

## Organizational Entity Definitions

**This document provides definitions to use in determining what names to give the organizational entity boxes shown on an official IBC org chart; the organizational position titles to give to the Incumbent of the highest-level supervisory position in each of those organizational entities, and how the placement of the boxes on the chart should relate to each other.**

**DIRECTORATE:** The first major organizational entity below the IBC Director level that reports directly to the IBC Director; has senior management level responsibility over one or more major product line(s) or program area(s); and under which there are 2 or more Divisions, each containing subordinate Branches. The org chart nomenclature for this organizational entity is “Directorate, \_\_\_\_\_”. The organizational position title for an Incumbent of a Directorate position is, “Associate, Director, \_\_\_\_\_”. In addition, the organizational position title could include a supplemental title mandated by law or Executive Order, e.g., CIO, CFO, Bureau Procurement Executive. On an org chart, a Directorate is shown as a line organization below the IBC Director level.

**OFFICE:** An organizational entity at a Branch or higher level that has responsibility for performing and/or coordinating work having a direct affect on all subordinate organizational entities in its direct subordinate chain of command. An “Office” would seldom exist below the Branch level. An “Office” would include an individual with full supervisory authority over other employees assigned to the “Office” and over the supervisors in any “Groups” reporting to the “Office”.

At the Director’s level, an “Office” performs and/or coordinates work that has a direct affect IBC-wide, or performs, in a geographic field office separate from the Director, work in support of the Director.

At the Directorate level, an “Office” performs and/or coordinates Directorate level work that has a direct affect on all subordinate organizations in the Directorate; OR performs, in a geographic field office separate from the Directorate, work in support of the Directorate.

At the Division level, an “Office” performs and/or coordinates Division work that has a direct affect on all subordinate organizations in the Division; OR performs, in a geographic field office separate from the Division, work in support of the Division.

At the Branch level; an “Office” performs and/or coordinates Branch work that has a direct affect on all subordinate organizations in the Branch; OR performs Branch work in a geographic field office separate from the Branch, work in support of the Branch.

The org chart nomenclature for this organizational entity is “\_\_\_\_\_ Office”, which may include a descriptor such as “Area” or “Regional”. The organizational position title for an Incumbent of the supervisory position within an “Office” is “Chief, \_\_\_\_\_ Office.” On an org chart, an “Office” is shown as a staff organization off to side of the Director, Directorate, Division or Branch to which it directly reports.

**GROUP:** An organizational entity with responsibility for performing work in direct support of, and reporting to, an “Office”. The staff in a “Group” would normally include an individual with full supervisory authority over employees in the “Group”. The org chart nomenclature for this organizational entity is “\_\_\_\_\_ Group”. The organizational position title for an Incumbent of the supervisory position within a “Group” is “Chief, \_\_\_\_\_ Group.” On an org chart, a “Group” is shown as a line organization under the “Office” to which it directly reports.

**TEAM:** An organizational entity with ongoing responsibility for performing work in direct support of, and reporting to, a “Group”. The staff in a “Team” would normally include an individual with full supervisory authority over employees on the “Team”. The org chart nomenclature for this organizational entity is “\_\_\_\_\_ Team”. The organizational position title for an Incumbent of the supervisory position within a “Team” is “Chief, \_\_\_\_\_ Team.” On an org chart, a “Team” is shown as a line organization under the “Group” to which it directly reports. (This type of team that is formally identified on an official organizational chart is not meant to be confused with an ad hoc team convened to work on a temporary project. For this latter type of team that is not formally identified on an official organization chart, team members usually continue performing their regular duties in addition to the teamwork, or are assigned to work on the team for a temporary period of time; once the team project is completed, the team members would return to their position of record.)

**DIVISION:** A major organizational unit under which there are 2 or more Branches, with responsibility for performing work in direct support of, and reporting to, a Directorate. The Division Chief would have full supervisory authority over the Chiefs of any subordinate Branches. The org chart nomenclature for this organizational entity is “\_\_\_\_\_ Division”. The organizational position title for an Incumbent of the highest supervisory level position in a Division is “Chief, \_\_\_\_\_ Division.” On an org chart, a “Division” is shown as a line organization under the “Directorate” to which it directly reports.

**BRANCH:** An organizational entity with responsibility for performing work in direct support of, and reporting to, a Division. The Branch Chief would have full supervisory authority over the Chiefs of any subordinate Sections; however, a Branch does not have to have subordinate Sections. The org chart nomenclature for this organizational entity is “\_\_\_\_\_ Branch”. The organizational position title for an Incumbent of the highest supervisory level position in a Branch is “Chief, \_\_\_\_\_ Branch.” On an org chart, a “Branch” is shown as a line organization under the “Division” to which it directly reports.

**SECTION:** An organizational entity with responsibility for performing work in direct support of, and reporting to, a Branch. The Section Chief would have full supervisory authority over the Supervisors in subordinate Unit or Group; however, a Section does not have to have subordinate Units. The org chart nomenclature for this organizational entity is “\_\_\_\_\_ Section”. The organizational position title for the Incumbent of the supervisory position in a Section is “Chief, \_\_\_\_\_ Section.” On an org chart, a “Section” is shown as a line organization under the “Branch” to which it directly reports.

**UNIT:** An organizational entity with responsibility for performing work in direct support of, and reporting to, a Section. The staff in a “Unit” would normally include an individual with full supervisory authority over the employees in the “Unit”. A “Unit” is usually the lowest

organizational level in a Division. The org chart nomenclature for this organizational entity is “\_\_\_\_\_ Unit”. The organizational position title for Incumbent of the supervisory position in a Unit is “Chief, \_\_\_\_\_ Unit.” On an org chart, a “Unit” is shown as a line organization under the “Section” to which it directly reports.

**CENTER:** An organizational entity, normally equivalent to a Branch that has responsibility for performing work in direct support of, and reporting to, a Division or its equivalent. A “Center” would seldom have under it any subordinate organizations. The term “Center” is used in keeping with historical or contemporary nomenclature within an occupational field. The org chart nomenclature for this organizational entity is “\_\_\_\_\_ Center”. The organizational position title for an Incumbent of the supervisory position in a “Center” is “Chief, \_\_\_\_\_ Center”. On an org chart, a “Center” is shown as a line organization below a Division or equivalent level.