

### OHWP Reorg Process—Work Instructions

Step	Description	Responsible Party
<b>1.</b>	<p><i>Reorg package submitted through OHRWP and Center Operations Director to Center Director for approval</i></p> <p>Package includes: reorg request memo; organizational listing of all new employees, with old and new org codes; organizational listing of all contractors; an organization chart depicting the proposed organizational structure; old/new org code “crosswalk”; any new position descriptions required along with SF-52s requesting reassignment to a new PD; SF-52 for all reorg affected reassigned supervisors and new functional statements, as applicable</p>	Class Officer
<b>2.</b>	OHRWP (Operations Office and Program & Policy Office) reviews proposal; work together to provide advice and guidance re: effective org structure, position management, and potential HR implications of proposed changes. If concerns are minimal, forwards on to the Center Director through the Human Resources Officer and Director, Center Operations. More significant issues are worked with the requesting organization	Class Officer
<b>3.</b>	Informs affected manager when package has been forwarded. Requests org to send copy of approval memo and electronic version of entire package to the Classification Officer once Center Director has approved	Class Officer
<b>4.</b>	Alerts the Center Business Process Lead (currently Julie Scheneman <i>acting</i> ) and multi-disciplinary reorg team (Finance, RAMO, Procurement, Travel, etc.) that a reorg request has been submitted. Provides info, as appropriate, so different business functions can begin prepping for the changes. Reorg team meets with organization, as necessary, to discuss system changes implications and to establish tentative effective date	Class Officer
<b>5.</b>	Alerts the OHRWP Operations Office and the HR Assistants of the pending approved reorg. Provides proposed position descriptions to the Operations Office for classification.	Class Officer
<b>6.</b>	Consults with Workforce Planning to discuss proposed changes	Class Officer
<b>7.</b>	<p><i>OHRWP receives copy of approved reorg package</i></p> <p>Sends electronic copy of approved package to Center Business Process Lead, who forwards to entire reorg team (list functional specialists here—RAMO, Procurement, Logistics, Travel, CIO, Training, Supply Management System (SMS), etc.)</p>	Class Officer
	Functional leads further disseminates reorg package to appropriate personnel	Functional Leads
<b>8.</b>	OHRWP (Nazzetta Robinson) fills out Tab 1 (the HR/FPPS Tab) of the Service Request (SR) to the Competency Center, and forwards to the Center Business Process Lead (Julie Scheneman <i>acting</i> )	HRIS Specialist
<b>9.</b>	The Center Business Process Lead sends the remaining tabs to the appropriate functional areas; each function completes its portion of the SR, and the CBPL sends the completed SR to Marshall for processing	CBPL

Step	Description	Responsible Party
10.	Sends electronic copy of the approved package to the Labor Relations Officer, to be sent to the union	Class Officer
11.	Sends electronic copy of the approved package to the Workforce Planning Officer	Class Officer
12.	Sends electronic copy of the approved package to Security	Class Officer
13.	Sends electronic copy of the approved package to OD&TO so that they can make any necessary adjustments in their servicing structure	Class Officer
14.	Submits new org charts and functional statements to OHRWP Web Administrator (Nazzetta Robinson), to post on Glenn's public website, to update the GRC org listing, and to establish new FPPS routing paths, as necessary	Class Officer
15.	Advises org to post notice of reorg on T@G along with tentative effective date	Class Officer
16.	Sends copy of approved package to HR Assistants, in order to process reorg (note: reorg cannot be processed until all SF-52s and new proposed PDs are submitted and classified!)	Class Officer
17.	Classifies positions and processes reassignments, realignments, etc. and Updates PD books accordingly.	Operations