



Organizational Change Checklist for Reorganizations in Washington & Overseas

An Additional Help for ADS 102

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Responsible Office: HCTM/PPSM/WPP
File Name: 102sab_062717

ORG NAME: _____

Please refer to [ADS 102 section 102.3.2 a.i.](#)

Reorganization Checklist

Purpose – Creation of a new organization/unit, elimination, addition or redistribution of functions or duties in an organization to improve efficiency. Minor reorg – those changes listed above that occur within a Bureau/Independent Office (B/IO) or Overseas Operating Unit (OOU). Major reorg – those changes listed above that require changes between B/IO/OOU's.

Actions/steps - The requesting B/IO or OOU will contact WPP to set up an initial consultation to discuss the concept and the package preparation. The B/IO or OOU will provide the package to WPP for a courtesy review. Once WPP reviews the package, the B/IO or OOU is responsible for sending the concept package to socialize and obtain the appropriate clearances via email from MPBP, GC, LPA, and the USAID FO. Once those clearances have been obtained, the B/IO, OOU will share those with WPP. Only then should the final package be submitted to HCTM/PPSM/WPP (and possibly the Administrator) for review, approval, and implementation. For more detailed information, see the Step-by-step guide – from WPP.

All packages must include the following:

Action/Approval Memo

- **For Minor Reorganizations** – Addressed from/signed by the AA or Mission Director to the Chief Human Capital Officer Chief (CHCO).
- **For Major Reorganizations** - The Action/Approval Memo will be addressed to the Administrator from (and signed by) the requesting official in the B/IO/OOU for approval by way of the CHCO.

- **OOU must clear organizational change package through their respective Regional Bureau before submitting the package to WPP. Include the current and proposed organizational unit name, as well as the proposed abbreviated unit 3 or 4-letter code. The existing unit name will come from HR Connect, NFC. Include changes for both the losing and gaining units. Existing/current – Policy, Planning, and Information Management. Workforce Policy & Planning (PPIM/WPP). New – Policy, Planning, and Systems Management. Workforce Policy & Planning (PPSM/WPP).

- Include list of affected positions/personnel – this includes new, changed, downgraded, upgraded; what hiring authority each position is; how the position is affected (shifting from division A to division B, upgrade in responsibility, org unit name change, etc)

- Current functional statement** - Functional statements describe the purpose, scope, and nature of the work performed within an organization. This can be found in ADS 101. Make sure you include the functional statements for both the losing and gaining org units.

- **Proposed functional statement** - The proposed functional statement is the functional statement the Bureau and/or Office is proposing in the reorganization. Please include any approved Agency Coordinators in this proposal. This document will be used to update the ADS Chapter 101 once the reorganization is approved and fully implemented. Recommend using the existing from ADS-101 and use track changes to show what needs to be altered. Make sure you include the functional statements for both the losing and gaining org units.
- **Current organization chart** - Organizational chart displays hierarchy only. Make sure you include the organization chart for both the losing and gaining org units.
- **Proposed organization chart** - Proposed Organizational charts depict organizational entities and reporting relationships. Organizational charts should not contain any proposed or future incumbent of position(s). Make sure you include the organization chart for both the losing and gaining org units.
- **Staffing Pattern “Crosswalk” (Including both USG, PSC’s. ISC’s optional)** – A customized excel template will be provided by HCTM/PPSM/WPP to show current and proposed changes.
 - Please include only proposed changes affected by the organizational change.
- **Descriptions of the proposed duties** – draft version of the positions proposed duties and responsibilities. These are classified only after the proposed organizational change package has been approved. (**Only positions affected by change are needed at this time).
- **Socialization emails with responses** - Once WPP reviews the package, the B/IO or OOU is responsible for sending the concept package to socialize and obtain the appropriate clearances via email from MPBP, GC, LPA, and the USAID FO. Once those clearances have been obtained, the B/IO, OOU will share those with WPP.
- **Other/Appropriate Clearances as needed** – M Bureau (new position request, physical space and IT requirements), BRM (Program funds), PPL, LPA (Congressional Notification), Approval from Department of State and the appropriate Ambassador/Chief of Mission (NSDD-38), White House (AD positions must have approval letter).

NOTE: Please ensure that all data matches throughout the package. If there are 7 GS, 4 FS, and 1 Executive position shown on the proposed org chart for Division A, there should be 7 GS, 4 FS, and 1 Executive positions shown in Division A on the proposed staffing pattern. If those 7 GS positions include (1) GS-15, (2) GS-14’s, (4) GS-13’s on the org chart for Division A, the staffing pattern should match.

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