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Step-by-Step Guide for Overseas Organizational Changes

An Additional Help for ADS 102

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Please use this guide and follow these steps when initiating an Organizational Change overseas. Refer to page 3 for acronyms and definitions. Also refer to [ADS 102](#) and accompanying organizational change process flow diagrams.

1. Ensure you review the Organizational Structure of Record (e.g., official organization structure) on file with WPP.
2. Schedule consultation meeting with WPP.
 - a. The initiating B/IO/OOU representative(s) will consult with WPP to discuss desired changes to the Organizational Structure of Record.
 - b. WPP will determine the type of organizational change – Reorganization, Realignment, Organizational Name Change, or Update to Functional Statement.
 - c. WPP will ensure that the desired organizational changes are compliant with Agency policy and goals and ensure that they are organizationally effective and efficient.
 - d. WPP will provide an Organizational Change Checklist to the initiating B/IO/OOU representative(s) which lists the required documents needed to create a complete package.
3. After initial consultation, WPP will recommend that the initiating B/IO/OOU representative(s) consult with ELR, who will then coordinate with the Unions, if needed to discuss the desired organizational change. This is considered to be pre-decisional involvement. The B/IO/OOU representative(s) should not contact the Unions directly or discuss with employees. Formal Union clearances must still be obtained.
4. WPP may also recommend meeting with other Bureaus (M, OCRD, SEC, LPA, and/or BRM) depending on the scope of the organizational change.
 - a. Coordinate with M, if needed, on approval for budget implications, space or IT requirements.
 - b. Coordinate with LPA, if needed, for Congressional Notification (CN).
 - c. Confirm if NSDD-38 is required.
5. WPP will provide the Action Memo template and, if needed, will facilitate in drafting the memo to reflect desired organizational changes.
 - a. Overseas Operating Units must clear organizational change package through their respective Regional Bureau before submitting to the CHCO.
6. WPP will send a customized Staffing Pattern template for the B/IO/OOU representative(s) to update current and/or proposed personnel and organizational hierarchy.
 - a. The customer will “validate” their staffing pattern to reflect current workforce, including authorized vacant positions. The process must be completed prior to submitting the organizational change package to WPP. The customer will coordinate with pertinent HCSC, FSC, and ER POCs to make the changes in HR Connect.
 - b. Secondly, the customer should indicate updates in red font to reflect the required changes based on the proposed concept/package. The crosswalk submitted in the proposed

organizational change package should include only those changes that are being proposed as part of the organizational change.

7. Customer will draft Action Memo from their B/IO AA or OOU Mission Director addressed to the CHCO, obtain a copy of the Functional Statement of Record (e.g., official functional statement from [ADS 101](#)), and identify changes that need to be made.
8. If other clearances/approvals are needed for special requirements from M, BRM, LPA, PPL, Department of State, White House, etc., the customer will send electronically to WPP (reference appropriate Organizational Change Checklist).
9. Customer will create a starter package with the required documents with assistance from WPP (reference Organizational Change Checklist), including any other appropriate clearances.
10. WPP will schedule a second meeting with the B/IO/OOU, and all pertinent HCTM stakeholders to discuss the proposed organizational change and answer any questions.
11. Customer will provide complete package electronically with all required documents to WPP.
12. WPP will review the package for quality control to ensure it is accurate and complete. All content must match – the Action Memo and other required documents must reflect the proposed change(s). This may result in questions, clarifications, or updates to the package content.
13. Once WPP performs the courtesy review of the package and confirms no opposition, the customer will email the package to socialize and obtain email responses from LPA, M/MPBP, GC, and the USAID Front Office.
14. Customer will provide email confirmations from LPA, M/MPBP, GC, and the USAID FO to WPP.
15. WPP will begin the clearance/approval process of the package.
 - a. ELR (who will coordinate with the Unions) and OCRD:
 - i. OCRD has five business days to review and provide comment.
 - ii. ELR forwards to the Union for review. Per its Framework Agreement, AFSA has seven calendar days to respond. (The deadline is seven days from AFSA's acknowledged receipt of the proposal.) The customer will need to coordinate with ELR to respond. If we do not hear back from the Union before the deadline, the package moves forward. It will then be routed through HCTM, including the CHCO for the remainder of clearances.
 - b. HCTM PPSM, DCHCO, SDAA, and CHCO review and clear for name changes, functional statement updates, realignments, and minor reorganizations. Once cleared, the final signature will be the approval date of the package.
 - c. HCTM, CHCO, and the Administrator review and clear for major reorganizations.
 - d. At any point throughout the clearance process, questions may arise and must be clarified before the package moves through the review process.
16. If the Administrator makes a change to the package, the package will return to WPP and will subsequently go back through the clearance/approval process, starting with WPP to obtain clearances from ELR and OCRD, and approval from the CHCO and Administrator.

17. Once approved, WPP will schedule a kick-off meeting with HCTM stakeholders (HCSC, FSC, ER, SM, and PSC) and the initiating B/IO/OOU. The approval date of the package is when the initiating group can begin functioning in line with their approved organizational change(s), unless pending personnel actions exist.
 - a. WPP will discuss next steps with B/IO/OOU representative(s).
 - i. Initiating B/IO/OOU to provide OPEFs and SF-52s.
 - ii. Establish a “system/processing date”. The date will be scheduled for a future point in time aligned with the start of a pay period. Updates to organizational codes to be made within HR Connect will be made no later than the effective system date.
18. WPP sends out an email to announce any organizational code updates, approval date and system/processing date to all affected parties (GLAAS, Phoenix, NFC, HR Connect, CIO, Staffing Specialist, initiating B/IO/OOU, etc.).
 - a. WPP coordinates with customer and SM on organizational code updates/changes/creations/deletions in HR Connect and NFC.
19. Regional Bureau will submit implementation package through ServiceNow (hr-helpdesk@usaid.gov), to FSC staffing specialist.
20. HCSC/FSC staffing specialists classifies all new/revised OPEFs; FSC, ER, PSC will process their respective pay plans.
21. B/IO/OOU representative(s) will draft an Agency Notice to inform staff of the approved organizational change(s) if a “box” is created, deleted or renamed and submit to WPP.
22. WPP will coordinate with the HCTM/PPSM/PA to publish the Agency Notice.
23. Once the organizational change process is fully implemented and no other actions are required, WPP will host an After Action Report with the B/IO/OOU representative(s) to formally announce the completion and close out of the package and obtain feedback for improvement and lessons learned.

Workforce Planning and Program (WPP) POCs – for Organizational Changes

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Acronyms

- B/IO/OOU – Bureau, Independent Office, Overseas Operating Unit
- CHCO – Chief Human Capital Officer
- CN – Congressional Notification
- DCHCO – Deputy Chief Human Capital Officer
- ELR – Employee & Labor Relations
 - Corresponds with the Unions
- ER – Executive Resources
- FSC – Foreign Service Center
- GC – Office of the General Counsel
- HCSC – Human Capital Services Center
- HCTM – Human Capital and Talent Management
- LPA – Bureau for Legislative and Public Affairs
- M – Bureau for Management
- NSDD-38 – National Security Decision Directive 38
- OCRD – Office of Civil Rights & Diversity
- OOU – Overseas Operating Unit
- OPEF – Overseas Position Evaluation Form
- PPSM – Workforce Planning, Policy, and Systems Management
- PSC – Personal Service Contractor
- SDAA – Senior Deputy Assistant to the Administrator
- SEC – Office of Security
- SM – Systems Management
 - HR Connect
 - NFC
 - ServiceNow
- WPP – Workforce Planning and Program

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