

ORDERU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
CENTRAL REGION

CE 1100.47

9/18/86

SUBJ: REORGANIZATION PROCEDURES

1. PURPOSE. This Order establishes the procedures Central Region Managers are to use to conduct a reorganization. It is designed to cover all reorganizations whether minor or major in nature. It does not cover normal procedures for updating individual positions.
2. DISTRIBUTION. This Order is distributed to the branch level in the Central Region.
3. PROCEDURES. Reorganizations are to be initiated in the sequence suggested below to the maximum extent possible. Following these procedures will insure a smooth and expeditious reorganization from the standpoint of the administrative processes. These procedures are not all-inclusive and reference must be made to Order 1100.1A.
 - a. A need for reorganization becomes apparent to management. The reorganization may have been mandated by higher authority or there may be a need for reorganization to accomplish workload within authorized position levels.
 - b. Management will hold discussions of feasibility, effective position management, and procedures with the servicing Position Classification Specialist (PCS) in the Position Management and Employment Branch, ACE-14.
 - c. If a reorganization appears feasible, management develops functional statements and organization charts. This will be accomplished with the assistance of the PCS. Organizational charts should not include grades or series at this juncture.
 - d. If a reorganization involves the opening, closing, consolidating, or relocating of a field office, the proposal must be submitted to the Administrator for approval. Management should refer to Order 1100.1A for detailed procedures for obtaining this approval.
 - e. Management formulates draft position descriptions and reaches agreement with the PCS as to the actual duties of all positions, including positions outside the reorganization in which there may be an overlap of duties and responsibilities.

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f. The PCS makes a tentative classification of all affected positions both within the reorganization and any positions outside that may be affected. It must be stressed that this step may take substantial time and require further research and audit.

g. At this juncture, the critical agreement by both management and the Human Resource Management Division (HRMD) is made concerning the actual feasibility of the proposed reorganization. Any final problems with grade levels, number of positions, and organizational design must be resolved before proceeding. Guidance for organizational structuring and classification may come from Washington headquarters, other regions with similar organizations, classification standards, and reference to applicable private sector trends.

h. Management assembles a Reorganization Package consisting of revised organization charts, functional statements, position descriptions, and tentative classification. The proposal is submitted to the Regional Director along with a letter of justification for approval, through Resource Management Division, ACE-40.

i. The Regional Director is briefed on the potential reorganization and approves, disapproves, or changes the proposed reorganization.

j. Upon approval of reorganization, management and the PCS coordinate with the Personnel Management Information System (PMIS) Manager for the assignment of the organization codes for the new organization. These codes are used for identification of the organizational segment(s) throughout all parts of PMIS.

k. The initiating office sends a memorandum to the Accounting Division, ACE-20, requesting any revisions or deletions to fiscal program codes, cost center codes, and organization titles relevant to the new organization. After action by Accounting, ACE-20, these new or revised data elements will be input into the Accounting system for payroll usage and as a means of collecting cost data, and the FAA Standard Codes Handbook, CE 1370.3D, will be revised accordingly.

l. Management finalizes format, including SF-52's, Request for Personnel Action, and OF-8's, Position Descriptions (PD). An SF-52 is prepared for each position, including information as to how the position should be staffed, and a Form FAA-1412, Part 4, is prepared designating the new information. The package is then submitted to the Budget Branch, ACE-42, for assignment of budget numbers. The completed PD's and SF-52's are forwarded to the PCS for final action.

m. Budget Branch, ACE-42, personnel enter all authorized position information into the CPMIS authorization file.

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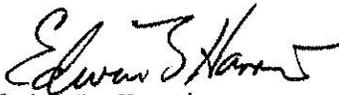
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n. Some reorganizations may require changes in a CE Supplement to Order 1100.5B. These should be prepared by management and submitted to the Management Systems, Planning and Evaluation Branch, ACE-41, for approval so they are ready for signature and printing as soon as the official classification is completed. The changes, if any, should be signed, printed, and distributed at this point.

o. The SF-52's and PD's are sent to the PCS for official classification unless changes have occurred since the tentative classification process affecting the grade or series of the position. The PCS notifies management when official classification is completed and enters all position file information in the CPMIS.

p. When official classification is completed, the PCS sends the SF-52's and PD's to the appropriate Staffing Specialist for action to fill the positions. Many different types of actions may be appropriate for filling positions. The process will be developed between management and the Staffing Specialist. At this time, the Knowledge, Skills, Abilities, and other Personal Characteristics (KSAO's) are developed by the initiating office and the Staffing Specialist.

4. IMPACT. In order to ensure that the most efficient means are used in accomplishing the reorganization, close coordination must be maintained between the affected office, Resource Management, Accounting, and the Human Resource Management Division.



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