**TEMPLATE: Organizational Table**

To effectively implement [insert enterprise name]’s ICP, the following chain-of-command is established (see table below) to handle all the required functional areas. [Your enterprise can add a description of why each of these functional areas are important, how the job will be reflected in a performance review, and how this job could enhance the employee’s promotion potential.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Person and Title** | **Phone, fax, email** | **Strategic trade control Function(s)** | **Backup person's name, phone, fax, email** |
| Mr. W, Chief Compliance Officer (CCO) | 123-456-7899  123-456-7899  mrx@company.com | Oversees all STC compliance related functions  [Add additional responsibilities] | Mr/Ms. A, Compliance Officer  123-456-7891  123-456-7891  msx@company.com |
| Ms. X, Chief Order Processor | 123-456-9899  123-456-7899  msy@company.com | Reviews all orders, end-users and end-uses  [Add additional responsibilities] | Mr. /Ms. B, Asst. Order Processor  123-456-7891  123-456-7891  mra@company.com |
| Mr. Y, Senior Engineer | 123-456-7899  123-456-7899  mry@company.com | Chief engineer responsible for technical classification  [Add additional responsibilities] | Mr. /Ms. C, Asst. Engineer  123-456-7891  123-456-7891  msb@company.com |
| Mrs. Z, Auditor | 123-456-7999  123-456-7899  mrsy@company.com | Conducts internal reviews of the ICP  [Add additional responsibilities] | Mr./Ms. D, Asst. Auditor  123-456-7891  123-456-7891  mrc@company.com |