



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-2007-012, Change 1

Expires: 9/30/2008

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

From: State Director, Oregon/Washington

Subject: Fiscal Year 2007 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>
State Director, Oregon/Washington	Northwest Forest Plan (NWFP) Intergovernmental Advisory Committee* NWFP Regional Interagency Executive Committee* Columbia River Basin Salmon Regional Executive Caucus and the Federal Caucus*	Deputy State Director, Resources (OR-930) OR-930 Linda Ulmer/Debbie Pietrzak
Deputy State Director, Resources, Planning, Use & Protection	Oregon State University, Forest Research Lab Advisory Committee*	Kim Titus
Deputy State Director, Management Services	Federal Executive Board* State Budget Team* Information Technology Investment Board (ITIB)* State Safety Committee*	N/A Andy Smith Chief Information Officer/Lloyd Gilham Shelby Gales, Acting
Deputy State Director, Communications	State Human Resources Management Committee (HRMC)* Partnerships	Mark Colville Maya Fuller
Burns District Manager	Wild Horse and Burros Recreation and National Landscape Conservation System (NLCS) State Budget Team*	Miles Brown Andy Smith

Spokane District Manager	Energy and Minerals Lands State of Washington Forest Health Safety*	Fred O’Ferrall Fred O’Ferrall Deputy State Director (DSD), Communication Mike Haske Shelby Gales, Acting
Lakeview District Manager	Fire and Fuels/Emergency Fire Rehab Oregon Association of Conservation Districts (OACD) Partnership Law Enforcement* Information Technology Investment Board*	Carl Gossard/Miles Brown Miles Brown Craig Magill CIO/Lloyd Gilham
Prineville District Manager	Range Management/Riparian Off Highway Vehicles (OHV) Partnerships	Miles Brown Miles Brown Maya Fuller
Eugene District Manager	Safety* Forestry Back-up	Shelby Gales, Acting Mike Haske
Roseburg District Manager	Threatened and Endangered (T&E): Fisheries and Wildlife Law Enforcement* State Human Resource Management Counsel (HRMC)*	Mike Haske Craig Magill Mark Colville.
Coos Bay District Manager	National Environmental Policy Action (NEPA) and Land Use Planning Native Americans and Cultural Resources Engineering	Kim Titus Miles Brown Paul Fredericks
Vale District Manager	Noxious Weeds Federal Energy Regulatory Commission (FERC) Re-licensing State HRMC* Sage Grouse	Miles Brown Miles Brown/Fred O’Ferrall Mark Colville Miles Brown
Medford District Manager	Forestry Information Technology Investment Board* State Budget Team–National Strategic State Budget Team* Partnerships	Mike Haske CIO/Lloyd Gilham Andy Smith Maya Fuller
Salem District Manager	Clean Water State of Oregon Keep Oregon Green	Miles Brown DSD, Communications Carl Gossard
All District Managers should attend mtgs in their districts.	State HRDC* FUG-Field Users Group for GIS* (Sponsored by DSD of 930 & 950)	Mark Colville Steve Fowler & Terry Hobbs, OR-955

*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 Instruction Memorandum updates Instruction Memorandum No. OR-2006-025, dated February 1, 2006

Manual/Handbook Sections Affected: SLT Reference Guide.

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

Contact: Any questions concerning these designations, please contact James G. Kenna, Associate State Director 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
Kathy Eaton
Acting Associate State Director

Authenticated by
Rita Wallberg
Records Section

Distribution
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