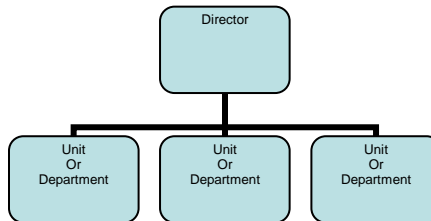


# Who Does What?

## Orientation Worksheet

### Instructions:

1. Determine your agency's table of organization. If a chart does not already exist, you will need to talk to someone and construct one that looks something like this:



2. Arrange to interview someone from each department and/or unit in your agency and complete this form. When finished, share and discuss your results with your supervisor or designee.

Department/Unit: \_\_\_\_\_

Major Function: \_\_\_\_\_

Who's responsible: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Major Function: \_\_\_\_\_

Who's responsible: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Major Function: \_\_\_\_\_

Who's responsible: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Major Function: \_\_\_\_\_

Who's responsible: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

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Department/Unit: \_\_\_\_\_

Major Function: \_\_\_\_\_

Who's responsible: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Major Function: \_\_\_\_\_

Who's responsible: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Major Function: \_\_\_\_\_

Who's responsible: \_\_\_\_\_

**Note: Make additional copies as needed**