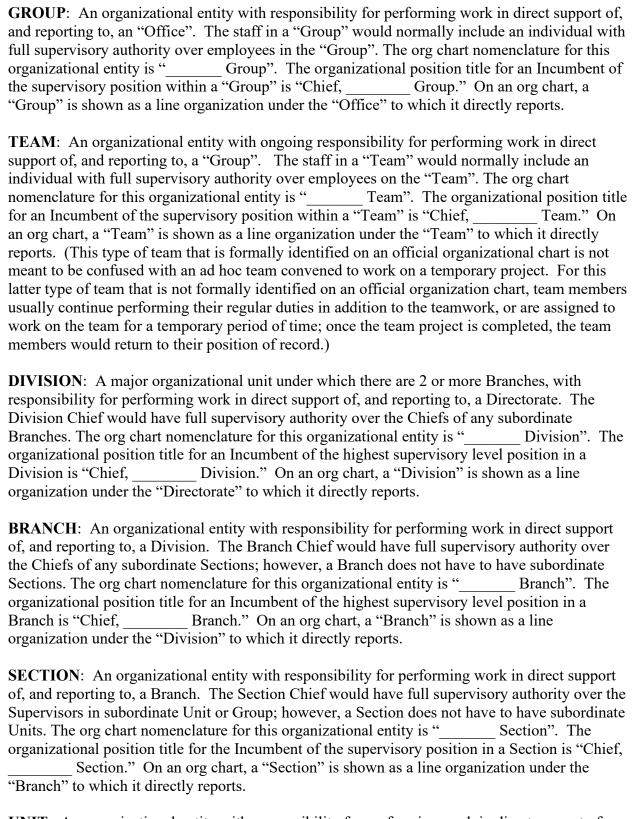
## **Organizational Entity Definitions**

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.

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,
<b>OFFICE:</b> 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.



**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

