



United States  
Department of  
Agriculture

Marketing and  
Regulatory  
Programs

Animal and  
Plant Health  
Inspection  
Service

**TO:** XXXXX XXXXX  
Director  
Office of Human Resources Management

**THROUGH:** XXXXX XXXXX  
Under Secretary

XXXXX XXXXX  
Administrator

**FROM:** XXXXX XXXXX  
Deputy Administrator  
National Inspection Program

**SUBJECT:** Organizational Change within APHIS State Inspection Office

This package transmits the information requirements as outlined in Departmental Directive 1010-001 to request approval to effect an organizational realignment in the Animal and Plant Health Inspection Service (APHIS), Ohio State Inspection Office (SIO). This proposal requests relocation of the SIO from Columbus, Ohio, to Reynoldsburg, Ohio.

#### **Background and rationale for the proposed organizational changes**

The Ohio Department of Agriculture (ODA) is the main cooperator for the APHIS SIO in the state of Ohio. ODA recently constructed new facilities in Reynoldsburg, OH and space has been made available to SIO.

There are several advantages in moving the SIO to Reynoldsburg. Work unit efficiency would increase and travel costs would be reduced because several trips to Reynoldsburg would be eliminated. Co-location will facilitate communications with the ODA and program constituents. The current SIO Columbus location has higher lease costs, and lacks adequate teleconferencing and conference room space. The new ODA site would provide more training space, a dedicated conference room, teleconference capability, as well as more supply storage space.

#### **Human resource management impacts**

The OHIO SIO has one State Director, one Office Manager, one Inspection Officer, and one Inspection Technician. There will be no change in positions and no human resource management impact.

**Civil rights impact analysis**

A Civil Rights Impact Analysis is attached (see Attachment A). The analysis concludes that no adverse civil rights impact will result from the proposed organizational change.

**Organizational charts and functional statements**

This proposal does not change the APHIS or SIO organizational charts, or the SIO functional statements.

**Anticipated changes to the Agency's budget**

The proposed office closure will result in a significant cost savings to the Agency's budget. The move to Reynoldsburg, OH will result in centralized administrative support and eliminate redundant utility, janitorial, and telecommunications costs. The SIO will be geographically closer to cooperators - saving the Agency overtime and fuel costs associated with daily travel. A signed notification from the Mission Area Chief Financial Officer is attached and certifies that financial and internal controls are adequate (see Attachment B).

There is estimated annual cost savings of \$14,100, as illustrated on the attached "Summary of Changes" table, as prescribed in Appendix D of Departmental Regulation 1010-001 (see Attachment C).

**One-time cost associated with the realignment of functions**

There will be estimated one-time costs of \$1,250 to relocate furniture, supplies and equipment from the Columbus office to Reynoldsburg. There are no one-time costs for personnel relocation, severance pay, buy-outs, retraining, outplacement service, or lease termination. A 30-day notice will be given for lease termination if this proposal is approved.

**Current and Proposed Staffing Plans**

Attached is the current staffing plan for the SIO office showing the position title, series, and grade of all positions (see Attachment D). There will be no changes to existing staff.

**Organizational charts**

The current APHIS organizational chart and SIO organizational charts will not change.

**Labor relations certification**

A statement certifying all bargaining obligations have been satisfied is attached (see Attachment E).

**Congressional notification**

This change involves moving an office across Congressional Districts. APHIS will work with the USDA, Office of Congressional Relations, to inform the appropriate Congressional Offices of the proposal to relocate the Columbus, OH office upon approval of this request.

**Delegation of authority**

The proposed establishment does not impact the APHIS Title 7, Code of Federal Regulations, Part 2, Delegations of Authority.

**Changes required to the continuity of operation plan**

There are no changes required to the Continuity of Operation Plan involved with the combining of these functions.

**Effective date of requested changes**

The organizational changes will be effective upon Assistant Secretary for Administration approval and Congressional notification.

For answers to any questions you may have about this proposal, please contact Xxxxx Xxxxx Xxxxx, Senior Program Analyst, SIO, at (301) 734-6466, or Xxxxx Xxxxx, Human Resources Policy Branch, Human Resources Division at (612) 336-3440.

Attachments



Attachment A

United States  
Department of  
Agriculture

Animal and Plant  
Health Inspection  
Service

Washington, DC  
20250

## MEMORANDUM

**TO:** XXXXX XXXXX,  
Director  
Ohio State Inspection Office

**FROM:** XXXXX XXXXX,  
Director  
Civil Rights Enforcement and Compliance

**SUBJECT:** Civil Rights Impact Analysis  
Organizational Changes in State Inspection Office

USDA Departmental Regulation (DR) 4300-4, *Civil Rights Impact Analysis*, requires agencies to address civil rights implications of proposed actions, to include reorganizations, realignments, office closures and other actions impacting personnel and program beneficiaries. The Civil Rights Enforcement and Compliance (CREC) staff conducted a civil rights impact analysis of the organization changes in the State Inspection Office (SIO) Program. The analysis was conducted pursuant to DR 4300-4 and addresses whether the proposed action will have an adverse civil rights impact on any employees or program beneficiaries, and applicants for employment or program benefits, based on their membership in a protected class.

### CRITERIA/RATIONALE

The Ohio Department of Agriculture (ODA) constructed a new facility in Reynoldsburg, OH and space has been made available to SIO, which results in more training and conference rooms and reduced costs. The SIO can use ODA's training and conference rooms at no cost and the new location has a dedicated conference room; teleconferencing capability and can accommodate 6 people versus 4 people at the old location.

### TIMETABLE

The office relocation will be effective as soon as approvals are obtained.

### EXISTING ORGANIZATION

The Ohio SIO organization structure is attached.

### PROPOSED ORGANIZATION

There are no organizational changes associated with the office relocation.

**SUMMARY OF CHANGES**

The proposed changes include the following: moving the OH-SIO office to a new location. The driving distance between those two offices is about 12.7 miles; both offices are in the same local commuting area. There will be no changes to any employee's grade, job series or job duties. SIO does not plan to retrain any employee for any position within OH or elsewhere.

**WORKFORCE PROFILE AND IMPACT**

The workforce profiles of the SIO employees to be located in the new office space in Reynoldsburg, OH are as follows:

CURRENT OH-SIO Columbus, OH					
Race	Gender	Series/Grade	Position>Title	Age	Disability *Targeted
White	Male	GS401-13	SIO Director	51	No
White	Male	GS401-12	Inspection Specialist	39	No
White	Male	GS403-8	Inspection Technician	58	No
-	Female	GS303-7	Office Manager	47	No

**ANALYSIS**

The new location of the OH-SIO office would be less than 13 miles from its previous location and will enable that office to maintain a close working relationship with the ODA. The public could see some additional travel time to the OH-SIO office if they needed to visit the office, although usually there are no visits to the office by the public. The former and new offices are about the same distance from Interstate 70, so travel time should be the same for visitors who travel by automobile. All but one employee will have a shorter commute to work. Otherwise, there is no foreseeable impact, as the distance between the previous and new location is very small.

The information provided to CREC to review did not show any changes to any employees' grades, job series or job duties. The office closure involves employees working out of the Reynoldsburg location, but that office is within the local commuting area.

None of the information reviewed indicated an adverse civil rights impact on any of the employees moving to the new office location. The work that was conducted out of the Columbus office will continue to be delivered thru the Reynoldsburg office.

In summary, our review found no information to indicate an adverse civil rights impact on employees or program beneficiaries, or applicants for employment or program benefits, based on their membership in a protected class. If there are any changes to the proposed office closure, SIO should notify CREC immediately so an assessment can be made to determine whether this CRIA should be modified.

If you require additional information, please contact me at (301) 734-6466.

Attachment



Attachment B

**United States  
Department of  
Agriculture**

Marketing and  
Regulatory  
Programs

Animal and  
Plant Health  
Inspection  
Service

Washington, DC  
20250

TO: Xxxxx Xxxxx  
Acting Chief Financial Officer

FROM: Xxxxx Xxxxx  
Chief Financial Officer  
Marketing and Regulatory Programs

SUBJECT: Human Capital Reorganization Notification to the Chief Financial Officer  
Concerning Internal Controls.

As the Chief Financial Officer of the Animal and Plant Health Inspection Service (APHIS), I have reviewed the human capital adjustments that will result from the relocating the State Inspection Office (SIO) in Columbus, Ohio, to the Ohio Department of Agriculture facility in Reynoldsburg, Ohio.

Personnel and assets such as office equipment and computers will be transferred to the Reynoldsburg, Ohio, location. There are established procedures and internal controls that are adequate to safeguard assets and assure proper accounting and reporting of revenue, expenditures, obligations, asset purchases, asset dispositions, and liabilities.

Please contact me at 301-734-3440 if you would like additional information.

**APHIS, SIO  
Columbus, OH**

**SUMMARY OF CHANGES**

<b>PAY PLAN AND GRADE/COSTS</b>	<b>CURRENT FTE'S</b>	<b>PROPOSED FTE'S</b>	<b>DIFFERENCE</b>
<b>ES, ST, or SL Positions</b>			
<b>GS-15</b>			
<b>GS-14</b>			
<b>GS-13 and below</b>	<b>4</b>	<b>4</b>	<b>0</b>
<b>FWS Positions</b>			
<b>Other Positions</b>			
<b>Total FTE'S (1)</b>	<b>4</b>	<b>4</b>	<b>0</b>
<i>Annual Costs</i>			
<b>Cost of Salaries and Benefits</b>	<b>\$321,435.00</b>	<b>\$321,435.00</b>	<b>0</b>
<b>* Other Costs</b>	<b>\$45,880.00</b>	<b>\$31,740.00</b>	<b>- \$14,100</b>
<b>Total Costs</b>	<b>\$367,315.00</b>	<b>\$353,175.00</b>	<b>- \$14,100</b>

**COMMENTS:**

**\* Other Costs**

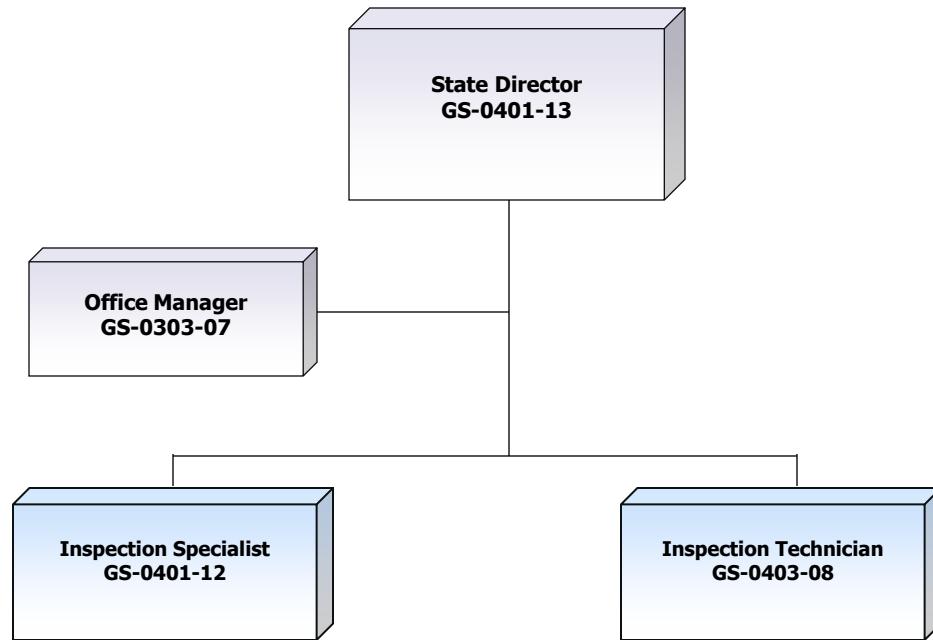
- Current:  $\$45,880 = \$29,970 \text{ (lease)} + \$8,040 \text{ (utility costs)} + \$3,600 \text{ (supplies/equipment)} + \$4,270 \text{ (travel costs)}$
- Proposed:  $\$31,740 = \$25,300 \text{ (lease; utility cost included)} + \$3,600 \text{ (supplies/equipment)} + \$2,840 \text{ (travel costs)}$

Report current annual costs, proposed annual costs, and the difference between current and proposed annual costs FOR THE CURRENT FISCAL YEAR. Categorize costs as either "Salary and Benefits" or "Other." "Other" costs include travel, supplies, and equipment costs related to the identified FTEs. A reduction in FTEs and salary and benefit costs usually results in a reduction in "Other" costs.

# Ohio State Inspection Office

## 34-30-02

Attachment D





Attachment E

**United States  
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Marketing and  
Regulatory  
Programs

Animal and  
Plant Health  
Inspection  
Service

Washington, DC  
20250

TO: Xxxxx Xxxxx  
Director  
State Inspection Office

FROM: Xxxxx Xxxxx  
Labor Relations Specialist  
Marketing and Regulatory Programs  
Human Resources Division, Labor Relations

SUBJECT: Organizational Realignment

The Animal Plant Health Inspection Service (APHIS), State Inspection Office (SIO), in Columbus, OH is covered by a recognized bargaining unit (NAAE). The union was notified of the office relocation to Reynoldsburg, OH, for the existing four employees. The program has met all applicable labor relations obligations.

Please contact me at 301-734-6466 if you have any questions or concerns regarding this matter.