



**USAID**  
FROM THE AMERICAN PEOPLE

# Step-by-Step Guide for Organizational Name Changes

An Additional Help for ADS 102

New Edition Date: 06/27/2017  
Responsible Office: HCTM/PPSM/WPP  
File Name: 102saf\_062717

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

1. Ensure your staffing pattern is accurate and fully reflects the existing hierarchy, reporting structure, organizational functions, etc.
  - a. Work with the HCSC, FSS/FSC, ER, and/or PSC portfolio POC to make any personnel/position updates.
  - b. Ensure organizational codes are correct and match existing structure/names.
2. Schedule “initial consultation” meeting with HCTM/PPSM/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 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 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 the organizational change. This is considered pre-decisional involvement. The B/IO/OOU 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 and, if needed, will facilitate in drafting the memo to reflect desired organizational changes.
6. Customer will draft Action Memo from their B/IO AA or OOU Mission Director addressed to the CHCO, obtain a copy of the current 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, Department 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 with assistance from WPP (reference Organizational Change Checklist), including any appropriate clearances.
8. 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.

9. Customer will provide complete package electronically with all required documents to WPP.
10. WPP will then 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 has performed a courtesy review of the package, and have no opposition, the customer will email the package to socialize and obtain email responses from LPA, M/MPBP, GC, and the USAID Front Office.
12. Customer will provide email confirmations from LPA, M/MPBP, GC, and the USAID FO to WPP.
13. WPP will consolidate documents, both soft copy and hard copy, and validate that the package is complete.
14. 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; AFSA has seven calendar days to review. If one of the Unions makes a comment or asks a question about a negotiable issue, the clock restarts (10 work days, 7 calendar days). 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, MPBP, SDAA, CHCO - Once cleared, the final signature will be the approval date of the package.
  - c. Be aware that at any point throughout the clearance process, questions may arise and must be clarified before the package moves forward again.
15. Once approved, WPP will provide package via email to HCTM stakeholders (HCSC, FSC, ER, SM, PSC) and the initiating B/IO/OOU, and will schedule a kick-off meeting with aforementioned stakeholders, if needed. The approval date of the realignment 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:
    - i. Initiating B/IO/OOU to provide SF-52s in HR Connect, or OPEFs.
    - ii. Establish a “system/processing date”. This date will be a future date and will be aligned with a pay period. Updates to organizational codes to be made within HR Connect will be made no later than (NLT) the system date.
16. 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.

- 17. B/IO/OOU will submit revised/affected PDs, or OPEFs through ServiceNow (helpdesk@usaid.gov). HCSC staffing specialists classifies all new/revised PDs; FSC, ER, PSC will process their respective pay plans.
- 18. B/IO/OOU will draft an Agency Notice to inform of approved organizational change(s) if we create, delete, or rename a “box” or unit.
- 19. WPP will coordinate with the HCTM/PPSM/PA to update [ADS 101](#) and publish the Agency Notice to reflect the revised functional statement.
- 20. Once organizational change process has been 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

Kevin Mitchell	<a href="mailto:kmitchell@usaid.gov">kmitchell@usaid.gov</a>	(202) 712-0569
Suleiman Sultanali	<a href="mailto:ssultanali@usaid.gov">ssultanali@usaid.gov</a>	(202) 712-1107
Krista Hurlburt	<a href="mailto:khurlburt@usaid.gov">khurlburt@usaid.gov</a>	(202) 712-4520

## Acronyms

- B/IO/OOU – Bureau/Independent Office/and, or Overseas Operating Unit
- CHCO – Chief Human Capital Officer
- 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

102saf\_073022