



**USAID**  
FROM THE AMERICAN PEOPLE

May 24, 2017

**ACTION MEMO FOR THE CHIEF HUMAN CAPITAL OFFICER**

**FROM:** HCTM/SDAA - Gary C. Juste

**SUBJECT:** Revised ADS Chapter 102, Agency Organization

**Recommendation**

That you approve the release of the revised ADS Chapter 102, Agency Organization

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

**Background**

The purpose of this ADS chapter is to establish parameter-setting policies for USAID's organizational structure, define and describe the nomenclature used to identify organization levels and structures, and outline the process for obtaining approval for organizational changes.

The ADS Chapter 102, Agency Organization was last revised in May 2012. Since that time, changes have occurred in the Agency and it became clear that the policy needed to be updated due to inaccuracies in or the omission of guidance. As a result, this chapter has been revised in its entirety to incorporate clear guidance on organizational changes at USAID.

This chapter has been a collaborative effort between HCTM and its partners in General Counsel, Bureau for Management, and the Unions. Attached to this memo you will find a summary (Tab 1 of the substantive changes that were made to the chapter for your review.

**Authority**

Per ADS Chapter 103.3.11, the Administrator delegates to the Director, Office of Human Capital and Talent Management primary responsibility for all aspects of human resources management.

**Resource Implications**

There are no resource implications for HCTM as a result of the revision to this ADS Chapter.

Attachments:

Tab 1 – Summary of Changes

Tab 2 – Final Draft of ADS 102, Agency Organization and Mandatory References (Step-by-Step Guides, Checklists, and Organizational Change Flow Charts)

Tab 3 – Track Change version of ADS 102, Agency Organization

Tab 4 – Published version of ADS Chapter 102, Agency Organization on the Agency Website

CLEARANCE PAGE FOR ADS 102, Agency Organization Administration

**Clearances:**

HCTM/PPSM/PA: Helena Olivares	_____	Date: _____
HCTM/PPSM: Cheryl Williams	_____	Date: _____
HCTM Director: Brenda Horne	_____	Date: _____
HCTM/SDAA: Gary C. Juste	_____	Date: _____
HCTM/DCHO: Thomas Davis	_____	Date: _____
M/MPBP: Portia Persley	<u>email clearance</u>	Date: <u>11/21/2016</u>
GC/EA: Frank Walsh	<u>email clearance</u>	Date: <u>01/26/2017</u>
AFSA: Sharon Wayne	<u>email clearance</u>	Date: <u>04/21/2017</u>
AFGE: Lawrence Williams	<u>clearance by default</u>	Date: <u>05/03/2017</u>

**Drafter:** HCTM/PPSM/PA: NDurosseau 05/11/2017 P:\HR.PPIM.PUB\A.Team - Policy & Accountability\ADS\ADS 102 - (NS) Agency Organization