PROCEDURES

OFFICE OF MANAGEMENT

Requesting New Full-Time Equivalents

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PURPOSE

This MAPP establishes procedures for offices to use when requesting new full-time equivalents (FTEs). It applies to new FTE requests in CDER that fall outside of Congressional or HHS mandates. The Financial Council, the Resource and Reorganization Subcommittee (RRS), and the CDER Director determine whether to approve requests for new FTEs.

BACKGROUND

CDER offices submit a large number of new FTE requests each fiscal year for various reasons, including programmatic needs based on new initiatives, reorganizations, or increased workload volume. CDER has a formal process to ensure funds are available for all new FTEs before approval and allocation to the requesting office. New FTEs will not be approved or funded if the request is not submitted through the process outlined in this MAPP.

The CDER Financial Council provides strategic direction and helps ensure transparency and consistency in CDER's financial activities. The CDER Associate Director for Management serves as chair of the CDER Financial Council. The Financial Council's primary areas of oversight include budget formulation, budget execution, and budget analysis.

The RRS, headed by a chair and vice chair within the Office of Management, to include four permanent members: the Chief, Financial Analysis Branch (FAB)/Division of Budget

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Execution & Resource Management (DBERM), the Chief, Budget Execution Branch (BEB)/DBERM, the CDER Reorganization Coordinator/ Management Analyst, Division of Management Services (DMS), the Chief, Human Capital Management Branch (HCMB), and two rotating members: representatives from other CDER offices, provides senior-level oversight, analysis, and recommendations for the Center's FTE ceilings, FTE financial resources, and reorganizations.

RESPONSIBILITIES

Program Office:

- The Program Office will complete and submit an FTE Request through SharePoint. The links can be found on the RRS, FC and CDER Reorg SharePoint sites. The request will include the FTE(s) Request Form (Attachment 1) and the Supplemental Information Form (Attachment 2) along with additional justification as needed for the CDER Budget Officer (Chief, Program and Resource Management Branch, Division of Management and Budget). It is at the discretion of the Program Office to select an individual (Senior Management Officer (SMO), Office Director, member of a sub-office, etc.) to complete the request and/or present to the Financial Council.
- The request will go through the RRS if the Program Office request is 1) for more than 10 FTEs; or 2) is complex with multi-user fee implications; or 3) is related to a new reorganization, including transfer of functions; or 4) there are general concerns from the Financial Council requiring additional analysis.
- The Program Office will attend a RRS meeting or a Financial Council meeting to present a detailed justification for the request for additional FTEs.

CDER Budget Officer:

- The CDER Budget Officer will collect FTE Requests from the Program Office and if the request meets the criteria listed above, the Budget Officer will forward the request to the RRS.
- To allow sufficient time for processing, within one week after receiving the FTE request, the CDER Budget Officer or RRS Chair will schedule a date for the Program Office to present its FTE request before the Financial Council or the RRS.

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Resource and Reorganization Subcommittee:

- The RRS will perform a complete analysis of the request and if an inadequate justification is submitted, the subcommittee will request additional information or a briefing.
- The subcommittee chair will prepare the FTE Request Decision Form and forward it to the CDER Budget Officer for Financial Council review and endorsement.

Financial Council:

- The Financial Council will review and discuss the request and then make recommendations to the CDER Director. If additional analysis is needed or an inadequate justification is submitted, the request will be forwarded to the RRS for further analysis.
- Upon notification of the RRS recommendation, the Financial Council will review and discuss the request. The Financial Council will then forward the recommendation to the CDER Director for a final decision.
- Upon notification of the CDER Director's decision to approve or deny the request, the Financial Council will notify the Program Office.

CDER Director:

• The CDER Director will review the Financial Council's recommendations and provide final approval or denial of the request to the Financial Council.

PROCEDURES

- The Program Office will complete and submit the Supplemental Information Form (Attachment 2) and the FTE(s) Request Form (Attachment 1) through the SharePoint site for the CDER Budget Officer.
- A strong justification will include information addressing the regulatory or public health need to be met by the new FTE(s).
- Within 5 business days, the CDER Budget Officer will disseminate the FTE Request to the Financial Council and/or the RRS for review and will reserve time for the Program Office to present its FTE Request at the next scheduled Financial Council or RRS meeting.
- The Program Office will present a detailed justification of its FTE Request to the Financial Council and/or the RRS during the meeting.

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- The RRS will prepare the FTE Request Decision form and forward it to the CDER Budget Officer for Financial Council review.
- The Financial Council will review and discuss the recommendation and notify the Program Office if the FTE request is denied by the Financial Council. If recommended, the Financial Council will submit its recommendation to the CDER Director within 5 business days of the presentation.
- The CDER Director will review the Financial Council's recommendation and deny or approve the request within 5 business days of receipt.
- Once the CDER Director has made a final decision, the Financial Council will provide a response to the Program Office within 5 business days.
- Approved FTE requests will be sent to OM/Division of Management and Budget to be added to the Program Office's FTE ceiling count. Following the increase in FTE ceiling, OM will notify the Program Office so that recruitment efforts may begin.

The procedures outlined above are depicted in the flow chart (Attachment 3).

EFFECTIVE DATE

This MAPP is effective December 10, 2015.

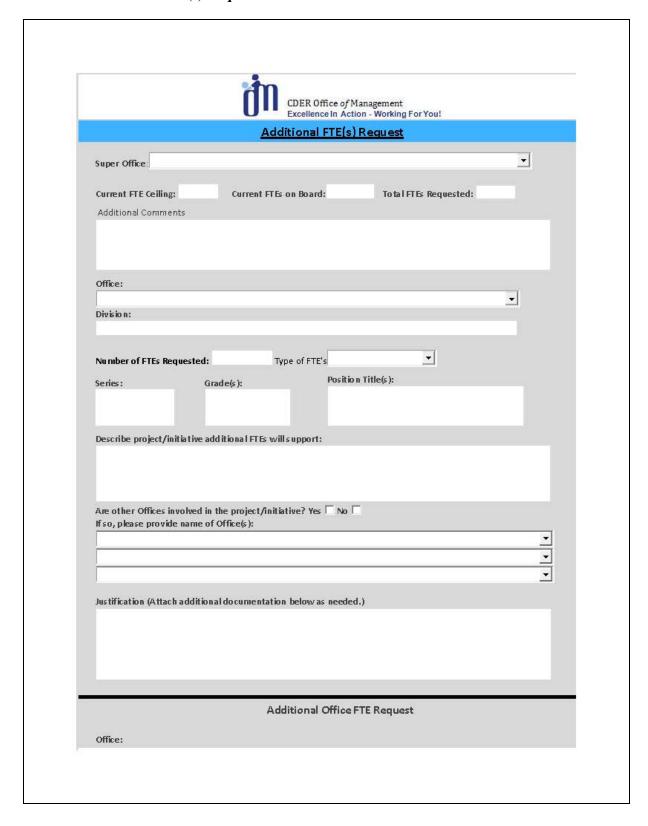
CHANGE CONTROL TABLE

E	Effective	Revision	Revisions
	Date	Number	
0	3/03/14	1	Updated the responsibilities, procedures, and attachments.
0	3/03/15	2	Updated the attachment to make it a fillable form.
1	2/7/15	3	Updated to include the RRS involvement in the process and updates
			to the flow chart and attachments.

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ATTACHMENT 1: FTE(s) Request Form



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MANUAL OF POLICIES AND PROCEDURES

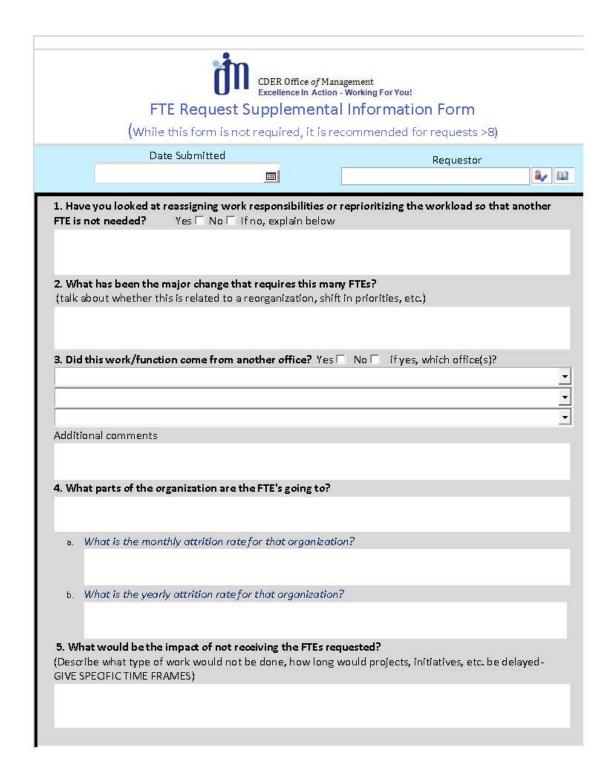
CENTER FOR DRUG EVALUATION AND RESEARCH

MAPP 4658.3 Rev. 3

				-	
Div	ision:				
Nu	mber of FTEs Reques	sted: Type of	FTE's		
Ser	ies:	Grade(s):	Position Title(s):		
Dar	oriba project/initiat	ive additional FTEs will su			
Des	cribe project/initiat	ive additional FIES will su	ррогс:		
Are	other Offices involv	ed in the project/initiativ	re? Yes \square No \square		
If so	o, please provide na	me of Office(s):			+
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Just	tification (Attach ad	ditional documentation be	elow as needed.)		
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		vho prepared the form)	Routing (insert all addresse		ā, D
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	Office Director	vho prepared the form) or Deputy Director of Budget Execution & Management			a u

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ATTACHMENT 2: Supplemental Information Form



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6. Is this function required under any statutory laws? Yes ☐ No ☐ If yes, explain below						
7. Will this function be transferred to another organization after the initial establishments at your						
organization? Yes □ No □ Maybe □ explain below						
8. Are there any similarly functioning organizations w	ithin your Super Office or another Super Office?					
Yes ☐ No ☐ explain below						
9. Will the expertise and talents you are seeking be as	zilahle:					
externally? Yes □ No □ maybe □	TAIL AND THE STATE OF THE STATE					
within the Center? Yes □ No □ maybe □						
or at the Agency level? Yes ☐ No ☐ maybe ☐						
10. What is your organizations Succession Plan?						
a. Where are the critical positions and identify qua	alifications needed to perform these duties;					
b. Present assessment of current talent; and						
c. Identify successors and positions without succe						
c. racriary successors and positions without succe	ssors.					
c. Tachary successors and positions without succe	ssors.					
s. Tachary successors and positions wallout succe	ssors.					
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11. What type of position(s) are you requesting?	a. If Scientific, what series?					
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	a. If Scientific, what series?					
	a. If Scientific, what series?					
	a. If Scientific, what series? If not listed, enter in last field c. If Management, what type? If not listed, enter in last					
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11. What type of position(s) are you requesting? b. If Administrative, what type? If not listed, enter in last field	a. If Scientific, what series? If not listed, enter in last field c. If Management, what type? If not listed, enter in last					
11. What type of position(s) are you requesting? b. If Administrative, what type? If not listed, enter in last field 12. What is the anticipated workload volume of this	a. If Scientific, what series? If not listed, enter in last field c. If Management, what type? If not listed, enter in last					
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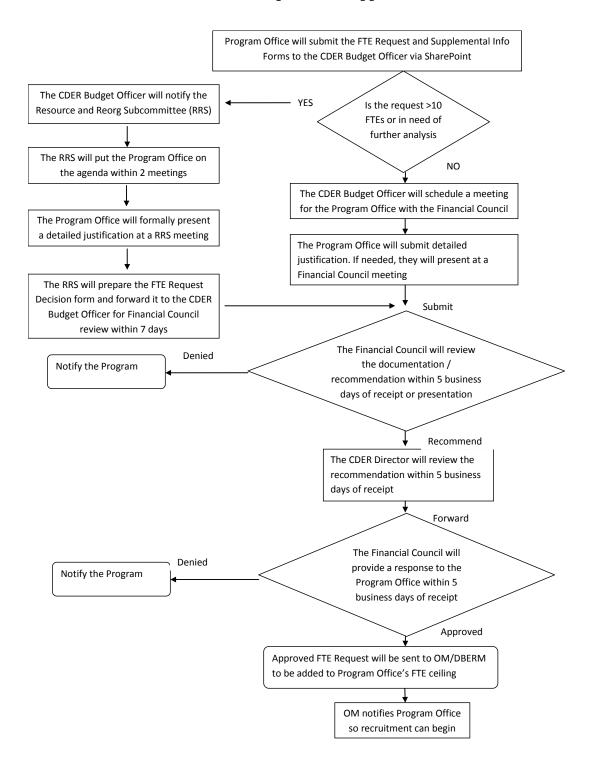
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14. Will this FTE fill a position in which the period of performance Yes □ No □ If yes, explain below	is less than 12 months?
Have you looked at reassigning workload or utilizing a contractor?	Yes No
15. How long is tasking expected to continue? If less than 12 mont after tasking is completed.	hs, please explain plans for the FTE
16. Are other offices in CDER participating in this new program/ini	tiative that requires the additional
FTEs? Yes \(\text{No} \(\text{If yes, select which ones below} \)	
	<u> </u>
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Additional comments	
Attachments	
Attachments	
Attachments	
Attachments	

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ATTACHMENT 3: Flow Chart

New FTE Requests and Approval Process



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