



United States Department of the Interior
Bureau of Land Management



Eastern States
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January 10, 2008

IN REPLY REFER TO:
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EMS TRANSMISSION: 01/17/2008
Instruction Memorandum No. ES-2008-05
Expires: 09/30/2009

To: All Eastern States Employees

From: Acting State Director, Eastern States

Subject: Bureau of Land Management-Eastern States (BLM-ES) Budget Strategy Team (BST)
Charter

Program Area: Budget

Purpose: This Instruction Memorandum (IM) transmits the approved charter for, and identifies the members of, the BLM-ES BST.

Policy/Action: The attached charter establishes roles and responsibilities for the BLM-ES BST. The BST is charged with:

- Developing and recommending an overall budget strategy for BLM-ES;
- Providing budget allocation recommendations to the Eastern States Leadership Team (ESLT) for all organizational units within the State; and
- Providing guidance to prepare budget documents that integrate the BLM's budget strategy and Operating Plan goals with BLM-ES priorities and workloads.

Members of the team are:

Associate State Director, Chair (V)
DSD, Business Resources, Vice Chair (V)
Budget Analyst (Advisor)
DSD, Natural Resources (V)
MFO Field Manager (V)
JFO Associate Field Manager (V)
Management and Program Analyst to the State Director (Advisor)

* (V) – Indicates voting members

Short term acting managers do not participate in BST meetings. The State Director, as the final decision making authority, participates in the BST as an Ex Officio member. The Budget Analyst and the Management and Program Analyst serve as advisors. The budget staff will provide technical support. Program and subactivity leaders will be consulted as needed. The BST operates and makes recommendations using both Field and State Office perspectives keeping the best interests of the entire organization in mind.

Timeframe: This IM is effective upon receipt.

Budget Impact: The impact on the BLM-ES budget is expected to be minimal.

Background: The Bureau approved a redesigned budget process in 1999. Part of that process is a Bureau budget strategy team and a directive that the Bureau's process be mirrored by State Offices. The charter for the BLM-ES BST and the specified roles meet the Bureau's requirement to have a State budget process in place.

Manual/Handbook Sections Affected: None.

Coordination: Current members of the BST.

Contact: Corey Grant, Deputy State Director, Business Resources, at (703) 440-1550.

Signed By:
A. Barron Bail
Acting, State Director

Authenticated by:
Pam Mozina
Records Administrator

1 Attachment

1 - Charter - Eastern States Budget Strategy Team (2 pp)