



GENERAL INFORMATION GUIDE

Reorganizations and Realignments

March 2007 (Revised March 2008)



Government of the District of Columbia

General Information Guide

Reorganizations and Realignment

Table of Contents

<u>TOPIC</u>	<u>PAGE</u>
I. Introduction.....	1
II. Quick Reference Guide – Reorganizations and Realignments.....	2
III. Terminology.....	3
IV. Organizational Flow.....	3
V. Steps to the Preparation of a Reorganization Plan.....	4
VI. Steps to the Preparation of a Realignment Plan.....	5
VII. Charts and Supporting Documents.....	8
• Reorganization Plan (Sample).....	9
• Mission and Functional Statement (Sample).....	11
• Organizational Chart (Sample).....	12
• Staffing Patterns Document (Sample).....	13
• Crosswalk (Sample).....	14
VIII. Timelines.....	15
IX. Forms – Reorganizations and Realignments.....	18
• <i>D.C. Standard Form (DCSF) No. 4-REORG (Rev.3/08)</i>	
• <i>DCSF No. 4-PFR-REALIGN (Rev. 3/08)</i>	
• <i>DCSF Form No. 4-PFR Approval (Rev. 3/08)</i>	

General Information Guide

Reorganizations and Realignment

I. INTRODUCTION

The *General Information Guide on Reorganizations and Realignment* (*Guide*) was originally published by the D.C. Department of Human Resources (DCHR) in March 2007, and it is now being revised.

The purpose of the *Guide* is to assist agencies in preparing and processing reorganizations and realignments. Oftentimes, subordinate agencies make a determination that to better meet the mission of the agency, it is necessary to reorganize or restructure. Because this may require the addition or removal of program functions, or the transfer of staff functions, detailed planning and organization are essential.

To aid with these processes, the DCHR developed and is now revising the *Guide*. The *Guide* delineates the various documents, such as organizational charts and mission and functional statements needed for consideration and approval of *Reorganizations* and *Realignment*. Additionally, the *Guide* serves as a supplement to the provisions contained in D.C. Official Code § 1-315.05 (a)(7) relating to *Reorganizations*.

While the *Guide* serves as a resource, it is not intended to be a replacement for the knowledge and expertise available within your agency. Therefore, each District government agency is advised to consult their General Counsel and Human Resources (HR) Advisor to obtain additional input and guidance throughout each phase of the *Reorganization* and *Realignment* process.

The *Guide* may be viewed electronically on the DCHR's website on the intranet. There, users can view the *Guide*, and access and complete the 3 *Reorganization/Realignment* forms contained in this *Guide*.

II. QUICK REFERENCE GUIDE – REORGANIZATIONS AND REALIGNMENTS

REORGANIZATION

The ACTION being taken is considered a **REORGANIZATION** if it meets this **definition...**

TRANSFER;
CONSOLIDATION;
ABOLITION; or
AUTHORIZATION

of *FUNCTIONS* or *HIERARCHY* of an agency between or among a District government agency or agencies, that affects the **STRUCTURE** or **STRUCTURES** of the agency or agencies

If the ACTION meets the DEFINITION above:

- The Mayor or designee (typically an agency director) must prepare a **REORGANIZATION PLAN**
- The **REORGANIZATION PLAN** is submitted to the **Council of the District of Columbia** for approval
- The **REORGANIZATION PLAN** is published in the *D.C. Register*
- The **REORGANIZATION PLAN** is implemented
 - A Mayor's Order is issued
 - The D.C. Department of Human Resources (DCHR) implements the **REORGANIZATION**

REALIGNMENT

The ACTION being taken is considered a **REALIGNMENT** if it meets this **definition...**

- An ACTION that affects the **INTERNAL STRUCTURE** or **FUNCTIONS** of an agency, but **DOES NOT** constitute a **REORGANIZATION**

If the ACTION meets the DEFINITION above:

- The agency taking the action must prepare a **PROPOSAL FOR REALIGNMENT** (“PFR”) that includes ALL of the following:
 - Mission and Functional Statements
 - Organizational Chart
 - Staffing Patterns
 - Realignment Crosswalk
 - Proposed/Current Position Descriptions
- The PFR is submitted to the *DCHR* for review and approval
- The PFR is submitted to the *City Administrator* for concurrence; and Implemented

III. TERMINOLOGY

Agency – an administrative division of a government body.

Administration – A large subdivision of an agency responsible for a substantive program of an organization that is further broken down into smaller segments of an administrative program, such as divisions, branches, sections, or units.

Office – a subdivision of a government department

Division – a level of government or corporate activity organized as a subordinate level of an agency or administration.

Branch – an offshoot or subdivision of the main axis of an agency or administration; area of specialized skill or knowledge, especially academic or vocational, that is related to but separate from other areas of the government organization.

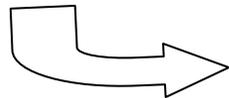
Section – an organizational segment smaller than a *branch* but larger than a *unit*.

Unit – a group regarded as a distinct entity within a larger group.

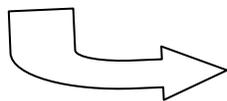
IV. ORGANIZATIONAL FLOW

The following diagram illustrates how an *agency* (or department) structure must flow:

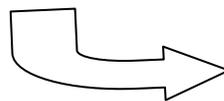
ADMINISTRATION



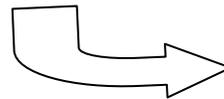
OFFICE



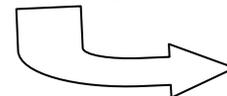
DIVISION



BRANCH



SECTION



UNIT

V. STEPS TO THE PREPARATION OF A *REORGANIZATION PLAN*

- STEP 1** – The Mayor or his or her designee (typically an agency head), prepares the Reorganization Plan (hereinafter referred to as “*Plan*”). The preparing official must coordinate with the agency General Counsel in the development of the proposed *Plan*.
- STEP 2** – Obtain legal sufficiency certification of the proposed *Plan* from the Office of the Attorney General for the District of Columbia (OAG).
- STEP 3** – Obtain a fiscal impact statement for the new organization from the Office of the Chief Financial Officer (OCFO).
- STEP 4** – Obtain concurrence from the agency’s General Counsel prior to submitting the *Plan* to the D.C. Department of Human Resources (DCHR).
- STEP 5** – Submit the 3 aforementioned documents to the Policy and Planning Administration, DCHR, for review and coordination.
- STEP 6** – The agency submits the proposed *Plan* to the Executive Office of the Mayor, Office of Policy and Legislative Affairs, for transmittal to the Council of the District of Columbia (Council). This step should be completed after the agency receives a memorandum from the Director, DCHR, confirming that the DCHR has conducted a preliminary review of the *Plan*.
- STEP 7** – If approved by the Council, the *Plan* is published in the *D.C. Register*.
- STEP 8** – A Mayor’s Order is issued.
- STEP 9** – The agency implements the Plan with the assistance of DCHR. Agency officials must prepare charts and materials similar to those prepared for a realignment (see Section VII of this *Guide*), and submit the package to DCHR for final processing following Council approval.

VI. STEPS TO THE PREPARATION OF A REALIGNMENT PLAN

STEP 1 – The Proposed Realignment is developed by the agency taking the action, and submitted to DCHR for classification review. Agency personnel involved in this process should include the agency’s Human Resources Advisor, General Counsel, Classification Specialist (if available), and designee (on behalf of Mayor).

CONTENTS OF PROPOSAL FOR REALIGNMENT PACKAGE:

- Mission Statement
- Functional Statement
- Organizational Chart (Current and Proposed)
- Staffing Patterns
- Realignment Crosswalk
- Current and Proposed Position Descriptions
- Original (signed) *DCSF No. 4-PFR-REALIGN* (Agency Proposal for Realignment Form); and original *DCSF No. 4-PFR Approval* (Realignment Approval Form)

MISSION STATEMENT – Statement that clearly defines the purpose and responsibilities of the agency in no more than 5 sentences. The statement:

- Should be concise; and
- Should describe the overall purpose of the agency

FUNCTIONAL STATEMENTS – Statements that clearly define the purpose and responsibilities of each level (i.e., Administration, Office, Division, Branch, Section, or Unit) within the agency. The statements:

- Should be concise and consistent with the mission statement; and
- Should be written for all levels within the agency

ORGANIZATIONAL CHART – GRAPHIC ILLUSTRATION of the organization showing all major units comprising an agency, depicting LINES OF AUTHORITY for the agency. The CHART should include:

- Staff vs. line functions
- Technical and administrative vs. coordinating authority
- Comparability of levels of responsibility
- Include all components of the agency (Administration, Office, Division, Branch, Section, or Unit)

STEPS TO THE PREPARATION OF A REALIGNMENT PLAN continued

STAFFING PATTERNS (PROPOSED) – Listing of the number and types of positions allocated to an agency.

- Positions are listed at their full performance level, and the listing includes the title, pay plan, series, grade level, and position number of positions broken out by functional area
- Agency must ensure that no position titles on the staffing pattern are shown as “Acting”

REALIGNMENT CROSSWALK (CURRENT & PROPOSED) – Listing of positions (both encumbered and vacant) indicating current and proposed classifications, organizational locations, etc., that result from the realignment

POSITION DESCRIPTIONS (“PDs”) – Provide current and proposed PDs for each position affected by the realignment.

- Each PD submitted must include accurate descriptions of the duties and responsibilities to be performed after the realignment
- All current PDs must have been re-certified within the last 3 years
- Positions expiring within 12 months must be re-certified in block 23, *Position Review*, of the Optional Form 8, prior to submission to DCHR

STEP 2 – The agency coordinates with the OCFO and obtains concurrence of the agency’s proposed budget.

STEP 3 – DCHR Staff Processing

- The realignment package is reviewed; comments and recommendations are submitted to the agency taking the action
- The agency reviews the recommendations; and makes changes

STEPS TO THE PREPARATION OF A REALIGNMENT PLAN continued

- Any problems or concerns are resolved
- The realignment package is submitted to the Director, DCHR, for approval

STEP 4 – Actions by the Director, DCHR, and the City Administrator:

- Upon review and approval, the Director, DCHR, forwards the PFR to the City Administrator for concurrence
- Upon approval by the City Administrator, the approved Realignment package is returned to the agency

STEP 5 – The agency prepares Personnel Action Requests (PAR), or other appropriate Requests for implementation of the realignment, and forwards the approved Realignment Package, along with each PAR or other Request, to DCHR.

STEP 6 – The DCHR implements the Realignment

Note: Following the submission and completion of realignment, it is possible that the realignment may result in a reduction in force (RIF). An agency may not effect a RIF until the City Administrator has approved the agency realignment.

- PARs for affected employees are processed
- As needed, DCHR staff conducts recruitment resulting from the realignment
- If necessary, and as applicable, DCHR staff conducts RIF to involuntarily separate employees whose positions are being abolished as a result of the realignment
- If necessary, and as applicable, DCHR staff prepares termination letters to involuntarily separate at-will employees whose positions are being abolished as a result of the realignment

VII. CHARTS AND SUPPORTING DOCUMENTS

Charts and supporting documents must be submitted with both *Reorganization* and *Realignment Plans*. The agency taking the action must prepare and submit to DCHR ALL of the following items for review and approval:

- Mission and Functional Statement
- Organizational Chart
- Staffing Patterns
- Crosswalk
- Current and Proposed Positions Descriptions

Because final approval of a *Reorganization Plan* is obtained from the Council, the above documents are submitted to DCHR only following Council's approval of the *Reorganization Plan*. Additionally, agencies must provide support staff to assist the DCHR's Compensation and Classification Administration in accomplishing files maintenance of the documents (identified above) that have been submitted to DCHR.

Samples of the above-mentioned documents, including a *Reorganization Plan*, are provided on the following pages.

ACTS RELATING TO ESTABLISHMENT OF DISTRICT
REORGANIZATION PLAN NO. 1 OF 1989

(Effective November 1, 1989)

**DEPARTMENT OF HUMAN RIGHTS
AND MINORITY BUSINESS
DEVELOPMENT**

I. ESTABLISHMENT

There is hereby established, in the Executive Branch of the Government of the District of Columbia, under the supervision of a Director, a Department of Human Rights and Minority Business Development.

II. PURPOSE

The purpose of the Department of Human Rights and Minority Business Development is to ensure an end to illegal discriminatory practices in employment, housing and commercial space, public accommodations, educational institutions and District Government and private sector contracting. The Department will promote equal opportunity and equal access in all aspects of life in the District of Columbia, as authorized by the laws of the District of Columbia.

III. FUNCTIONS

The following functions are hereby transferred to the Director of the Department of Human Rights and Minority Business Development:

A. All of the functions of the staff director and additional staff of the Minority Business Opportunity Commission, appointed pursuant to Section 5(e) of the Minority Contracting Act of 1976, D.C. Law 1-95, D.C. Code, section 1-1144(e) (1987).

B. All of the functions assigned to the Office of Human Rights by the following statutes and Mayor's Orders and all Mayor's Orders and rules issued pursuant thereto:

- (1) Affirmative Action in District Government Employment Act, D.C. Law 1-63, D.C. Code, sec. 1-507 et seq.;
- (2) The Human Rights Act of 1977, D.C. Law 2-38, as amended, D.C. Code, sec. 1-2501 et seq.;
- (3) Mayor's Order 79-89 ("Sexual Harassment");
- (4) Section 42 of the Cable Television Communications Act of 1981, D.C. Law 4-142, D.C. Code, sec. 43-1841;
- (5) Mayor's Order 83-243 ("Access of the Handicapped to Government Programs");

ACTS RELATING TO ESTABLISHMENT OF DISTRICT

(6) Mayor's Order 85-85 ("Compliance with Equal Opportunity Obligations in Contracts");

IV. TRANSFER

All positions, property, records, and unexpended balances of appropriations, allocations and other funds available or to be made available relating to the duties and functions assigned in this plan are transferred to the Department of Human Rights and Minority Business Development. The Director of the existing Office of Human Rights and Executive Director of the Minority Business Opportunity Commission shall be the Director of the Department of Human Rights and Minority Business Development upon the effective date of this plan and shall serve without the necessity of a new Council confirmation process.

V. ORGANIZATION

The Director of the Department of Human Rights and Minority Business Development shall organize the personnel and property transferred in this plan into such organizational units as the Director deems appropriate.

VI. ABOLISHMENT

The following agencies and Offices of the District of Columbia government are hereby abolished:

The Office of Human Rights; and

The offices of staff director and additional staff of the Minority Business Opportunity Commission.

VII. EFFECTIVE DATE

This Reorganization Plan shall take effect on a date to be designated by executive order of the Mayor within 30 days after the expiration of Council review provided in sec. 422(12) of the District of Columbia Self-Government and Governmental Reorganization Act, D.C. Code, sec. 242(12) (1986).

Establishment of Department of Human Rights and Minority Business Development. — See Mayor's Order 89-247, November 1, 1989.

MISSION AND FUNCTIONAL STATEMENTS (Sample)*

**The following information is for informational purposes only*

DCHR MISSION STATEMENT

THE MISSION OF THE D.C. DEPARTMENT OF HUMAN RESOURCES IS TO PROVIDE HUMAN RESOURCE MANAGEMENT SERVICES THAT STRENGTHEN INDIVIDUAL AND ORGANIZATIONAL PERFORMANCE AND ENABLE THE DISTRICT GOVERNMENT TO ATTRACT, DEVELOP AND RETAIN A WELL-QUALIFIED, DIVERSE WORKFORCE.

FUNCTIONAL STATEMENTS

OFFICE OF THE DIRECTOR

The Office of the Director provides executive management, policy direction, strategic and financial planning, public relations, and resource management. It controls and disseminates work assignments and coordinates agency operations to ensure the attainment of the agency’s goals and objectives.

Office of the Chief of Staff

Management Support Unit

Customer Service Unit

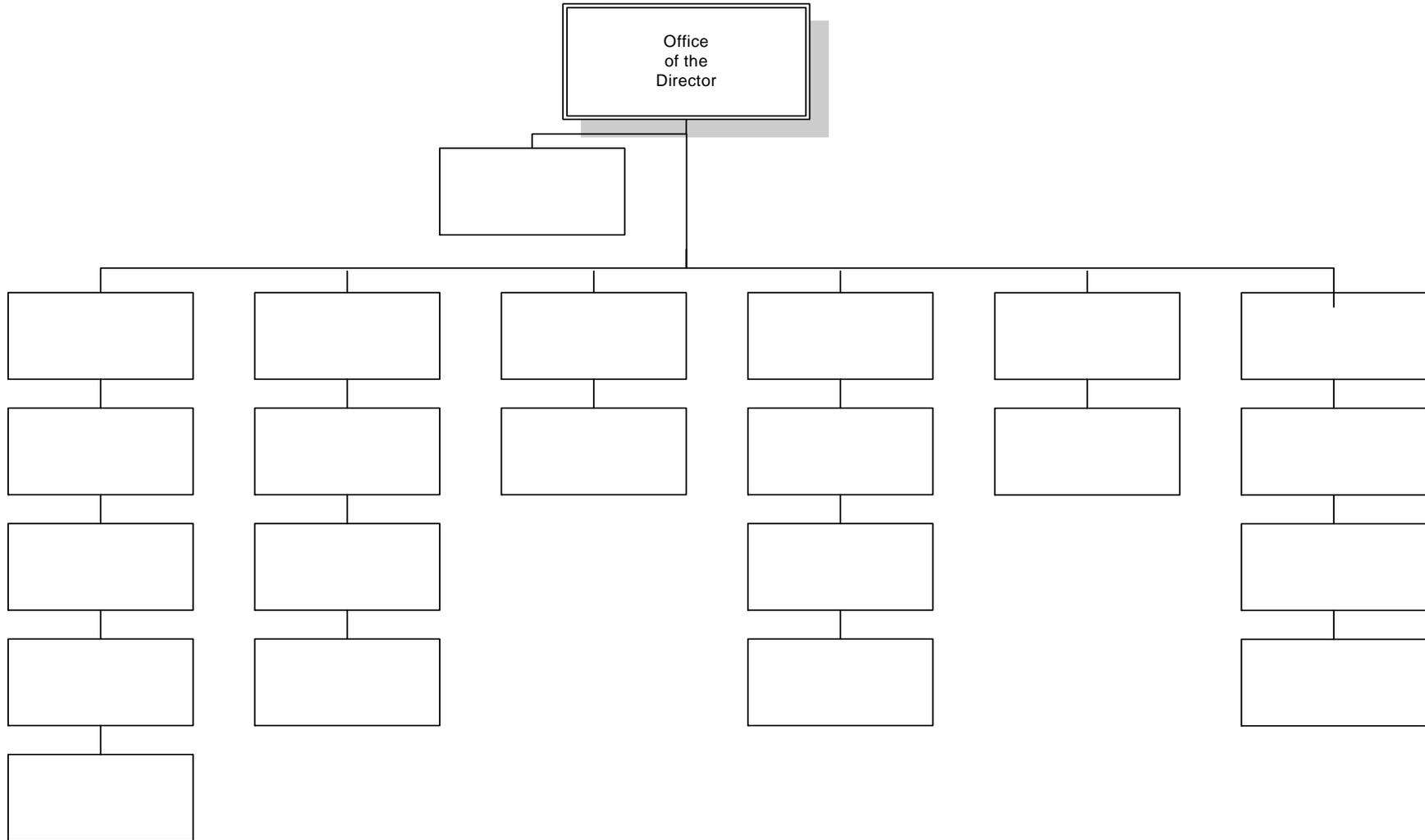
Policy and Planning Administration

(Continue with Functional Statements for Various Units and Sub-Units within Agency)

ORGANIZATIONAL CHART (Sample)

GOVERNMENT OF THE DISTRICT OF COLUMBIA

D.C. Department of Human Resources



STAFFING PATTERNS DOCUMENT (SAMPLE)**STAFFING PATTERN (as of (Date))**

D.C. Department of Human Resources

AGENCY

Office of the Director

Pay Plan/Series/Grade	Job Title	Authorization
DX-0202-E2	Director	1
CS-0301-13	Executive Assistant	1
CS-0301-11	Staff Assistant	2

Office of the General Counsel

Pay Plan/Series/Grade	Job Title	Authorization
LS-0905-15	General Counsel	1
LA-0905-13	General Attorney	1
CS-0950-11	Paralegal Specialist	1

Policy and Planning Administration

Pay Plan/Series/Grade	Job Title	Authorization
MS-0202-15	Associate Director	1
CS-0309-9	Staff Assistant	1
CS-0203-7	HR Assistant (OA)	1

Office of Policy

Pay Plan/Series/Grade	Job Title	Authorization
MS-0201-15	Supervisory HR Specialist	1
CS-0201-13	HR Specialist (Policy Div.)	2
CS-0301-13	Legislative Analyst	1

Employee Relations Branch

Pay Plan/Series/Grade	Job Title	Authorization
MS-0201-14	Supervisory Employee Relations Specialist	1
CS-0201-13	HR Specialist (Classification)	1
CS-0201-13	HR Specialist (Employee Relations)	2

Audit and Compliance Unit

Pay Plan/Series/Grade	Job Title	Authorization
MS-0201-14	Supervisory HR Specialist	1
CS-0301-13	Drug and Alcohol Program Specialist	1
CS-0301-12	Substance Abuse Program Coordinator	2

CROSSWALK (Sample)

AGENCY

ADMINISTRATION/ DIVISION*

CURRENT STRUCTURE					STRUCTURE AFTER PROPOSED REORGANIZATION				
Organizational Code	Employee	Current Position Title	Series/ Grade	Position No.	Organizational Code	Employee	New Position Title	Series/ Grade	Position No.
Remarks:									

*A separate sheet must be provided for each "unit" (i.e., administration, division, etc.) within the agency.

VIII. TIMELINES

Below are projected timelines for DCHR's completion of its tasks associated with an agency reorganization request.

Timeline (Reorganization) 60-90 Days	
Day(s) (Workdays)	Action*
1 – 7	Initial meeting is held between DCHR and agency to discuss the reorganization process and expectations
8- 20	Upon receipt of the agency's Reorganization Package, including the OCFO authorization of the proposed budget and a copy of the legal sufficiency certification from OAG, the DCHR conducts a preliminary review of the package to ensure compliance with the appropriate format
21 – 22	Upon review and concurrence from DCHR Reorganization Team, the DCHR prepares a memorandum to the agency returning the proposed reorganization package for appropriate action
23 – 25	Agency submits the proposed Reorganization Plan to the Executive Office of the Mayor, Office of Policy and Legislative Affairs, for transmittal to the Council
26 – 90	<p>Upon enactment of the Reorganization Plan by the Council, the agency prepares and submits the following documents to the DCHR for implementation:</p> <ul style="list-style-type: none"> • Mission and Functional Statements • Organizational Chart (Current and Proposed) • Staffing Patterns • Realignment Crosswalk

TIMELINES continued

Below are projected timelines for completion of an agency realignment request. The time periods shown in the table are subject to change based on varying factors.

Timeline (Simple Realignment) 30-45 Days	
A simple realignment is considered as one in which all the materials required for the realignment (mission statement, functional statement, staffing patterns, crosswalk, etc.) are received and require no revisions on the part of the DCHR.	
Day(s) (Workdays)	Action*
1 – 7	Initial meeting is held between DCHR and agency to discuss realignment process and expectations
8- 20	Review of agency realignment package to ensure conformity to realignment requirements
21 – 31	Upon review and approval by the DCHR Realignment Team, prepare memoranda to simultaneously notify the agency of the plan's approval by DCHR, and the DCHR's intent to transmit the plan to the City Administrator for concurrence
32 – 45	Agency prepares PAR, or other appropriate requests for the implementation of the realignment, and forwards the approved Realignment Package, along with each PAR or other request, to DCHR for processing.
*Note: At any time during the process shown above, the DCHR may require additional meetings with the agency to discuss concerns/recommendations relating to the realignment.	

TIMELINES continued

Timeline (Complex Realignment) 45-60 Days	
A complex realignment is considered as one in which all the materials required for the realignment (mission statement, functional statement, staffing patterns, crosswalk, etc.) are received; however, major modifications are needed on the part of the DCHR.	
Day(s) (Workdays)	Action*
1 – 7	Initial meeting is held between DCHR and agency to discuss realignment process and expectations
8-10	Upon receipt of agency realignment package, review package to ensure that all required documents are included
11-14	Discussions with agency officials may occur via email or telephone regarding revisions to structure or the organization charts, positions descriptions, etc.
15 – 26	Progress report meeting held between agency representatives and DCHR Classifier
27 – 36	DCHR submits recommendations to agency
37 – 46	Agency responds to DCHR recommendations; Corrections/Resubmissions
47 – 52	Agency submits final realignment package
53 – 56	DCHR reviews final package
57 – 60	DCHR transmits final realignment package to City Administrator
*Note: At any time during the process shown above, the DCHR may require additional meetings with the agency to discuss concerns/recommendations relating to the realignment.	

IX. FORMS – REORGANIZATIONS AND REALIGNMENTS

Subordinate agencies must use the following forms for *Reorganizations* and/or *Realignments*:

D.C. Standard Form No. 4-REORG (Reorganization Plan Submission Form) – utilized by agencies to confirm they have completed each phase of the reorganization process prior to submitting the Plan to the Council, including obtaining legal sufficiency certification from the Office of the Attorney General, and a fiscal impact statement from the Office of the Chief Financial Officer (OCFO).

D.C. Standard Form No. 4-PFR-REALIGN (Agency Proposal for Realignment (“PFR”) Submission) – utilized by agencies to confirm they have obtained concurrence from the OCFO on the agency’s proposed budget; and has prepared and submitted the necessary documentation for review by the DCHR.

D.C. Standard Form No. 4-PFR Approval (Realignment Approval Form) – utilized to obtain the approval for a Realignment from the:

- Agency head submitting the *Proposal for Realignment (“PFR”)*;
- Agency Chief Financial Officer, Office of the Chief Financial Officer
- Director, D.C. Department of Human Resources; and
- City Administrator

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources
REORGANIZATION SUBMISSION FORM

Agency: _____

Administration: _____ **Date:** _____

- The action proposed constitutes a ***REORGANIZATION*** in accordance with D.C. Official Code § 1-315.03 (2006 Repl.), and _____, as applicable.
(Any other statutory/regulatory authority)

- A ***Reorganization Plan*** has been developed, and pertinent staff within the D.C. Department of Human Resources have been consulted or have reviewed the ***Reorganization Plan***, or portions thereof, as needed.

- The ***Reorganization Plan*** developed follows the format required under D.C. Official Code § 1-315.05 (a)(7).

- The proposed ***Reorganization Plan*** was certified as legally sufficient by the Office of the Attorney General for the District of Columbia on: _____ (Date) (copy attached).

- A fiscal impact statement for the proposed ***Reorganization Plan*** was received from the Office of the Chief Financial Officer on: _____ (Date) (copy attached).

- The agency General Counsel concurred on the proposed ***Reorganization Plan*** on: _____ (Date).

Note: Following receipt of a memorandum from the DCHR confirming that a preliminary review of the Plan has been conducted, the agency submits the proposed Plan to the Executive Office of the Mayor, Policy and Legislative Affairs, for transmittal to the Council. Following Council approval and publication of the Plan in the *D.C. Register*, the agency implements the Plan with assistance from the DCHR.

By signing below, I attest that I have reviewed the attached proposed ***Reorganization Plan*** in its entirety and confirm that the necessary actions and steps have been taken/completed.

Agency Representative

Date

By signing below, it is attested that a preliminary review of the ***Reorganization Plan*** has been completed by the Director, DCHR.

Director, DCHR

Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

AGENCY PROPOSAL FOR REALIGNMENT ("PFR") SUBMISSION FORM

Agency: _____

Administration: _____ **Date:** _____

- The action proposed meets the criteria for ***Realignments***
- A ***Proposed Realignment*** package has been developed, to include all of the following:
 - Mission statement
 - Functional statement
 - Organizational chart (Current and Proposed)
 - Staffing Patterns
 - Realignment Crosswalk
 - Current and Proposed Position Descriptions
 - Coordination with the Chief Financial Officer
- The ***Proposal for Realignment ("PFR")*** package and an original signed ***D.C. Standard Form No. 4-PFR REALIGN (Rev. 3/08)***, were submitted to the D.C. Department of Human Resources (DCHR) for review and approval on _____.
(Date)

By signing below, I, _____, attest that I have reviewed the attached
(Name – Print)
Realignment Plan in its entirety and confirm that the necessary actions or step identified above have been taken/completed.

Agency Representative

Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources
REALIGNMENT APPROVAL FORM

In accordance with section 1109.6 of Chapter 11 of the D.C. personnel regulations, Classification and Compensation, a *Proposal for Realignment* (“PFR”) is developed by agency management and submitted to the D.C. Department of Human Resources (DCHR) with definitive position information, organizational charts, proposed staffing patterns, etc. Classification staff within the DCHR shall review the PFR for propriety of staffing patterns, overlaps or duplication of functions, and possible measures for minimizing any adverse impact of the action upon agency employees (i.e., reassignment, reduction in force, downgrading, etc.). Once the review is completed, the Director, DCHR, approves the proposed action, and forwards the approved PFR to the City Administrator for concurrence.

AGENCY CERTIFICATION OF REALIGNMENT

AGENCY: _____

By signing below, I CERTIFY that the PFR being submitted to the D.C. Department of Human Resources for review and approval has been prepared for the purpose of properly aligning and improving the **INTERNAL STRUCTURE** or **FUNCTIONS** of the agency, and that the proposed action does not constitute a Reorganization.

Agency Head (or Designee) Date

APPROVAL – CHIEF FINANCIAL OFFICER

By signing below, I CERTIFY that the PFR being submitted to the D.C. Department of Human Resources has been authorized for the actual number and grade levels of positions being proposed.

Chief Financial Officer (or Designee) Date

CONCURRENCE – DEPUTY MAYOR

As part of a request for Realignment action, the _____ submitted a PFR which was Certified by the Chief
(Agency)
Financial Officer (or Designee) and transmitted to me for Concurrence:

I **CONCUR** in the Realignment action

Deputy Mayor Date

DCHR APPROVAL OF PROPOSAL FOR REALIGNMENT

The contents and various components of the PFR submitted by the _____ have been
(Agency)
reviewed; and the PFR meets all of the requirements for this type of action. The Realignment action proposed is:

APPROVED, and shall be transmitted to the City Administrator for **CONCURRENCE**

Director Date

CONCURRENCE – CITY ADMINISTRATOR

As part of a request for Realignment action, the _____ submitted a PFR which was
(Agency)
APPROVED by the Director, DCHR, and transmitted to me for **CONCURRENCE**:

I **CONCUR** in the Realignment action

City Administrator (or Designee) Date