
CHAPTER 6. ORGANIZATIONAL CONTROL, CHANGE, AND DOCUMENTATION

- 6-1. GENERAL. The procedures set forth in this chapter explain requirements for documenting, evaluating, clearing, and implementing organization changes. These procedures are intended to assure that the organization of HUD is fully documented in terms of the assignment of program and functional responsibility in all areas and at each level of Departmental operations. These procedures also require that any changes to the approved organization be fully justified by the benefits to be realized in relation to costs, be adequately-analyzed and evaluated by officials and organizations directly affected and be promptly documented and communicated throughout the Department. To insure that these objectives are realized, all organization changes shall be processed in accordance with the procedures or the Unified Issuances System, Handbook 000.2.
- 6-2. LEVELS OF APPROVAL AUTHORITY. The approval authority is as follows and must be exercised in compliance with the requirements of paragraph 6-3 below:
- a. The Secretary.
- (1) Establishment of new major organizational elements reporting directly to the Secretary;
 - (2) Placement of new functions assigned the Department by Legislation or Executive Order;
 - (3) Transfer of responsibility for major functional or programmatic responsibilities;
 - (4) Addition, deletion or modification of the functions, organization, or responsibility of organization elements (including the establishment of new organizational elements) down through the Office level, including all elements reporting directly to a Primary Organization Head;
 - (5) Changes in Regional, Area or Service Offices, or Valuation/Endorsement Station organization other than delegated to the Regional Administrator in "d" below.
 - (6) Establishment, modification, or elimination of the locations and jurisdictions of Regional, Area or Service

Offices and Valuation/Endorsement Stations as specified in Handbook 1170.4, HUD Regional and Area Office Locations and Jurisdictions.

- b. Headquarters Primary Organization Heads. Addition, deletion or modification of the functions or organizational configuration and assignment of responsibility for elements at the Division level and below, including the establishment of new organizational elements at these levels (movement of functions at or below the Division level between Offices is considered to be an Office level change requiring approval of the Secretary). In specific instances where a Deputy Assistant Secretary has special program responsibilities, those organizational elements are considered to be an extension of the Assistant Secretary's staff and not another structural level within the organization. Organization changes to be approved by Headquarters Primary Organization Heads require the clearance of the Assistant Secretary for Administration in accordance with Handbook 000.2, Unified Issuances System.
- c. Headquarters Office Directors. Only when specifically delegated the authority: addition, deletion or modification of organizational configuration and assignment of responsibility and functions for elements at the Branch level and below, including the establishment of new organizational elements at these levels.
- d. Regional Administrators. Addition, deletion or modification of organizational configuration and assignment of responsibility for elements in Regional, Area or Service Offices or Valuation/Endorsement Stations which are not prescribed in the respective organization Handbooks and charts approved for these Offices, including the establishment of new organizational elements below the levels prescribed. Changes below the level specified in the Area Office Organization Handbook, 1171.1 must conform to the threshold concept presented in the Foreword of the Handbook. Additionally, all Regional and Field Office organization Changes must adhere to the organization principles presented in Chapter 7 of this Handbook. Regional Administrators may establish or disestablish Valuation Stations, based on workload and service considerations. Thirty day advance notice will be given to the Assistant Secretary for Administration: Attention Director, Office of Organization and Management Information.

6-3. APPROVAL PROCESS FOR ORGANIZATIONAL CHANGES.

a. Headquarters Organizational Changes Requiring Approval of the Secretary.

(1) All proposed organizational changes requiring the approval of the Secretary will be submitted in two phases:

(a) Phase I. A short concept paper (of no more than 2 or 3 pages) will be submitted to the Secretary, through the Under Secretary including:

- 1 A short statement of the current organizational deficiency, rationale for change, gains expected;
- 2 An assessment of the impact on staff requirements particularly with respect to supergrade positions and the total staffing requirement (the Executive Resources Board will prepare recommendations for the Secretary on the supergrade requirements);
- 3 Copies of the old and proposed organizational charts with short bulletin style statements of function where that is not obvious.

(b) Phase II.

- 1 After the Secretary has approved the general concept the following will be forwarded to the Secretary through the Assistant Secretary for Administration:
 - a Organization charts for the component being affected by the change showing present and proposed organization elements and relationships, with an indication of the major positions and the number of employees in each organizational element;
 - b A functional statement, providing a narrative explanation of the responsibilities and relationships of the organizational elements;
 - c A current as well as a proposed staffing pattern reflecting position titles, grades

- and organizational titles affected by the requested change, as well as an analysis of the differences between the current and proposed staffing;
- d A specific assessment of the effect of the proposal on ceiling and average grade levels, as well as a statement of the reasons for and the benefits which are anticipated from implementation of the change;
 - e A justification for each variation from the standard nomenclature given in Chapter 8 of this Handbook.
- 2 The Office of Organization and Management Information, in conjunction with the Offices of Personnel and Budget, will analyze the material and prepare an evaluation for the Assistant Secretary for Administration who will recommend approval, disapproval or modification. Coordination with the submitting organization, other appropriate Headquarters Offices, and the Deputy Under Secretary for Field Coordination when the Field organization structure is affected will be maintained during this review.
 - 3 Headquarters Organization heads are encouraged to seek the assistance and/or early involvement of Departmental management staff under the Assistant Secretary for Administration to assure expeditious development and processing of proposed changes.
- b. Other Headquarters Organizational Changes. All other organizational changes must be cleared with the Assistant Secretary for Administration. Issues which cannot be resolved by negotiation will be forwarded to the Under Secretary or Secretary for resolution.
 - c. Field. All proposed organizational changes in the Regional or Field Offices will be reviewed by the Director, Office of Regional Administration, who will provide an analysis and recommendation for the Regional Administrator.
 - (1) The latter will take final action on those changes within his delegated authority (see paragraph 6-2.d). The Regional Administrator should establish the necessary justifications to be provided.

- (2) Proposals which require approval by the Secretary will be forwarded to the Assistant Secretary for Administration, Attention: Director, Office of Organization and Management Information. The same justification as specified in paragraph 6-3a(1) above shall be provided. The review and approval procedure will be the same as for proposed Headquarters organizational changes except that the recommendation will be prepared in consultation with all of the Headquarters offices concerned, including the Deputy Under Secretary for Field Coordination. If supergrade positions are involved comments of the Executive Resources Board will be obtained.

- 6-4. DOCUMENTATION REQUIRED AFTER AN ORGANIZATIONAL CHANGE. The official organization of the Department is set forth in Handbooks in the 1100 series of the Unified Issuances System. Accordingly, any approved organizational change must be documented by a revision in the appropriate Handbook. The material must be prepared in proper format in accordance with the requirements of Handbook 000.2, Unified Issuances System. If assistance is needed, it can be obtained from the Office of Organization and Management Information (Headquarters) or Administration (Field).
- 6-5. ORGANIZATION CODES AND PERSONNEL ACTIONS. Upon approval of an organization change, organization or office codes must be assigned by the Office of Organization and Management Information, ADM. All personnel documents incidental to the change must show the proper codes. Requests for personnel actions without the proper code or with obsolete codes will not be processed by the Office of Personnel. Properly classified position descriptions for all employees affected by the reorganization shall be submitted upon approval of the organization change. Determination of official position titles (classification titles) and grades is a responsibility of the Office of Personnel. For Field Offices, determination of grades (through grade 15) is a responsibility of the Regional Office Personnel Division (or Field Offices where redelegated). All personnel actions should be timed to be completed within 90 days after approval of the organizational change.