



# Organizational Change Checklist for Realignments in Washington & Overseas

An Additional Help for ADS 102

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Responsible Office: HCTM/PPSM/WPP  
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ORG NAME: \_\_\_\_\_

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

## **Realignment Checklist**

**Purpose** – To move positions to a different organization without a change in the duties of that position, grade, or pay. Realignments result when a function moves from one part of the organization to another without any other changes in how the function is performed. Realignments may include: (1) functional transfers between B/IOs or (2) movement of employees to a different organization within the Bureau/Independent Office (B/IO) or Overseas Operating Unit (OOU). All personnel actions associated with this type of organization change are processed as realignments. A B/IO or OOU must first consult with WPP before submitting a package to the CHCO for approval.

**Actions/steps** – Refer to the step-by-step guide for realignments. 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 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 signed by the AA or Mission Director to the Chief Human Capital Officer Chief (CHCO)** - The Action/Approval Memo will be addressed to the CHCO from the requesting official in the B/IO/OOU.
  - OOU must clear the 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.
    - Example – 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, organization unit name change, etc.). Include the IP numbers.
  - Please include language that tells whether or not the following are required for this proposed change:

- Congressional notification;
  - New budget requirements – type of budget (OE, Program, OCO);
  - New positions;
  - Physical office space or IT requests; and
  - NSDD-38 requirement (National Security Decision Directive 38).
- **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 organizational 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 [ADS 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 organizational units.
- **Current organization chart** - Organizational chart displays hierarchy only. Make sure you include the organization chart for both the losing and gaining organizational units.
- **Proposed organization charts** - 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 organizational units.
- **Current staffing pattern** - The staffing pattern combines the organizational staff listing and organizational charts into one visual display of the organizational staffing requirements. This includes IP number, supervisory code, names of employees, position titles, backstop, series, employee type, PD numbers, current position grade, target position grade, and employee grade. HCTM/PPSM/WPP can provide the latest staffing pattern with PSCs.
- **Proposed staffing pattern “Crosswalk” (including both USG, PSCs; ISCs optional)** - A customized excel template will be provided by HCTM/PPSM/WPP to show current and proposed changes.
- **Descriptions of the proposed duties** – Draft version of the position’s 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), and White House (AD positions must have approval letter).

Please ensure that all data matches throughout the package. If there are seven GS, four FS, and one Executive position shown on the proposed org chart for Division A, there should be seven GS, four FS, and one Executive position shown in Division A on the proposed staffing pattern. If those seven GS positions include (1) GS-15, (2) GS-14's, (4) GS-13's on the organizational chart for Division A, the staffing pattern should reflect the same information (same grade levels). The same is true for the Action Memo – please include enough details on the affected positions in the Action Memo and ensure they match the organizational charts and staffing pattern data.

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