

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. MT-2015-002

Expires: 9/30/2016

To: All Montana/Dakotas Employees

From: State Director

Subject: Organizational Change to the Division of Resources and Subsequent Updates to Cost Center Codes Within the Montana State Office

Program Area: The Division of Resources and Division of Support Services

Purpose: The purpose of this Instruction Memorandum (IM) is to articulate the organizational changes to the Division of Resources within the Montana/Dakotas. The IM will additionally outline changes to existing cost center codes within the Montana State Office.

Policy/Action: The current Division of Resources will be split into two separate divisions: 1) the Division of Energy, Minerals and Realty; and 2) the Division of Resources, Planning and Fire. These two divisions span a significant number of key programs integral to accomplishing the Bureau of Land Management's multiple-use mission in the Montana/Dakotas.

In addition to splitting and renumbering the cost center codes of the Division of Resources, new cost center codes will be established for the Division of Support Services to better align with the Washington Office (WO) and other states. Attachment 1 is a table displaying the previous and new cost center codes. Attachment 2 is the revised organizational chart. Attachment 3 is the State Office Division of EMR functional statement. Attachment 4 is the State Office Division of RPF functional statement.

Employees should ensure applications they manage are updated with the new organizational changes.

Timeframe: The reorganization and subsequent cost center code changes will be effective after the beginning of the Fiscal Year 2015 (FY15), on October 5, 2014. In an effort to meet this timeframe, all changes associated with the establishment of the new codes have been completed in the Financial Business Management System (FBMS).

Budget Impact: After completing a cost analysis through workforce planning, it was realized that any cost differences in the proposed reorganization were negligible. The 15 percent reduction in labor costs identified through the Strategic Table of Organization (STO) exercise will be accomplished through the reorganization and still maintain an effective organization to meet mission priorities and critical workloads.

Background: In June 2014, the Montana/Dakotas State Leadership Team (SLT) completed a statewide STO, taking a strategic approach to reducing labor costs by 15 percent and aligning the workforce with mission critical/priority workloads. Both the existing Resources organization and reorganization were analyzed during this exercise. With the reduction in labor costs, it is critical to restructure the organization to be as efficient as possible. Reducing the span of supervision and realigning programs will meet this objective.

As part of the STO exercise, workload impacts were identified and communicated internally and externally. Splitting the Division of Resources and having two Deputy State Directors (DSDs) will enable managers and staff to focus on meeting State Director and Departmental priorities.

The reorganization will occur without the downgrade, demotion, or any other adverse impacts to existing, onboard staff. Immediate position changes associated with the revised organization include:

- Abolish one GS-15 DSD (currently vacant).
- Establish two GS-14 DSDs.
- Reassign existing GS-14 Biological Resources Branch Chief to the DSD of Resources, Planning and Fire. No change in grade.
 - Recruit to fill GS-13 Biological Resources Branch Chief position.
- Establish and recruit DSD, Energy, Minerals and Realty.
 - Reassign existing GS-13 Archeologist to the Chief, Branch of Social & Cultural Resources (Supervisory). No change in grade.
- Convert the vacant Supervisory Petroleum Engineer (RM&O) to a non-supervisory staff Petroleum Engineer/Geologist, thus eliminating the Reservoir Management and Operations Section. Supervision of existing staff would fall under the Chief, Branch of Fluid Minerals.

Reasons and benefits of the reorganization within the BLM Montana/Dakotas organization include:

- Establishes an efficient and effective Montana State Office organization to enable the proposed divisions to be more strategic in planning budgets, workforce and workloads in their respective program areas.
- Reduces the span of supervision to the DSD. Under the former organization, the DSD directly supervised seven employees in addition to overseeing six program areas within the Division of Resources. Under the reorganization, the DSD for Energy, Minerals, and Realty, directly supervises five employees and maintains oversight of four program areas. The DSD for the Division of Resources, Planning, and Fire directly supervises nine employees and maintains oversight of three program areas.

- Enables the organization to more effectively respond to and advocate with the WO, State Director, District Offices, and Field Offices.
- Further reduces managers' span of control, allowing increased accessibility by both the field and direct reports. This increases each DSD's capacity to build stronger external partnerships crucial to accomplishing the organizational mission. Examples include Greater Sage Grouse and the challenges in North Dakota.
- Enhances our ability to coordinate with other states, especially as zoning of functions becomes increasingly important.

Manual/Handbook Sections Affected: 1212 Manual – State and Field Offices (Public), dated September 11, 2006; Montana Supplement to the 1203 - Delegation of Authority Manual Release No. 1-362, dated June 15, 2011.

Coordination: The request for organizational change was approved on September 2, 2014, by WO-100 after being vetted through the Assistant Director (WO-800) and Assistant Director (WO-830).

Contact: For questions regarding the reorganization, please contact Kate Kitchell (MT910) at (406) 896-5012. For questions regarding changes to the cost center codes, please contact Pam Dandrea (MT934) at (406) 896-5186.

Signed by:
Jamie E. Connell
State Director

Authenticated by:
Samuel J. Herbert
Executive Assistant (MT910)

4 Attachments

[1-MT/DAKs FY15 Re-Org FBMS Titles and Codes](#) (2 pp)

[2-Revised Organizational Chart](#) (9 pp)

[3-State Office Division of EMR Functional Statement](#) (6 pp)

[4-State Office Division of RPF Functional Statement](#) (3 pp)