



United States Department of the Interior



Bureau of Land Management

Eastern States
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July 29, 2005

EMS TRANSMISSION 07/29/2005
Instruction Memorandum No. ES-2005-10
Expires: 09/30/06

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 is to outline the functions of the Bureau of Land Management-Eastern States (BLM-ES) PMC. This Instruction Memorandum (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.

Members of the PMC team are:

- Associate State Director (ASD) - Chair
- Human Resources (HR) Officer – Vice-chair (Advisor)
- Deputy State Director, Business Resources
- Field Manager, Jackson Field Office (FM, JFO)
- Special Agent-in-Charge (SAC)
- Chief, External Affairs
- Milwaukee Associate Field Manager
- Equal Employment Opportunity Manager (EEO) (Advisor)
- Lead Budget Analyst (Advisor)

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 Lead Budget Analyst and the Equal Employment Opportunity 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 need for consistent processes and procedures in connection with the roles and responsibilities for the PMC was discussed at the ESLT meeting on June 24, 2003. 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 Donna Jordan, Human Resources Officer, (703) 440-1504, or Ruth Welch, Deputy State Director, Business Resources, (703) 440-1550.

Signed by:
Michael D. Nedd
State Director

Authenticated by:
Vernadean E. White
Management Assistant

1 Attachment

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