

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. Department of Human Resources**

***AGENCY PROPOSAL FOR REALIGNMENT ("PFR") SUBMISSION FORM***

**Agency:** \_\_\_\_\_

**Administration:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- The action proposed meets the criteria for ***Realignments***
- A ***Proposed Realignment*** package has been developed, to include all of the following:
  - Mission statement
  - Functional statement
  - Organizational chart (Current and Proposed)
  - Staffing Patterns
  - Realignment Crosswalk
  - Current and Proposed Position Descriptions
  - Coordination with the Chief Financial Officer
- The ***Proposal for Realignment ("PFR")*** package and an original signed ***D.C. Standard Form No. 4-PFR REALIGN (Rev. 3/08)***, were submitted to the D.C. Department of Human Resources (DCHR) for review and approval on \_\_\_\_\_.  
(Date)

By signing below, I, \_\_\_\_\_, attest that I have reviewed the attached  
(Name – Print)  
***Realignment Plan*** in its entirety and confirm that the necessary actions or step identified above have been taken/completed.

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
Date