

**CHANGE IN ORGANIZATION STRUCTURE**

GS 26 (NEW 7/94)

**INSTRUCTIONS**

The following are to be completed and submitted to the Personnel Section with the request:

1. A justification memorandum describing the background of the current organizational structure and explaining what has changed to support the change in the organization.
2. Proposed and current organization charts.
3. Duty Statements for all affected positions.
4. Complete Section I, Originating Office, below.

**I. ORIGINATING OFFICE**

REASON FOR CHANGE (Check Appropriate Box)

- INCREASED STAFFING     
  NEW PROGRAM (Legislative Mandate)     
  POSITION UPGRADE  
 WORKLOAD INCREASE     
  OTHER (Specify) \_\_\_\_\_

OFFICE CHIEF'S SIGNATURE

SIGNATURE DATE

**II. PERSONNEL SECTION**

**CLASSIFICATION IMPACT:**     YES                       NO

**ACTION REQUIRED:**             PROMOTE IN PLACE     NEW POSITION             RECLASS VACANT POSITION

CLASSIFICATION CONSIDERATIONS:

PERSONNEL MANAGER'S SIGNATURE

SIGNATURE DATE

**III. BUDGET OFFICE****FUNDING AVAILABLE**

- YES  
 NO

**BUDGET OFFICE RECOMMENDATION**

- APPROVED  
 DENIED

ALTERNATIVES:

BUDGET OFFICER'S SIGNATURE

SIGNATURE DATE

**IV. EXECUTIVE OFFICE RECOMMENDATIONS****DEPUTY DIRECTOR'S RECOMMENDATION:**

- CONCUR                       DENIED                       ADDITIONAL BACKGROUND NEEDED

DEPUTY DIRECTOR'S SIGNATURE

SIGNATURE DATE

**CHIEF DEPUTY OR DIRECTOR'S APPROVAL:**

- CONCUR                       DENIED                       ADDITIONAL BACKGROUND NEEDED

CHIEF DEPUTY OR DIRECTOR'S SIGNATURE

SIGNATURE DATE

**V. PERSONNEL USE ONLY****COMPLETED SIGNED COPY SENT TO ORIGINATOR**

DATE

PERSONNEL ANALYST INITIALS