



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

1201 (OR-915) P

January 29, 2007

EMS TRANSMISSION 01/30/2007

Instruction Memorandum No. OR-2007-021

Expires: 9/30/2008

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director, Oregon/Washington

Subject: Process for Submitting All Reorganizations

Program Area: Organization Management

Purpose: To establish a standardized process for submitting all requests for organizational changes.

Policy/Action: All organizational change proposals are to be prepared as a Memorandum addressed to the Chief, Management and Budget (OR-915) from the District Manager, Deputy State Director, or Staff Chief requesting the organizational change approval. A current Table of Organization showing reporting structure, titles of positions, employee names and grade levels is required as well as the same information for the proposed Table of Organization. The memo must include a justification for requesting the organizational change along with a knowledgeable point-of-contact (POC). OR-915 will work with the Human Resources Data Steward and the State Data Administrator to ensure the request is viable. OR-915 will prepare the Memorandum for the State Director's signature. Once approved, the package will be sent to the Branch of Human Resources and State Data Administrator to process any personnel changes through the Federal Personnel/Payroll System (FPPS) and enter into the Metadata system, respectively. The length of processing time for the entire internal process should take **no more than six weeks**. If Washington Office approval is necessary, extra time needs to be factored in. All submissions should take into consideration these time factors when requesting proposed dates of completion.

Timeframe: Until rescinded.

Budget Impact: None.

Background: The 2010 Target Table of Organization (TTO) process the Bureau of Land Management, Oregon and Washington (BLM-OR/WA) is currently undergoing will result in across the board organizational change. Currently, there is no established procedure to efficiently approve and process organizational changes. There are specific responsibilities for organizational control and management that must be followed; one of which is to seek Bureau authorization, if necessary. By establishing this Instruction Memorandum (IM), the process of organizational change should be more efficient and timely.

Manual/Handbook Sections Affected: None

Coordination: OR-955, OR-953 and OR-915

Contact: Glencora Lannen, Management Analyst, OR-915, (503)808-6434

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
Records Section

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