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Organizational Change Checklist for Functional Statement Updates

An Additional Help for ADS 102

New Edition Date: 06/27/2017
Responsible Office: HCTM/PPSM/WPP
File Name: 102saa_062717

ORG NAME: _____

Please refer to [ADS 102, section 102.3.2 a.i.](#) (and the relevant Step-by-Step Guide).

Updates to Functional Statement Checklist

The package should include current/proposed functional statements (that do not require an organization unit name change or reorganization/realignment) and an Action Memo addressed to the CHCO. The documentation must then be submitted to HCTM/PPSM/WPP for review. Once WPP has reviewed the package, the requesting Bureau/Independent Office or Overseas Operating Unit (B/IO or OOU) will then send the concept to socialize and obtain the appropriate clearances from the USAID FO, LPA, M/MPBP and GC. Once the appropriate clearances have been obtained, provide those to WPP. WPP will coordinate with the requesting B/IO or OOU through the approval process and will provide updates to the organizational codes in NFC and HR Connect.

- Approval Memo from and signed by the requesting B/IO's AA or overseas Operating Unit's Mission Director addressed to the CHCO. OOU's must clear organizational change package through their respective Regional Bureau.
- Current functional statement: This is found in [ADS 101](#).
- Proposed functional statement: Please include any approved Agency Coordinators in this proposal. Please use "track changes" on current Functional Statement to show changes.
- Required socialization and clearances:
 - a. The package must be socialized with LPA, M/MPBP, GC, and USAID Front Office. Ensure the email responses/clearances from those groups are forwarded to WPP.
- Other/appropriate clearances for customer to obtain: 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), White House (AD positions must have approval letter).
- Once the appropriate clearances/socialization have occurred, please send required documents to WPP. WPP will review and coordinate any updates with customer. Once finalized, the package will be sent to ELR (the Unions) and OCRD. Subsequently, the package will be routed through HCTM contacts, including the CHCO.

HCTM/PPSM/WPP POCs:

Kevin Mitchell (202) 712-0569
Suleiman Sultanali (202) 712-1107
Krista Hurlburt (202) 712-4520

- a. Questions may arise throughout the entire clearance process

Acronyms

- 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
- OCRD – Office of Civil Rights & Diversity
- 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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