



United States Department of the Interior



Bureau of Land Management

Eastern States
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<http://www.blm.gov/eso>
February 8, 2008

IN REPLY REFER TO:
1400-300 (950) P

EMS TRANSMISSION: 02/11/2008
Instruction Memorandum No. ES-2008-06
Expires: 09/30/09

To: All Eastern States Employees

From: State Director, Eastern States

Subject: Eastern States Personnel Management Committee (PMC) Procedures

Program Area: Human Resources Management

Purpose: The purpose of this Instruction Memorandum (IM) is to outline the functions of the Bureau of Land Management-Eastern States (BLM-ES) PMC. This IM incorporates policy and procedures to ensure that the BLM-ES PMC actions are in accordance with national policy relative to review and approval of key positions as well as continued management emphasis on eliminating barriers to diversity.

Policy/Action: The following roles, responsibilities and procedures are delegated to the BLM-ES PMC.

Permanent Members of the PMC team are:

- Associate State Director, Chair (V)
- Human Resources Officer, Vice Chair (Advisor)
- Deputy State Director, Business Resources (V)
- Equal Employment Opportunity Manager (Advisor)
- Budget Analyst (Advisor)
- State Director, Ex Officio

Non-permanent Members are:

- Chief, External Affairs (V)
- Associate Field Manager, Milwaukee Field Office (V)
- Field Station Manager, Lower Potomac Field Station (V)

V – Indicates voting member

The Eastern States Leadership Team (ESLT) acting's will not function as PMC members. The State Director, as the final decision making authority, participates in the PMC as an Ex Officio member. The Human Resources (HR) Officer will serve as Vice Chair and technical advisor; the Budget Analyst and the Equal Employment Opportunity (EEO) Manager will serve as advisors.

Time Frame: The appointment of members to the PMC is effective upon approval of this memorandum.

Budget Impact: The application of this policy should have a positive impact on the budget by helping to ensure that guidance is clear and consistent and that personnel management practices are strategically planned for results associated with identified organization and mission requirements.

Background: The ESLT requested the revitalization of the PMC to provide oversight for the many functional areas requiring consistent processes and procedures and the role of the PMC in the strategic management of the BLM-ES employees. The changes identified here are in accordance with Bureau HR and EEO policies.

Manual/Handbook Sections Affected: None.

Coordination: This document was coordinated with the ESLT members.

Contact: If you have any questions or concerns regarding this policy, please address them to Colene Gearman, Human Resources Officer, (703) 440-1504, or Corey Grant, Deputy State Director, Business Resources, (703) 440-1550.

Signed By:
Terry Lewis
Acting, State Director

Authenticated by:
Pam Mozina
Records Administrator

1 Attachment

1 – Charter – Eastern States Personnel Management Committee (2 pp)