CHAPTER 8-67

UNIFORM SYSTEM OF DEPARTMENT AND POC ORGANIZATION **CHARTS**

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8-67-00 PURPOSE

The purpose of this Chapter is to prescribe a Department-wide system
of organization charts which specify major organization elements and
key officials.

8-67-10 SCOPE

The uniform system of Department and Principal Operating Component
(POC) charts prescribed by this Chapter is a management tool for use
by those in directing and coordinating capacities. Under this system,
the charts produced will:

A. Show at a glance principal Departmental and POC organizations and
    the key personnel who direct them:

B. Provide a means of depicting HEW organizational structure to the
    White House, the Congress, and the general public;

C. Serve as a handy reference **for** top-level discussions by the
    Secretary, his executive staff, and key POC officials regarding
    organizations, functions, channels of command, and key assignments;

D. Serve as a useful guide to the Office of Personnel Management,
    formerly the Civil Service Commission, in its consideration of
    supergrade actions; and

E. Provide a frame of reference for discussions between the Office of
    the Secretary and the **POCs** regarding budgetary, staffing, and
    program plans.

8-67-20 PROCEDURES AND SPECIFICATIONS

A. The **POC** overall chart should be limited to the POC head and those
    officials who report directly to that individual.

B. Charts for each second-level organizational unit will show the
    subordinate organizations which report directly to it. Additional
    charts down to the division level will reflect lower level organi-
    zations.

C. Approval of Charts

1. The POC overall chart should contain the signature and date of approval of the head of the POC. Lower level charts down through the division level in a POC and line components thereof (i.e., agencies, bureaus, offices, administrations) should show the approval and date thereof by the top POC management official whose organization has responsibility for processing and/or approving organization proposals.

2. In the Office of the Secretary, charts will show the signature and date of approval by the heads of organizations reporting directly to the Secretary and will include only those subordinate organizations which report directly to the signing official.

3. Charts for the Office of the HEW Principal Regional Officials (PROs) will contain the signature and approval date by the PRO and reflect only those organizations reporting directly to that individual.
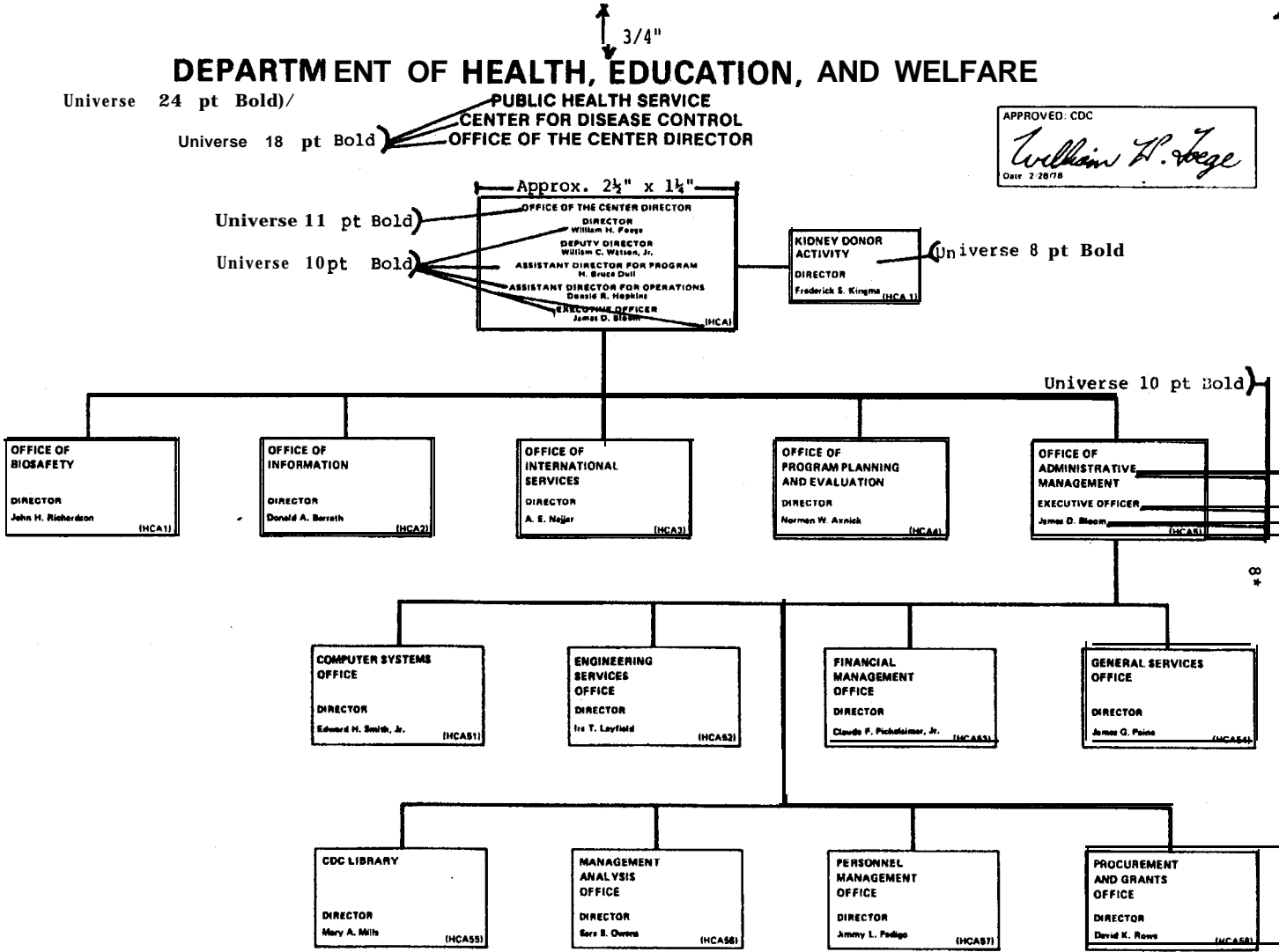
D. Preparing offices will update chart data as of April 1 and October 1 and submit updated charts to the Office of Management Analysis and Systems, OS, ten working days after the close of the update period. After the initial submission, semi-annual submissions will include only charts for organizations where changes have occurred. Submissions should include four copies of each chart. Charts should be 10½" x 8"* in size and should be suitable for reproduction.

E. Exhibit 8-67-1 contains format specifications for charts. All information shown is before reduction by the printer. Charts will be printed (not "xeroxed") "originals" suitable for reproduction and publication. Type style and size of "boxes" will be as shown on the exhibit. However, reasonable approximations are acceptable if local conditions and the overall chart size before reduction preclude rigid adherence to standards. Enter the administrative code for each "box" in parentheses in the lower right corner of the box. Show only officially approved organizations, There can be no exceptions to the specified 10½" x 8"* size cf printed copies.

*After January 1, 1980, the paper size will be 8½" x 11".

3/4"

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Universe 24 pt Bold)/

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Approx. 2½" x 1¼"

Universe 11 pt Bold)

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ASSISTANT DIRECTOR FOR PROGRAM
H. Bruce Dull
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Paper size after 1/1/80 - 8½ x 11   10½