

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

Indian Health Service

Refer to: DPM

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ALBUQUERQUE AREA INDIAN HEALTH CIRCULAR NO. 90-2

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ORGANIZATION CHARTS

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1. PURPOSE. This guide defines the responsibilities and procedures for the preparation of organization charts and establishes guidelines for ensuring that these charts are maintained.
2. BACKGROUND. This guide is written to provide a uniform system for preparing organization charts and establish guidelines for ensuring these charts are maintained.
3. REFERENCE.
  - A. OMB Circular No. A-64, Position Management System and Employment Ceilings.
  - B. FPM Chapter 312, Position Management
  - C. FPM Chapter 250, Personnel Management in Agencies
  - D. ~~HHS Circular 87-3~~ (Superceded by IHS TN 91-1, 10/21/91)
4. RESPONSIBILITY.
  - A. It is the responsibility of each supervisor and manager to assure their segment of the organization chart is accurate.
  - B. It is the responsibility of each Service Unit Director/Associate Director to assure organization charts are accurately reflected.

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Distribution: All Indian Health Manual Holders  
All Albuquerque Area Program Managers  
Service Unit Personnel Management Specialist

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- C. It is the responsibility of the Division of Personnel Management (DPM) to assist supervisors and managers in the preparation of organization charts, to submit them to the Area Director for approval and maintain the official copies of all Area organization charts for appropriate use by management.
- D. It is the responsibility of the Area Director to approve organization charts for the Albuquerque Area.

5. PROCEDURES.

- A. Annually, the Division of Personnel Management will submit to Service Unit Directors and Associate Directors copies of their respective organization charts (in the format show in Exhibits A and B).
- B. Service Unit Directors and Associate Directors will review and revise as appropriate the information contained on the organization charts received from the Division of Personnel Management and return them to the Division of Personnel Management 30 days after receipt for processing.
- C. The Division of Personnel Management will prepare the organization charts in final form for submission to the Area Director within 30 days of receipt.
- D. The Area Director will review and approve or revise the organization chart and return them to the Division of Personnel Management for processing within 30 days of receipt.
- E. The Division of Personnel Management will correct, reproduce and make distribution of the organization charts.
- F. The Division of Personnel Management will maintain the official Area copy of the organization charts to be used by management in the Area and distribution to higher echelons as requested.
- G. Each organizational level segment should have a minimum of six (6) full-time equivalent (FTE) positions. Less than six FTE's will be shown as staff under the next higher organizational level. If you require less than six FTE's as a significant organizational level, a written justification must be included.
- H. The following guides shall apply at the various organizational levels:

Full-time Equivalent (FTE)

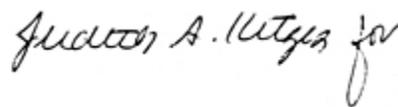
<u>Organizational Level</u>	<u>Minimum FTE's Required</u>
Office	8 – including at least four (4) professional employees
Division	5 – including at least three (3) professional employees
Branch	2 – must be professional employees

Any organization which does not meet this requirement will be referred to as a “Staff” office regardless of the organizational level. Exception to the minimum FTE requirement specified herein must be adequately justified and requested, in writing, for approval of the Area Director, AAIHS.

Employees in grades GS-9 and above are regarded as professional for this requirement.

The authorized position structure shall indicate the grade, series and title of each permanent full-time position with a total for each organizational level segment.

- 6. SUPERSESSION. This Circular will remain in effect until superseded. This replaces TN-85-5, Organization Charts, July 30, 1985.



6/11/90

Josephine T. Waconda  
Assistant Surgeon General  
Director, Albuquerque Area  
Indian Health Service

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ALBUQUERQUE AREA INDIAN HEALTH SERVICE  
(CURRENT/PROPOSED) AUTHORIZED POSITION STRUCTURE

	<u>GRADE/SERIES</u>	<u>NUMBER</u>
<u>OFFICE OF THE DIRECTOR (HGFD)</u>		
Director, Indian Health Service	GM-601-15	1
Medical Officer (Administration)	GM-602-15	1
Supervisory Auditor	GM-511-13	1
Auditor	GM-511-12	4
Secretary (Stenography)	GS-318-08	1
Secretary (Stenography)	GS-318-07	<u>1</u>
Total: Office of the Director		9
<u>OFFICE OF ADMINISTRATION AND MANAGEMENT (HGFD2)</u>		
Health System Administrator (Executive Officer)	GM-670-15	1
Supply Management Officer	GS-2003-12	1
Support Services Specialist	GS-342-09	1
Inventory Management Specialist	GS-2010-09	2
Realty Technician (Typing)	GS-1101-07	1
Management Assistant	GS-344-05	1
Supply Clerk	GS-2005-05	1
Mail Clerk (Typing)	GS-305-04	<u>1</u>
Subtotal: Office of Administration and Management		9
<u>DIVISION OF CONTRACTS AND GRANTS MANAGEMENT (HGFD22)</u>		
Supervisory Contract Specialist	GM-1102-13	1
Grant and Contract Specialist	GS-1101-12	1
Contract Specialist	GS-1102-12	2
Contract Specialist	GS-1102-11	2
Contract Specialist	GS-1102-09	1
Purchasing Agent	GS-1105-07	1
Procurement Assistant (Typing)	GS-1106-07	1
Secretary (Typing)	GS-318-05	1
Procurement Clerk (Typing)	GS-1106-04	1
Clerk-Typist	GS-322-03	<u>1</u>
Subtotal: Division of Contract and Grants Management		12
<u>DIVISION OF CONTRACT HEALTH SERVICES (HGFD23)</u>		
Supervisory Health System Specialist	GM-671-13	1
Health System Specialist	GS-671-11	1
Health System Specialist	GS-671-09	1
Contract Health Service Assistant	GS-303-06	1
Secretary (Typing)	GS-318-05	2
Contract Health Service Clerk (Data Transcribing)	GS-303-04	<u>1</u>
Subtotal: Division of Contract Health Services		7

<u>DIVISION OF FINANCIAL MANAGEMENT (HGFD24)</u>		
Financial Management Officer	GM-505-14	1
Accounting Officer	GM-510-13	2
Budget Officer	GS-560-12	1
Supervisory Operating Accountant	GS-510-11	1
Budget Analyst	GS-560-11	1
Accounting Technician	GS-525-09	1
Budget Analyst	GS-560-09	1
Voucher Examining Supervisor	GS-540-08	1
Lead Accounting Technician	GS-525-07	2
Lead Voucher Examiner	GS-540-07	1
Accounting Technician	GS-525-06	8
Voucher Examiner	GS-540-06	4
Secretary (Typing)	GS-318-06	1
Secretary (Typing)	GS-318-05	<u>1</u>
Subtotal: Division of Financial Management		26
<u>DIVISION OF PERSONNEL MANAGEMENT (HGFD25)</u>		
Personnel Officer	GM-201-13	1
Equal Employment Manager	GS-260-12	1
Employee Development Specialist	GS-212-12	1
Military Personnel Management Specialist	GS-205-12	1
Supervisory Personnel Staffing Specialist	GS-212-12	1
Position Classification Specialist	GS-221-12	1
Employee Relations Specialist	GS-230-12	1
Personnel Staffing Specialist	GS-212-11	1
Employee Relations Specialist	GS-230-09	1
Staffing Assistant (Typing)	GS-203-07	2
Classification Assistant (Typing)	GS-203-07	1
Payroll Technician (Typing)	GS-544-06	1
Personnel Actions Clerk (Typing)	GS-203-05	2
Secretary (Typing)	GS-318-05	<u>1</u>
Subtotal: Division of Personnel Management		16
Total: Office of Administration and Management		70