

United States Department of Agriculture Reorganization Work Plan

Agency/Staff Office Information

Mission Area/Agency/Staff Office

Organization/Division

Proposed Change

Summary of Proposed Action

Justification/Reason for Proposed Action

Summary of Budgetary and Staffing Impacts

United States Department of Agriculture Reorganization Work Plan

Proposed Action Will:

For the Organization/Budget

1. Reorganize an agency or office
2. Realign an organizational unit of the Department
3. Result in transfer of functions between organizations
4. Negatively affect customer service
5. Require reprogramming of funding
6. Require coordination of the National Food and Agriculture Council

For Location/Property

1. Close or relocate a permanent office
2. Relocate an office outside of commuting area
3. Move an activity/program across Congressional boundaries
4. Require termination or amendment of lease agreement
5. Result in termination of collocation agreement

For Employees

1. Physically relocate employees
2. Affect five or more employees
3. Reassign employees outside local commuting area
4. Require labor engagement
5. Require personnel flexibilities (VERA/VSIP, RIF)

United States Department of Agriculture Reorganization Work Plan

Under/Assistant Secretary Recommendation

Documents to be Prepared

- | | |
|---|--|
| <input type="checkbox"/> Civil Rights Impact Analysis | <input type="checkbox"/> Organizational Chart |
| <input type="checkbox"/> Staffing Plan Changes | <input type="checkbox"/> Congressional Notification |
| <input type="checkbox"/> Functional Statements | <input type="checkbox"/> Incidental Transfer Agreement |
| <input type="checkbox"/> Delegation of Authority | |

Mission Area Recommendation

- | | |
|--|---|
| <input type="checkbox"/> Proceed (Under/Asst. Sec. Approval) | <input type="checkbox"/> Do Not Proceed |
| <input type="checkbox"/> Proceed (OSEC Approval Needed) | |

Signature

Date

Decision by the Office of the Secretary

Documents to be Prepared

- | | |
|---|--|
| <input type="checkbox"/> Civil Rights Impact Analysis | <input type="checkbox"/> Organizational Chart |
| <input type="checkbox"/> Staffing Plan Changes | <input type="checkbox"/> Congressional Notification |
| <input type="checkbox"/> Functional Statements | <input type="checkbox"/> Incidental Transfer Agreement |
| <input type="checkbox"/> Delegation of Authority | |

OSEC Decision

- | | |
|--|--|
| <input type="checkbox"/> Proceed (Under/Asst. Sec. Approval) | <input type="checkbox"/> Do Not Proceed |
| <input type="checkbox"/> Proceed (OSEC Approval Needed) | <input type="checkbox"/> Discuss with Me |

Signature

Date