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# Step-by-Step Guide for Reorganizations

## An Additional Help for ADS 102

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Please use this guide and follow these steps when initiating Reorganization. Refer to page 3 for acronyms and definitions. Also refer to [ADS 102, Section 102.3.2 a.i](#) 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.
  - a. Work with the HCSC, FSS/FSC, ER, and/or PSC portfolio POC to make any personnel/position updates.
  - b. Validate organizational codes for accuracy and alignment with existing structure/names.
2. Schedule consultation meeting with WPP.
  - a. The initiating B/IO/OOU representative(s) will consult with WPP to discuss desired changes.
  - b. WPP will determine the type of organizational change – if a reorganization – and determine if it is a minor or major reorganization. This will determine the type of Action Memo and process.
  - 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 provides an Organizational Change Checklist to the client that lists the required documents needed to create a complete package.
3. After the initial consultation, WPP will recommend that the initiating B/IO/OOU representative(s) consult with ELR, who will coordinate with the Unions, if needed to discuss desired organizational change. This is considered 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 on approval for budget implications, space or IT requirements, if needed.
  - b. Coordinate with LPA for Congressional Notification, if needed.
5. WPP will provide the Action Memo template. The memo must be addressed to the Administrator through the CHCO for major reorganizations.
6. WPP will send a customized Staffing Pattern template for the B/IO/OOU to validate current and proposed personnel and organizational hierarchy.
  - a. The customer will confirm, prior to submitting the organizational change package to WPP, that the staffing pattern of record includes all vacant positions. The customer will work with pertinent HCSC, FSC, and ER POCs to make these changes in HR Connect.
  - b. Secondly, the customer should make updates in red font to reflect the 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. 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 Organizational Change Checklist).
8. Customer will create package with required documents (reference Organizational Change Checklist), including any appropriate clearances.
9. WPP will schedule a second meeting with the B/IO/OOU representative(s), and all pertinent HCTM stakeholders to discuss the proposed organizational change and answer any questions.
10. Customer will provide complete package electronically with all required documents to WPP.
11. WPP will review the package for quality control. All content must match – the Action Memo and other required documents must reflect the proposed change(s). The review may result in questions, clarifications, or updates to the package content.
12. Once WPP performs a courtesy review of the package and has no opposition, the customer will email the package to socialize and obtain email responses from LPA, M/MPBP, GC, and the USAID Front Office.
13. Customer will provide email confirmations from LPA, M/MPBP, GC, and the USAID Front Office to WPP.
14. WPP will begin the clearance/approval process of the package.
  - a. ELR (who will coordinate with the Unions) and OCRD.
  - b. OCRD has five business days to review and provide comment.
  - c. ELR forwards to the Unions for review. AFGE then has 10 work days to 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 a respective Union before the deadline, the package moves forward. It will then be routed through HCTM, including the CHCO for the remainder of clearances.
  - d. HCTM PPSM, DCHCO, SDAA, and CHCO review and clear with the final signature as the approval date of the package.
  - e. The Administrator will review and clear for major reorganizations with the final signature serving as the approval date of the package.
  - f. At any point throughout the clearance process, questions may arise and must be clarified before the package moves forward again.
15. If the Administrator makes change(s) to the package, it will be returned to WPP and 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. Depending on the change, the package may also need to be re-cleared through LPA, M/MPBP, and GC.

16. Once approved, WPP will schedule a kick-off meeting with HCTM stakeholders (HCSC, FSC, ER, SM, PSC) and the initiating B/IO/OOU representative(s). 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).
  - b. B/IO/OOU representative(s) to provide SF-52s in HR Connect.
  - c. 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 (NLT) the system date.
17. WPP sends out an email to announce any organizational code updates and the approval date and system/processing date to all affected parties (GLAAS, Phoenix, NFC, HR Connect, CIO, Staffing Specialist, initiating Bureau/Office, etc.).
  - a. WPP coordinates with customer and SM on organizational code updates/changes/creations/deletions in HR Connect and NFC.
18. B/IO/OOU will submit revised/affected PD’s through ServiceNow (hr-helpdesk@usaid.gov). HCSC staffing specialists classifies all new/revised PDs; FSC, ER, PSC will process their respective pay plans.
19. B/IO/OOU representative(s) will draft an Agency Notice to inform staff of the approved organizational change(s) and submit to WPP.
20. WPP will coordinate with the HCTM/PPSM/PA to update [ADS 101](#) and publish the Agency Notice to reflect the revised functional statement.
21. Once the organizational change process is fully implemented and no other actions are required, WPP will host an After Action Report with the initiating B/IO/OOU to formally announce the completion and close out of the package and to obtain feedback for improvement and lessons learned.

## Workforce Planning (WPP) POCs – for Organizational Changes

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## Acronyms

- B/IO/OOU – Bureau/Independent Office/and, or 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 (Mission, Office)
- OPEF – Overseas Position Evaluation Form
- OPF – Official Personnel Folder
- PD – Position Description
- 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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