

## SMG 1005.1 - Attachment B

Effective Date: September 26, 2007

### ORGANIZATION PROPOSALS CHECKLIST

- ❑ Refer to Staff Manual Guide 1005.1.
- ❑ Contact the appropriate Human Resources representative in the [Rockville HR Center](#) to ensure full consideration of any personnel impact including adverse personnel implications, concerns regarding position classifications, or proposed grades.
- ❑ Contact the appropriate Office of Financial Management (OFM) representative to ensure that any budget implications have been addressed such as appropriations, reprogramming, and/or limitations.
- ❑ Contact the Office of Management Programs (OMP), to ensure full consideration of organizational policy and impact. (OMP analysts are available to assist with the development of organizational options and functional statements.)
- ❑ Ensure that all proposed organization titles are consistent with accepted FDA nomenclature.
- ❑ Ensure that all proposed components meet the FDA guidelines for component size. Normally no fewer than 10 FTEs for components at any organization level and normally not less than 20 FTEs for any division or office level component.
- ❑ Notify the National Treasury Employees Union (NTEU) through [the Rockville HR Center's Employee/Labor Relations Program](#) of all reorganizations affecting personnel. The reorganization can not be implemented until all bargaining obligations have been fulfilled.
- ❑ Obtain clearance on the organizational proposal from the appropriate official.
- ❑ Submit the proposal to the [Director, Office of Management Programs \(OMP\)](#) after all necessary clearances have been obtained. OMP will obtain Agency, Department of Health and Human Services, and Congressional clearance when necessary.

### REORGANIZATION PACKAGE CONTENTS

- ❑ Memo from the Requesting Official (*usually* the Office Director) to the Approving Official (Center Director), through HR, summarizing what is being done and why.
  - ❑ "Through" line for Personnel Officer Concurrence;
  - ❑ Subject line stating the type of organizational action(s);
  - ❑ 1<sup>st</sup> paragraph – purpose for the action(s);
  - ❑ Bullet out specific organizational actions to be taken;
  - ❑ Subsequent paragraphs stating the justification/rational for the action(s). Include in the justification the effect on supervisory ratios;

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- ❑ Supervisory Ratios Statement – *example*

“These organizational changes will result in a **reduced/increased** number of supervisors (from \_\_\_ to \_\_\_). The current supervisory ratio in the **office/Division/branch** of \_\_\_\_\_ is \_\_\_:\_\_\_ and will become \_\_\_:\_\_\_ with this realignment. The **office/division/branch** will have a total of \_\_\_\_\_ **(number)** positions.
- ❑ Delegation of Authority Statement

If there is a change to delegations because of the proposed reorganization, list specifics here, otherwise, please state: “Pending further delegations, directives, or orders by the Commissioner of Food and Drugs, all delegations of authority to positions of the affected organizations in effect prior to this date shall continue in effect in them or their successors.”
- ❑ Duty to Bargain Statement

Include the statement that certifies that all collective bargaining/labor relations obligations have been fulfilled: “The collective bargaining obligations pursuant to Article 3 of the FDA/NTEU collective bargaining agreement have been met with regard to the proposed organizational changes.”

**OR**

“There does not appear to be any changes to the conditions of employment for the affected bargaining unit employees. If any changes to conditions of employment arise as a result of this reorganization, it will be negotiated prior to its implementation, in accordance with Collective Bargaining Agreement.”
- ❑ Budget Statement.

Include a statement that certifies that any budget appropriations, reprogramming, and/or limitations that may occur as a result of this reorganization have been addressed with appropriate representatives of the OFM.

### Attachments to Reorganization Package:

- ❑ Functional statements for any new organizations and any updated functional statements resulting from the reorganization, generally no more than five statements for each component. Functional statements should be brief, very broad and general descriptions of the component's responsibilities. Functional statements should not be detailed explanations of all the duties and responsibilities of the individuals assigned to the components. Such detail should be reserved for position descriptions. If desired, OMP will review draft functional statements prior to the formal submission of the proposed reorganization.
- ❑ Staffing Charts - listing of all affected employees, listed by organization.
  - ❑ Current Organization
  - ❑ Proposed OrganizationEach should include:
  - ❑ Name **or acronym** of the organization(s)
  - ❑ Employee's Full Name
  - ❑ Employee's Official Position Title

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- Employee's Pay Plan, Series and Grade
  - PD Number
  - Type of Appointment
  - Current Administrative Code
  - Current CAN number and Cost Center Code
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- Organizational Charts
    - Current Organization Chart
    - Proposed Organization Chart