



United States Department of Agriculture

Departmental
Administration

Office of the Chief
Information Officer

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Washington, DC
20250

DECISION MEMORANDUM FOR THE CHIEF INFORMATION OFFICER

THROUGH: Gary Washington
USDA Chief Information Officer

FROM: Denessa Moses
Assistant Associate Chief Information Officer

SUBJECT: IRMC New Division and Staff Realignment

ISSUE / REQUEST:

This package transmits the proposal to reorganize the Information Resource Management Center (IRMC) to fully align and account for IRMC services and capabilities. It includes establishing a new Information Technology Policy and New Audits Division, renaming two Divisions, and realigning staff.

BACKGROUND:

Currently IRMC staff alignment is not conducive to the many changes made to OCIO functions. To better align current organizational needs within USDA, IRMC requests realignment of 20 current IRMC staff dispersed in two divisions and direct reports to the Associate Chief Information Officer (ACIO) into three divisions that better align with the duties and responsibilities they perform. The changes will include the redesignation of two current IRMC divisions and creation of a third, a change in supervisor for 10 employees, and a change in PD and supervisor for one new supervisory position. The realignment for the other 10 staff is limited to Division name update.

With the exception of one employee, the duty station, occupational series, grade level, and position descriptions will be unchanged, only supervisory designation or division name under which the employees work is changing. One GS-15 employee will change position description as the supervisor of the new division. All changes are limited to within IRMC. The changes are reflected in the attached Organization Chart.

IMPACT:

Organization

Establishment of a new Information Technology Policy and Audits Division. The current Capital Planning and IT Governance Division will be renamed IT Portfolio Management Division. The current Strategic Planning, E-Gov and Audits Division will be renamed IT Strategic Planning and Governance Division.

All applicable IRMC organization functional statements are attached and updated to reflect the requested changes.

Staffing

The new Information Technology Policy and New Audits Division will be comprised of six staff shifting within IRMC. One of these employees, who previously was a supervisor, will become the new supervisor of this Division. There will be no changes for the other staff realigning.

The renamed IT Portfolio Management Division will be comprised of seven staff. Six of these employees are from the prior Capital Planning and IT Governance Division with the other employee realigning from another IRMC division.

The renamed IT Strategic Planning and Governance Division will be comprised of seven staff. Three of these employees are from the prior Strategic Planning, E-Gov and Audits Division with the other four employees realigning from other IRMC divisions.

No staff will be separated or otherwise adversely impacted by this restructuring. The proposed changes do not require relocation, severance pay, buy-outs, or outplacement service.

Labor Relations Certification

No engagement with labor relations organizations is necessary for these proposed changes.

Space or Facilities

Office space will not change. IRMC will maintain the same facilities after the proposed restructuring.

Civil Rights Impact Analysis

This request does not meet the criteria for a Civil Rights Impact Analysis.

Fiscal Impact

There is no requested change in funding stream with this request.

Congressional Notification

The Office of Budget and Program Analysis advised that Congressional Notification is unnecessary for the proposed changes.

Delegation of Authority

Current delegated authorities will remain unchanged.

Incidental Transfer Agreement

This request has been reviewed for Incidental Transfer Agreement and has been determined not necessary for this request.

These organization naming and staff alignment changes do not require Office of the

Secretary approval as they do not meet the following Departmental Regulation Organization Planning, Review, and Approval # 1010-001 policy criteria:

- The realignment or reorganization of a function across or within Mission Areas, agencies, or Departmental staff office lines;
- Any management-initiated reductions in staff;
- The closure or of an entire office or the effective curtailment of office operations; or
- The transfer of an entire office across congressional district lines.

Internal Controls are unchanged:

- Compliance with laws and regulations to include proper accounting policies;
- Assets are safeguarded against waste, fraud, abuse, unauthorized use, and misappropriation;
- Transactions are recorded and accounted for properly to produce reliable financial and statistical reports;
- Effectiveness and efficiency of operations.

RECOMMENDATION:

It is recommended that the above detailed Information Resource Management Center reorganization and realignment be approved. These changes are recommended as best reflecting the leadership, mission, and vision of this organization.

DECISION BY THE CHIEF INFORMATION OFFICER

Approve: _____

Disapprove: _____

Discuss with me: _____

Date: _____

Attachments:

- Org Chart OCIO IRMC CURRENT
- Org Chart OCIO IRMC PROPOSED
- OCIO IRMC Staffing Plan
- OCIO Functional Statement – IRMC Changes