

CHECKLIST FOR OSD REORGANIZATIONS, REALIGNMENTS, AND STAFFING

<u>Subject Area</u>	<u>Coordination</u>
<p>ACTIONS WITHIN THE APPROVAL AUTHORITY OF THE OSD DIRECT REPORTING PRINCIPAL STAFF ASSISTANTS (PSAs):</p> <ul style="list-style-type: none"> ● Changes in internal organizational structures not directly impacting positions governed by statute and executed within existing resources. Implementation may require: <ul style="list-style-type: none"> ◆ Establishment or renaming of organizational coding, realignment of manpower billets ◆ Revision of applicable DoD charter directives ◆ Development of new position descriptions and reassignment of personnel 	<p>DA&M/O&MP - Lead</p> <p>DA&M/O&MP</p> <p>WHLO, WHS/HRD</p>
<p>ACTIONS REQUIRING APPROVAL, IN WRITING, BY THE SECRETARY/DEPUTY SECRETARY OF DEFENSE</p> <ul style="list-style-type: none"> ● Proposed changes in the number and/or titles of senior positions governed by Title 10 or other statutes [e.g. Under Secretaries and Assistant Secretaries of Defense, some DUSDs, some Directors, and others, such as DoD GC, DDR&E, ATSD(NCB)]. Change will require: <ul style="list-style-type: none"> ◆ Draft DoD reorganization proposal, to include rationale, draft statutory language, and legislative roll-out strategy ◆ Revision of applicable or development of new DoD charter directives ◆ Development of new position descriptions and reassignment of personnel 	<p>DA&M/O&MP, WHS/HRD, WHLO, DoDGC, ASD(LA)</p> <p>DA&M/O&MP - Lead</p> <p>WHS/HRD</p>

CHECKLIST FOR OSD REORGANIZATIONS, REALIGNMENTS, AND STAFFING

<u>Subject Area</u>	<u>Coordination</u>
<ul style="list-style-type: none"> ● Mission, programmatic changes or workload increases impacting manpower requirements. Implementation may require: <ul style="list-style-type: none"> ◆ PSA submission of a formal request package to DA&M, to include detailed justification for each billet. Justification should include document workload increases, overtime, mission changes, and efforts undertaken to satisfy requirements through alternative resourcing (i.e. contract support), etc. ◆ DA&M review and evaluation of the requirement. Assessment should include a determination of the impact of the request on legislated ceilings, adherence to current SD/DSD staffing policy, budget threshold, and alternative resourcing options. The DA&M will develop and forward a recommendation for SD/DSD decision ◆ Budget lead time for programming and budgeting of SD/DSD approved manpower requirements in the PBR 	<p>DA&M/O&MP</p> <p>DA&M/O&MP, DoDGC</p> <p>DA&M/O&MP, WHS/FMD</p>
<ul style="list-style-type: none"> ● Transfer of functions, missions, and manpower resources between OSD Components or between OSD and other DoD components. Implementation may require: <ul style="list-style-type: none"> ◆ A coordinated and approved action memo detailing functions, missions, manpower and other resources for transfer ◆ Changes to existing or development of new DoD charter directives ◆ Budget reprogramming through inclusion in a PBD ◆ Manpower realignment or other manpower changes ◆ Development of new position descriptions, reassignment of personnel and other personnel actions 	<p>DA&M, DoDGC, OUSD(C), WHS/FMD</p> <p>DA&M/O&MP - Lead</p> <p>DA&M/O&MP, WHS/FMD, OUSD(C)</p> <p>DA&M/O&MP</p> <p>WHS/HRD</p>

CHECKLIST FOR OSD REORGANIZATIONS, REALIGNMENTS, AND STAFFING

<u>Subject Area</u>	<u>Coordination</u>
<ul style="list-style-type: none"> ● Establishment of a new field operating activity (Defense Agency, DoD Field Activity, or other DoD level organizational entity). Change will require: <ul style="list-style-type: none"> ◆ PSA development of a DepSecDef action memo to establish new organization, including documentation of manpower or fiscal savings IAW Sec 8040 FY09 Defense Appropriations Act resulting from the establishment, and congressional notification letters; and an assessment of the impact on legislated ceilings ◆ Changes to the applicable DoD charter directives ◆ Budget reprogramming through inclusion in a PBD ◆ Manpower realignment or other manpower changes ◆ Development of new position descriptions, reassignment of personnel and other personnel actions 	<p>DA&M/O&MP, DoDGC, OUSD(C)</p> <p>DA&M/O&MP - Lead</p> <p>DA&M/O&MP, WHS FMD</p> <p>DA&M/O&MP</p> <p>WHS/HRD, WHLO</p>
<ul style="list-style-type: none"> ● Personnel selection and/or reassignment of senior staff down to the DUSD and DASD level. Implementation requires: <ul style="list-style-type: none"> ◆ Political clearance for fill of vacant or newly established positions; OPM approval for the appointment or reassignment of non-career SES personnel, and restrictions on timing of reassignment of and notice to career SES personnel must be accommodated ◆ Assignment of General / Flag Officer or other military personnel to OSD 	<p>WHS/HRD, WHLO</p> <p>WHS/HRD</p>