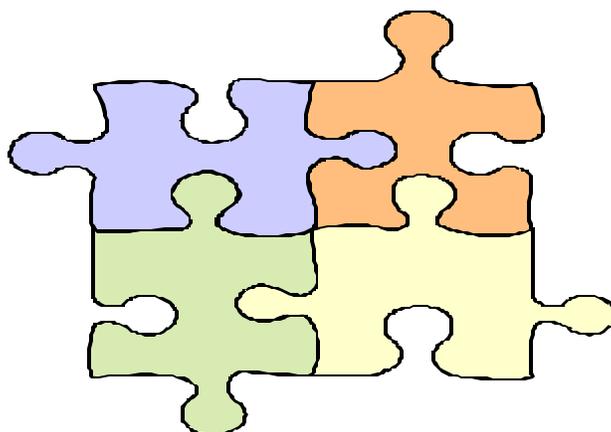


# REALIGNMENT TRANSITION PLAN SUMMARY

August 1, 2003



## REALIGNMENT TRANSITION COMMITTEE

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## Regional Transition Plan Summary

This plan sets out objectives and the actions necessary for a smooth transition to five regions. It provides the management tools needed to guide agency staff through envisioned contingencies. This plan is a living document and subject to frequent updates. NCUA's staff is charged with implementing the plan and ensuring that appropriate actions are delineated to meet the objectives stated below.

### ***OBJECTIVES:***

The overriding objectives that provide the framework for our actions are:

- Maintain operations so that transition is transparent to credit unions, state supervisory authorities, leagues, and credit union members.
- Partner with acquiring regions to educate and inform new staff prior to switchover.
- Provide directed reassignments to all staff members in the Region IV and Region VI offices.
- Build flexible self-organizing elements with sufficient authority to react quickly to changing needs.
- Interact with affected staff compassionately by keeping information flowing.

### ***Major Milestone Dates:***

There are several dates that drive the action plans. All other activities, tasks, and coordinating efforts are geared to meet these major dates. They are:

July 31, 2003	Re-districting of country for five regions
August 31, 2003	Budget submissions for new configuration
November 2, 2003	Occupancy of new Region VI office
January 1, 2004	Transfer workload to new regions
January 2, 2004 <sup>2</sup>	Region VI Concord Office Closes
April 03, 2004	Final closure of Region IV Chicago office

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<sup>2</sup> This time frame could extend out as far as February 28, 2004 if the 11/2/03 opening of the Tempe office cannot be realized.



### **Communication Plan:**

Communication, both internally and externally, will be a key factor in the success of the transition to the new regional alignment. Basic communication strategies include the following:

- Internal
  - Hard copies distributed to all managers.
  - Electronic copy placed in Public Folders.
  - Articles placed periodically in "Inside NCUA."
  - Discussions held at national, regional, and group meetings.
  - Welcome packages for new staff.
  
- External
  - Press release sent announcing Tempe office site.
  - Meetings held by new region with SSAs and leagues.
  - SCUP conferences used as opportunities for credit unions to partner with new region.
  - Letters to credit unions in 4<sup>th</sup> quarter informing them of the change.

### **Summarized Plan Actions:**

Actions to accomplish the realignment fall into three major categories: people, systems, and physical plant. In each of these areas, specific actions are necessary to provide a smooth transition to the new regional configuration. Those summarized actions are as follows:

#### **People**

Actions under this section are proceeding down three different tracks. The first track is the transfer of function of the Region VI office from Concord to Tempe. All of Region VI's office functions are being transferred to Tempe. Therefore, all Region VI office employees have been identified for transfer using Method 1 as defined in 5 CFR 351.303(c). This transfer had three major pieces to it: 1) transfer of function directed reassignment letters given to staff to determine those individuals who will relocate to the new office on the date certain reporting date; 2) proposal to remove letters given to staff that decide not to relocate; and 3) decision letters with a termination date given to staff who will not relocate to the new location.

The second track is the reassignment of examiners, supervisory examiners, and office staff to Regions I, II, III, and V. This transfer also has three pieces: 1)



redistricting of the country to determine whether SE group changes are necessary and to provide new district and SE designators; 2) directed reassignment letters of supervisory examiners if that is required by the new configuration; and 3) SF-52s that actually make the transfers in our systems.

The third track is the final closure of the Region IV Chicago office. This track has three pieces: 1) directed reassignment letters given with a date certain for all remaining Region IV Chicago staff to report to new positions; 2) proposal to remove letters given to staff that decide not to accept their new positions and to relocate; and 3) decision letters with termination date given to staff that do not accept their new position and relocate.

Listed below are the major actions to be accomplished by quarter. All Region IV and Region VI office staff will be offered a position within the agency.

#### **1<sup>st</sup> Quarter 2003**

- Provide OPM Transition Training for Regions IV and VI.
- Select city and site for new Region VI location.

#### **2nd Quarter 2003**

- Draft and Deliver Region VI directed reassignment letters.

#### **3rd Quarter 2003**

- Re-district country for new five region configuration.
- Determine SE changes necessary for new configuration.
- Draft SE directed reassignment letters as required.
- Draft and deliver Region VI proposal to remove letters.
- Draft first group of Region IV directed reassignment letters.

#### **4th Quarter 2003**

- Report to new Region VI location.
- Deliver decisions on Region VI proposals to remove.
- Deliver first group of Region IV directed reassignment letters.
- Deliver SE directed reassignment letters.
- Terminate Region VI staff not relocating.
- Cease Region VI Concord operation.

#### **1st Quarter 2004**

- Finalize field staff transfers.
- Deliver second group of Region IV directed reassignment letters.
- Draft and deliver Region IV proposal to remove letters.
- Make appropriate changes in CHRIS for staff realignment.



### 2nd Quarter 2004

- Terminate Region IV staff not relocating.
- Finalize all field staff transfers.
- Make appropriate changes in CHRIS for staff realignment.

## SYSTEMS

There is a wide variety of systems that will need to be changed for the implementation of a five region configuration. Systems that cover the examination and supervision oversight function will need to be changed to allow for the future supervision of case work, as well as finding ways to maintain the historical perspective of our financial and supervisory data. Regional office systems covering field of membership, consumer complaints, and normal correspondence processing will need to be updated to allow dual access for actions that bridge 2003 and 2004. Systems for administering the agency will need to be changed to allow for the new configuration and to provide a transition state until the final closure of Region IV.

Listed below are the actions to be taken by each quarter.

### 1<sup>st</sup> Quarter 2003

- Determine initial needs for changes to budget system.
- Determine process for maintaining historical data under new regions.

### 2nd Quarter 2003

- Determine process for updating 5300 address system prior to CHRIS changes.
- Develop budget module to allow for budgeting under a five region configuration without changes being made to CHRIS.
- Determine process for the resource allocation under a five region configuration.

### 3rd Quarter 2003

- Develop changes to Genesis to allow for dual access for longer term actions.
- Determine changes necessary for CHRIS under new configuration.
- Determine process for mass changes to ETAMS for new configuration.
- Determine process for mass changes to SAP for new configuration.



**4th Quarter 2003**

- Implement changes to Genesis and MIS to allow for dual access.
- Update 5300 program for 12/31/04 cycle under new regional configuration.
- Develop changes to payment system to allow for five region configuration with some transitional activity still present in the current Region IV.
- Submit mass change for CHRIS, ETAMS, SAP, and MIS for realignment action effective 1/1/04.
- Meet with new groups to provide information and guidance on regional procedures in new region.
- Inform credit unions, SSAs, leagues, and others of change in supervision to new region.

**1st Quarter 2004**

- Change all Unity numbers for Regions IV, V, and VI.
- Follow-up on systems changes to ensure accuracy of reporting.

**2nd Quarter 2004**

- Make final Unity number changes for closure of Region IV.
- Close-out budget modules and credit cards for Region IV.

**PHYSICAL PLANT**

The physical plant changes cover a number of actions and activities. The relocation of Region VI and the closure of Region IV are the two major items. However, each of the other regions also has issues to be addressed as they gain both staff and files. The Region VI move is covered under a separate plan, but is incorporated by reference into the national implementation.

Listed below are the major actions to be accomplished by quarter.

**1<sup>st</sup> Quarter 2003**

- Determine by region additional physical plant space needed.
- Negotiate with landlords for this additional space.
- Determine Tempe office site.

**2nd Quarter 2003**

- Determine furniture in Region IV and VI that could be moved to different locations.
- Develop cost/benefit analysis of furniture moves/acquisition.
- Design space configuration for additional space in Regions I, II, III, and V as required.
- Design space for Tempe office.
- Obtain permits for Tempe office build-out



### 3rd Quarter 2003

- Build out space for additional needs in Regions I, II, III, and V as required.
- Build out space in Tempe.

### 4th Quarter 2003

- Install additional filing slides as needed in Regions I, II, III, and V.
- Complete Tempe space build-out and open office.
- Determine final disposition of furniture and fixtures in Region VI Concord.
- Close-out lease with Region VI Concord.
- Close-out remaining Region VI Concord contracts and services.

### 1st Quarter 2004

- Determine final disposition of furniture and fixtures in Region IV.
- Make final space adjustments in Regions I, II, III, and V as required.
- Dispose of remaining Region IV furniture and fixtures.
- Close-out lease with Region IV landlords.
- Close-out any remaining Region IV contracts and services.

This summarizes our actions to implement the new regional configuration. More detailed action plans are contained in the spread sheets accompanying this summary. Any questions, comments, or recommendations should be directed to the Realignment Transition Committee and its members.

