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OFFICE OF MANAGEMENT

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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).
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**REFERENCE**

- CDER MAPP 4642.1, Policies and Procedures for Organizational Changes
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**POLICY**

- CDER organizational charts are the official organizational references for CDER. These charts are to be used for distribution to other government agencies, industry, or the public. Where appropriate, charts will 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 MAPP 4642.1 are used as a basis to develop the official CDER organizational charts.
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**RESPONSIBILITIES**

- **The Management Analysis Branch (MAB), Division of Management and Budget (DMB), 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 and fax numbers to the Management Analysis Branch.
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- **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.
  - 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 both in hard copy and on the Internet. They are also available to CDER employees on the CDERnet (Intranet).
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## EFFECTIVE DATE

This MAPP is effective upon date of publication.