



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



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Instruction Memorandum No. OR-2006-025

Expires: 9/30/2007

To: DMs, DSDs, Staff, Branch Chiefs and State Leadership Team

From: State Director, Oregon/Washington

Subject: Fiscal Year 2006 Oregon/Washington State Leadership Team Member Responsibilities and Committee Assignments

**Program Area:**

<i>Responsible Manager</i>	<i>Program Areas</i>	<i>State Office Leads</i>
Deputy State Director, Resources Planning, Use and Protection	Northwest Forest Plan (NWFP) Intergovernmental Advisory Committee* NWFP Regional Interagency Executive Committee*	
	Oregon State University, Forest Research Lab Advisory Committee* Columbia River Basin Salmon Regional Executive Caucus and the Federal Caucus*	Miles Brown Debbie Pietrzak
Deputy State Director, Management Services	Federal Executive Board* State Human Resources Management Committee Information Technology Investment Board (ITIB) State Safety Committee	N/A Mark Colville Chief Information Officer (CIO) Jim Chandler
Burns District Manager	Wild Horse and Burros Recreation and National Landscape Conservation System (NLCS)	Miles Brown

Spokane District Manager	Energy and Minerals Lands State of Washington	Bob DeViney Bob DeViney Deputy State Director (DSD), Communication
Lakeview District Manager	Fire and Fuels/Emergency Fire Rehab Oregon Association of Conservation Districts (OACD) Partnership Off highway Vehicles (OHV) Law Enforcement*	Miles Brown Miles Brown  Miles Brown
Prineville District Manager	Range Management/Riparian Forest Health Information and Technology Board* Safety* State Budget Team*	Mike Haske Mike Haske CIO Jim Chandler Andy Smith
Eugene District Manager	National Environmental Policy Action (NEPA) and Land Use Planning Safety* Partnerships	Kim Titus  Jim Chandler Maya Fuller
Roseburg District Manager	Threatened and Endangered (T&E): Fisheries and Wildlife Law Enforcement* State Human Resource Management Counsel (HRMC)*	Mike Haske  Craig Magill DSD, Management Sers.
Coos Bay District Manager	Native Americans and Cultural Resources Engineering	Miles Brown Paul Fredericks
Vale District Manager	Noxious Weeds Federal Energy Regulatory Commission (FERC) Re-licensing State HRMC* Sage Grouse	Miles Brown Miles Brown  Dave Henderson Miles Brown
Medford District Manager	Forestry Information Technology Investment Board* State Budget Team–National Strategic State Budget Team*	Mike Haske CIO Andy Smith
Salem District Manager	Clean Water State of Oregon Board of Trustees* Forestry Backup Strategic Implementation Team - Chair	Miles Brown DSD, Communications N/A Mike Haske Elena Fink, advisor
All District Managers should attend meetings in their districts.	State HRDC* FUG-Field Users Group for GIS (Sponsored by DSD of 930 & 950)	Mark Colville CIO – led by Field Manger (FM)

\*Standing Committees

**Policy/Action:** The workload split between the State Director and the Associate State Director has been described in Information Bulletin (IB) OR-2006-075. In recent years, the Oregon/Washington (OR/WA) State Leadership Team (SLT) has identified high priority program areas and standing committee assignments at the statewide level that merit an active role by a specific District Manager or DSD. With each identified District Manager role, a specific contact has also been identified at the State Office to assist the District Manager or to backup the DSD. Committee and program assignments are designed to represent the full SLT and to provide assistance to the State Director and Associate State Director in the program areas as outlined above. All other roles are described in more detail as follows:

**Responsible Manager:**

1. Maintain fluency with the assigned issue or program area sufficient to represent the OR/WA perspective.
2. Provide a point of contact, partner and sounding board to the State Director, Associate State Director, and the appropriate DSD.
3. Assist in statewide management of the issue as requested by the State Director, Associate State Director, or DSD, e.g., sage grouse, wild horse and burro.
4. Attend meetings representing the State Director or Associate State Director when requested. When standing committees are involved, e.g., safety, HRDC, the expectation will generally involve regular attendance at all meetings. Follow up and provide feedback to State Director or Associate State Director.
5. In coordination with the appropriate DSD, sponsor and lead discussion on agenda items at SLT meetings related to the assigned issue or program area. Provide feedback to appropriate managers following meetings or when receiving new information on issues, i.e., workshop, training session.

**State Office Leads (generally at the Branch Chief level):**

1. Serve as the primary contact responsible for advising and/or implementing program activities, policy, and issue coordination and communications from the State Office.
2. Maintain fluency on the issues and programs, both in terms of field implementation efforts and Washington Office communications.
3. Provides support when requested by the responsible manager.
4. Operates within the scope identified by the appropriate DSD.

**Timeframe:** Assignments to be reviewed on an annual basis.

**Budget Impact:** None.

**Background:** This memorandum updates Instruction Memorandum No. OR-2003-061 dated April 2, 2003.

**Manual/Handbook Sections Affected:** State Leadership Team Reference Guide.

**Coordination:** Responsible managers are to coordinate as appropriate with Oregon State Office leads.

**Contact:** Any questions concerning these designations, please contact Jim Kenna at (503) 808-6026

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
James G. Kenna  
Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

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