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Step-by-Step Guide for Functional Statement Updates

An Additional Help for ADS 102

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Please use this guide and follow these steps when initiating a Functional Statement Update. 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 organizational 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 to Organizational Structure of Record.
 - b. WPP will determine the type of organizational change depending on the scope – 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 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 the functional statement 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, OCR, 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 to the B/IO/OOU representative(s).
6. The customer will draft an Action Memo from their B/IO AA or OOU Mission Director addressed to the CHCO, obtain a copy of the current Functional Statement of Record (e.g., official functional statement from [ADS 101](#)), and identify changes that need to be made. If other clearances/approvals are needed for special requirements from M, BRM, LPA, PPL, Dept. of State, White House, etc., the customer will obtain and send electronically to WPP (reference Organizational Change Checklist).
7. Customer will create a starter package with required documents for the clearance process (reference Organizational Change Checklist).

8. 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.
9. Customer will provide complete package electronically with all required documents to WPP.
10. WPP will review the package for quality control to ensure it is accurate and complete. All content must match – the Action Memo and Functional Statement must reflect the proposed change(s). This may result in questions, clarifications, or updates to the package content.
11. 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. Customer will provide email confirmations from LPA, M/MPBP, GC, and the USAID Front Office to WPP.
12. WPP will consolidate documents, both soft copy and hard copy, and validate that the package is complete.
13. WPP will begin the clearance/approval process of the full package.
 - a. ELR (who will coordinate with the Unions) and OCR (Office of Civil Rights).
 - i. OCR has five business days to review and provide comment.
 - ii. 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 acknowledgement 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.
 - b. HCTM PPSM, DCHCO, SDAA, CHCO review and clear with the final signature as the approval date of the package.
 - c. At any point throughout the clearance process, questions may arise and must be clarified before the package moves forward again.
14. 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).
 - i. Representative(s) must provide SF-52s in HR Connect, or OPEFs.
 - 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 (NLT) the system date.
15. WPP sends out an email to announce any organizational code changes 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.

- 16. B/IO/OOU will submit revised/affected PDs or OPEFs through ServiceNow (<mailto:hr-helpdesk@usaid.gov>). HCSC staffing specialists classifies all new/revised PDs; FSC, ER, PSC will process their respective pay plans.
- 17. 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.
- 18. WPP will coordinate with the HCTM/PPSM/PA to update [ADS 101](#) and publish the Agency Notice to reflect the revised functional statement.
- 19. 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 & Program (WPP) Team 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
- OCR – Office of Civil Rights
- OOU – Overseas Operating Unit (Mission, Office)
- OPEF – Overseas Position Evaluation Form
- 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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