

ORGANIZATIONAL STRUCTURE, TITLES, AND CHANGES
WITHIN THE AGRICULTURAL MARKETING SERVICE

1. PURPOSE

This Directive establishes the policy, authorities, and responsibilities for administering organizational structure, titles (including supervisory working titles), and changes within the Agricultural Marketing Service (AMS).

2. REPLACEMENT HIGHLIGHTS

This Directive replaces:

- a. AMS Directive 311.1 Position Management Program, dated 7/2/90, and
- b. AMS Directive 311.2 Organization of the Agricultural Marketing Service, dated 11/16/90.

3. AUTHORITY

- a. Title 5, United States Code (U.S.C.), Chapters 51 – Classification and 53 – Pay Rates and Systems.
- b. Title 5, Code of Federal Regulations (CFR), Parts 511 – Classification Under the General Schedule, and 532 – Prevailing Rate Systems.
- c. USDA Department Regulation 1010-001, Organization, dated July 20, 2006.
<http://www.ocio.usda.gov/directives/doc/DR1010-001.pdf>

4. DEFINITIONS

- a. Organizational Levels. Any part of the AMS organization that is separately established in block 18 of USDA Form AD 332, Position Description Cover Sheet, and has a formally approved Functional Statement. Informal organizations such as task forces and working groups are generally not considered to be organizational levels.
<http://www.aphis.usda.gov/mrpbs/downloads/forms/ad/ad332.pdf>

- b. Functional Statement. A formal description of the mission assigned to the AMS Office of the Administrator or Program Area and its subordinate organizational levels, all inherent responsibilities, and the activities conducted within the organizational levels to accomplish that mission. It describes the purpose, scope, and nature of the work proposed within each organizational level.
- c. Declension. A downward hierarchical organizational progression.

5. POLICY

It is AMS policy to use structures that provide efficient and effective means for accomplishing assigned functions within the realm of available resources.

6. RESPONSIBILITIES

- a. The Associate Administrator has final accountability for AMS organizational structure, titles, and changes and will:
 - (1) Initiate/Support organizational changes that require Under Secretary/Departmental approval in accordance with the provisions of Departmental Regulation 1010-001, and sign-off on required paperwork.
 - (2) Approve all organizational levels, working titles, and functional statements within the Office of the Administrator (and within the Program areas, which have significant change/impact on a Program area's activities, resources, or funding) with prior review and concurrence by Animal and Plant Health Inspection Service (APHIS), Marketing and Regulatory Program Business Services (MRPBS), Human Resources Division (HRD), Operations and Policy, Human Resources Operations (HRO).
 - (3) Approve all GS-14 and GS-15 tentative hiring selections within the Agency in accordance with internal AMS prior approval procedures.
- b. Deputy Administrators will approve all organizational levels, working titles, and functional statements within their Program areas with prior review and concurrence by APHIS, MRPBS, HRD, Operations and Policy, HRO, with the exception of those noted in 6.a.(1) and 6.a.(2).
- c. Compliance and Analysis (C&A) Program, Planning and Accountability Division, will work with AMS managers and supervisors and APHIS, MRPBS, HRD, Operations and Policy, HRO, on analyzing and finalizing organizational structures and functional statements.
- d. Managers and Supervisors will consult with appropriate administrative staffs/Resource Management Officers; APHIS, MRPBS, HRD, Operations and Policy; and C&A, Planning and Accountability Division; when determining organizational structure needs.

- e. The Marketing and Regulatory Programs (MRP) Human Resources Director will ensure accountability with the Office of the Administrator (i.e., Associate Administrator) throughout the Departmental Regulation 1010-001 process to support USDA and USDA, Office of Human Resources Management efforts.
- f. APHIS, MRPBS, HRD, Operations and Policy, HRO, will consult with managers and supervisors when determining organizational structure needs.

7. ORGANIZATION STRUCTURE PLANNING POLICY

- a. AMS organizational structure and working titles will be organized to achieve Office of the Administrator and Program area goals in the most effective, efficient, and economical manner.
 - (1) Organizational structures will be clearly structured and reviewed to avoid overlapping duties or responsibilities of positions.
 - (2) AMS will operate with the minimum number of organizational levels, with an emphasis on delegation of authority to the lowest appropriate working level.
- b. AMS standard organizational structure and working titling practices for the Office of the Administrator and Program areas are described in Attachments 1 and 2.

8. ORGANIZATIONAL TITLES

- a. AMS organizational structure titles should be descriptive of the component's basic functions. Program area and Office of the Administrator organizational levels will normally conform to the following nomenclature; the declination is outlined in both attachments.
 - (1) Tier 1 Executive (Program). Uses the name Program (or Office in the case of the Office of the Administrator). The supervisory working title for this level will be Deputy Administrator (or Administrator/Associate Administrator in the case of the Office of the Administrator). Deputy Administrators may have an alter ego with the working title of Associate Deputy Administrator (or Deputy Associate Administrator in the case of the Associate Administrator).
 - (2) Tier 2 Director (Division/Staff). Uses the name Division (or Staff in the case of the Office of the Administrator). The supervisory working title for this level will be Director. Directors may have an alter ego with the working title of Deputy Director.
 - (3) Tier 3 Branch. Uses the name Branch (or Office in the case of Regional Offices in the field). The supervisory working title for this level will be

Chief (or Regional Director in the case of the Regional Offices in the field). Chiefs may have an alter ego with the working title of Assistant Chief (Regional Directors typically do not have alter egos).

- b. Exceptions to the nomenclature include, but are not limited to:
 - (1) Organizations prescribed by statute or legislatively mandated. For example, the Plant Variety Protection Office is a Tier 2 level organization, but prescribed as “Office” and “Commissioner” titles in statute.
 - (2) Information Technology Service and Laboratories.
 - (3) Chief Officer Working Titles. For example, Chief Operating Officer, Chief Information Officer, Budget Officer, Chief Technology Officer, Deputy Chief Information Officer, etc. Chief Officer working titles are supplemental to Tier 1 and Tier 2 working titles. For example, the Budget Division Director and AMS Budget Officer will both be listed as working titles.
- c. Special Instructions Concerning Use of the Designation “Staff”. The designation “Staff” in the Program areas (not in the Office of the Administrator) should be used to recognize organizational components not suitable for designation as Division, but more akin to a Branch. It may occur at the Tier 1 Executive (Program) organizational level. The supervisory working title for this level will be Chief. Chiefs may have an alter ego with the working title of Assistant Chief.
- d. Special Instructions Concerning Use of the Designation “Team”. The designation “Team” should be used to identify informal organizational components. “Teams” allow for more flexibility than formal organization components; they can be established or disbanded without preparing formal reorganization proposals and functional statements. They may occur at various organizational levels.

9. PROCEDURES FOR ORGANIZATIONAL STRUCTURE CHANGES

- a. The Associate Administrator and Deputy Administrators will submit requests for organizational structure (organizational levels and working titles) changes in accordance with section 6. of this Directive.
 - (1) Functional Statements. New or “track changed” functional statements should be included with the request for changes to organizational levels. Functional statements should be concise and identify functions assigned to each component. The statements should not be considered as delegated authority or authorization for specific activities. Such action is accomplished by delegations of authority, individual position descriptions, and performance standards.

- (2) Position Descriptions. New or “track changed” position descriptions with proposed or revised working titles. Block 8 of Form AD 332 will include the working title (e.g., Deputy Associate Administrator) and block 10 will include the official supervisory title (e.g., Supervisory Agricultural Marketing Specialist).
- (3) Organization Chart. Office of the Administrator or Program area organization charts must be included with the request. Two separate organization charts will be prepared: (1) one reflecting the current approved organization structure, and (2) one reflecting the proposed organization structure in accordance with this Directive’s nomenclature.

10. INQUIRIES

- a. Direct questions or comments to the Compliance and Analysis Program.
- b. This Directive is available online at <http://www.ams.usda.gov/amsissuances>

/s/

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2 Attachments