Start Process Here



Program drafts 1010 package documents and submits to HR Policy Branch (HRPB) for review/concurrence



Deputy Administrator obtains concurrence and signature from Agency Administrator, who routes 1010 package to MRP Under Secretary (US)



US reviews package, signs routing slip, and routes package to MRP HR Director



Human Resources Division (HRD) submits six copies of 1010 package to Office of Human Resources Management

Assistant Secretary for Administration

Routing & Approval Process for MRP Organizational Changes 3/11/2014

End of Process



HRD works with Program to identify and implement needed changes (NFC POL updates, PDs, personnel actions, union notification, etc.)



Output: Signed memorandum and 1010 package filed in HRPB, Riverdale, MD

If approved, Program provides point-of-contact to work with HRD to effect position and/or organizational structure changes



Assistant Secretary for Administration issues memorandum to US & Agency Administrator approving or disapproving change

Department Staff Offices

review 1010 package and

clarify issues

Agency Administrator provides memorandum copy to Deputy Administrator. Program forwards copy to HRPB