

## **BUREAU OF LAND MANAGEMENT-EASTERN STATES (BLM-ES) BUDGET STRATEGY TEAM CHARTER**

**I. PURPOSE OF THE BUDGET STRATEGY TEAM (BST):** The purpose of the BST is to provide a strategic management approach for the planning, development, and execution of the Bureau of Land Management-Eastern States (BLM-ES) budget. The BST provides recommendations to the State Director on internal allocations, Washington Office (WO) requests for budget input (i.e., Annual Work Plan (AWP), Planning Target Allocation (PTA), out-year planning, etc.), and on budget strategies that lead the organization toward the successful completion of the goals outlined in the BLM-ES Futuring document and the Strategic Action Plans. The BST is chartered to make decisions and provide strategic guidance for the BLM-ES organization.

**II. MEMBERSHIP:** Voting members are from the ES Leadership Team (ESLT) and the ES Expanded LT and represent both the Field and State Office perspectives, keeping the best interests of the entire organization in mind. The Associate State Director is the Chair of the BST and will vote in the event of a tie. The Deputy State Director for Business Resources is the Vice Chair. Both the Associate State Director and the Deputy State Director for Business Resources are permanent members. The Budget Analyst and the Management and Program Analyst (ES-910) are permanent advisors to the team. The State Director is an Ex Officio member of the BST. Other members of the BST rotate off the team every two years at the end of the fiscal year with the exception of the first rotation on October 1, 2009. Of the two members rotating out, one is from the State Office and one will be from the field.

### **III. ROLE OF THE BST:**

- Develop and recommend an overall budget strategy for BLM-ES;
- Provide budget allocation recommendations to the ESLT for all organizational units within the state;
- Report to the ESLT on the status of key budget activities and obtain State Director approvals; and
- Provide guidance to the budget staff for all products required by the programs, WO, ESLT or State Director for current and out-year budgeting.

**IV. OPERATION OF THE BST:** The BST will meet quarterly in order to provide proactive input into all facets of the budget process during the year. The BST meetings will be staggered with the BLM-ES Information Technology Investment Board (ITIB) to ensure that the two teams are providing feedback and/or recommendations to each other with adequate time between meetings for analysis by the technical specialists.

The BST is a recommending body to the State Director in all areas of budget planning, development, and execution; ensures BLM-ES is adhering to all national policy; and is responsive to State Director, ESLT, and WO data calls and input to the BLM budget.

The BST may call special meetings to respond to specific data calls or deal with unusual issues. In order for the BST to make recommendations to the State Director, a quorum must be present. A quorum will consist of three of the five voting members being present, with one of the three being the Associate State Director or the Deputy State Director, Business Resources, and one of the three being a Field Office representative.

**V. RECORDS:** Records of the BST meetings will be distributed and filed by the Budget Analyst.

**VI. APPROVALS AND CONCURRENCE:**

Recommended by: ES Budget Strategy Team Members

Terry Lewis Acting 1/10/08  
Associate State Director Date

Approved by:

A. [Signature] 1/16/08  
Acting State Director Date