MANUAL GUIDE - GENERAL ADMINISTRATION CDC-53
DATE OF ISSUE: 10/20/97
REFERENCE POINT: Office of Program Support, Management Analysis and Services
Office, Management Analysis Branch
MATERIAL SUPERSEDED: Manual Guide-General Administration CDC-53, Standard
Administrative Codes, dated 3/8/90

STANDARD ADMINISTRATIVE CODES

Sections   I.   Purpose
          II.   Background
        III.   Standard Administrative Code(SAC) Structure
         IV.   Responsibilities

  I.   <u>PURPOSE</u>

     This guide sets forth the Centers for Disease Control and Prevention
     (CDC)[*] policies and responsibilities for the assignment, maintenance,
     and use of Standard Administrative Codes(SAC).

  II. <u>BACKGROUND</u>

     A Standard Administrative Code is a unique combination of alpha/numeric
     characters assigned to each official organizational component of the
     Department of Health and Human Services (DHHS). The code for each
     organization delineates the position it occupies within the DHHS
     organizational hierarchy. The collection of all such codes for all
     official organizational components is referred to as the DHHS SAC code
     system and is listed in DHHS General Administration Manual, Chapters 8-
     69. Each official component of the CDC has been assigned a SAC.

 III. <u>STANDARD ADMINISTRATIVE CODE STRUCTURE</u>

    A. <u>General</u>

       An organization's SAC is an integral part of its title when listed in
       parentheses immediately following the written title. This may be
       appropriate in databases that are dependent on SAC codes, e.g.,
       personnel actions, financial management reporting systems or in
       documents related to budget, personnel or organizational structures.

       The SAC may be shown in either of the following ways.

       •   In parentheses immediately following the written title; or in
           parentheses in another appropriate place where the relationship
           between the written title and SAC would be clear (such as in line
           entries in directories, and boxes on organization charts, etc.).

       •   Used alone (without full written titles), in fiscal records and
           reports, property records, and in other management documents,
           particularly where data systems include organizational
           identification data.

    B. <u>Specific Use At CDC</u>

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    [*]Reference to CDC also apply to ATSDR.

MANUAL GUIDE - GENERAL ADMINISTRATION CDC-53   Page 2
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The SAC assigned to CDC organizational components consists of a combination of alphabetic and numeric characters, not to exceed eleven as shown below.

H is the code assigned to PHS. (Note: The "H" may be eliminated at some time in the future).

HC is the code for PHS CDC

HCA is the admin code for PHS CDC OD

HCA5 is the admin code for PHS CDC OD OPS

HCA59 is the admin code for PHS CDC OD OPS MASO

HCA597 is the admin code for PHS CDC OD OPS MASO MAB

The "C" represents the Centers for Disease Control and Prevention, which is the first character in the code identifying CDC. "J" represents the Agency for Toxic Substances and Disease Registry (ATSDR), which is the first character in the code identifying ATSDR. Additional alphabetic or numeric characters are added to the right of the base, "C" or "J", to identify organizational levels.

IV. RESPONSIBILITIES

A. CDC Administrative Code Control Officer

Designated personnel within MASO serve as CDC Administrative Code Control Officer and alternate. The SAC and associated official organizational titles of CDC and ATSDR organizational components, headquarters and field, are kept in the Management Analysis and Services Office (MASO). This information is available at the MASO Home Page on the CDC Intranet. Other responsibilities of the CDC Administrative Code Control Officer include:

- Assigns or recommends the assignment of SAC for all CDC and ATSDR organizational components, including headquarters and field.

- Notifies the Human Resources Management Office and the Financial Management Office when SAC changes are approved by DHHS.

- Maintains a master file of approved organizational titles and SAC in an automated database.

B. Human Resources Management Office

- Coordinates the implementation of the SAC system with the automated personnel system.

MANUAL GUIDE - GENERAL ADMINISTRATION CDC-53   Page 3
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- Provides consultation and assistance to CDC personnel in the use of SAC on personnel documents, reports, etc.

C. <u>Information Resources Management Office</u>

- Develops, supports, and enhances application systems used by CDC for maintaining SAC. Controls access to data and application systems functionality based on SAC.

- Provides consultation and assistance to CDC and ATSDR personnel in the development, installation, and use of SAC in automated systems.

D. <u>Administrative Officers</u>

- Ensure all proposed changes to SAC or (operational codes) will not adversely impact the organization's use of CDC/IS and other systems that draw upon SAC for their operation. Additional information on SAC and (operational codes) may be found on the MASO Intranet Home Page.

- Perform such steps as may be necessary to deal with conflicts, errors, or system failures that prevent the effective use of SAC by their organizations.