioner, Assistant Regional Administrator, or Assistant Regional Director |
| Division | Director |
| Branch | Chief |
| Section | Chief |
| Unit | Chief |

8-65-50 EXCEPTIONS TO STANDARD DESIGNATIONS

Exceptions to standard designations (other than those established by law or executive order) will be approved only when they are likely to increase the public's understanding of the Department's organization and purpose, and to identify more readily the work **of** an organization than the standard designation does.

Requests for exceptions should explain how the exceptions fulfill these conditions, and be submitted for approval to the Assistant Secretary for Management and Budget.