

Bureau of Land Management Wyoming Budget Team Charter

A. Purpose: The purpose of the Wyoming Budget Team (WBT) is to facilitate the development and implementation of annual operating budgets and work plans. The team is comprised of the Associate State Director and management representatives from each District Office and the State Office Divisions (920, 930, and 950). The WBT provides budget recommendations to the Wyoming Management Team (WMT) and communicates budget directives and budget status throughout the Wyoming BLM organization.

B. Responsibilities: It is the responsibility of the members of the committee to:

1. Plan and carry out an annual work plan (AWP) development process that reflects Bureau and WMT priorities. This will generally be accomplished with one to two meetings or conference calls scheduled to mesh with AWP deadlines
2. Upon approval of the AWP by the Associate State Director, provide direction and clarification, as needed, in order for the districts and divisions to implement the AWP.
3. Periodically (generally mid-year and third quarter) meet to review the progress of implementation of the AWP and recommend adjustments to the operating budget to the Associate State Director.
4. Prepare response for budget submissions/responses, typically Preliminary Target Allocations (PTA), AWP, Mid-Year Review (MYR) and End of Year (EOY).
5. Recommend budget priorities and status to the Associate State Director, who then approves the Fiscal Year priorities and provides them to the WMT. Maintain a statewide focus and operate as a consensus seeking group rather than advocates for the offices they represent.
6. Strive to ensure the WBT operates in a transparent manner.
7. The WBT is not responsible for personnel management or staffing recommendations. This is the responsibility of line management, the PMC, and the Associate State Director.

C. Relationship to Other Budget Personnel:

1. Line Managers - District Managers and Deputy State Directors are represented on the WBT. Their representatives carry the manager's priorities into the WBT processes, and their representatives are responsible for feedback to the manager and office they represent. The Associate State Director approves WBT recommendations, with special circumstances taken to the District Managers and Deputy State Directors for concurrence.
2. Program leaders - Each program or functional area has a designated program lead within the state organization. Program leaders are responsible for advocating for the program priorities as communicated to and from them from the Field and from the WO Program

leaders are the primary contact with WO program leads in negotiating program priorities and work load measures. Program leaders recommend priorities for project or discretionary funds available in their programs. Recommendations are made to the WBT. The final decision will be made by the Associate State Director with concurrence by the District Managers and Deputy State Directors.

3. Budget Officer/budget staff - The Budget Officer is the principal staff officer for budget development and implementation. The Budget Officer is assisted by the District Budget Analysts. The Budget Officer is responsible for completing budget submissions, serving as state contact for the WO budget office, and providing day-to-day budget operating analysis and decisions. The Budget Officer is an advisor to the WBT and works closely with the WBT Chairperson to plan meetings, develop recommendations, and present information to the WMT as requested by the WBT Chairperson. The Budget Officer provides analysis, systematic tracking, and budget projections to be used in WBT processes.

D. Membership: The WBT is comprised of the following voting members:

1. The Associate State Director.
2. A representative from each of the Wyoming District Offices, appointed by the District Manager.
3. A representative from each of the State Office Divisions (920, 930, and 950), appointed by the Deputy State Director.

The following are advisors to the WBT:

1. One District Manager (to rotate every 2 years).
2. One Deputy State Director (to rotate every 2 years).
3. The Wyoming Budget Officer.
4. The Wyoming Fire Management Officer.

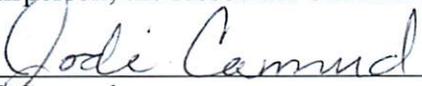
All members will be nominated by their respective Manager and approved by the Associate State Director. The voting members will recommend a chairperson who will be appointed by the Associate State Director for a term of 2 years. Duties of the chairperson are to call meetings, facilitate discussion and help the team reach a decision on recommendations, approve and disseminate meeting minutes within 7 days of the meeting, and represent the WBT to the WMT.

Advisors are non-voting participants. Participation by the District Manager, Deputy State Director, and Budget Officer is expected at all meetings. The District Manager and Deputy State Director Advisor will serve 2-year terms and will be appointed by the Associate State Director. The Budget Officer is a permanent advisor. The Fire Management Officer is a permanent advisor, but will participate on the WBT as requested by the Chair.

The WBT will be supported by a scribe to take minutes. The chairperson will ensure each meeting and conference call has someone appointed to take the minutes.

Other Managers, budget staff from the Districts and State Office, program leads and other interested staff are invited to participate in support of agenda topics or as guests in the WBT meetings. Meetings are open to all Wyoming employees. The WBT will plan to hold at least one annual meeting. The WBT will attempt to meet in various locations in order to give employees better access if interested and able to attend.

The WBT Charter will be reviewed every 2 years and if no changes are necessary, the Charter will stand. If changes are needed, it will be rewritten and/or revised by the WBT Chair and approved by the Associate State Director. The Charter will then be signed by the WBT Chairperson, the Associate State Director, the District Managers, and the Deputy State Directors.



Jodi Camrud
WBT Chair

3/5/12
Date



Ruth Welch
Associate State Director

March 5, 2012
Date



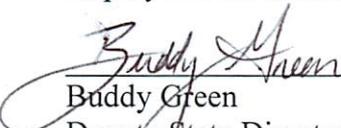
Mary Trautner
Deputy State Director, Support Services

3-5-2012
Date



Larry Claypool
Deputy State Director, Minerals and Lands

3/5/12
Date



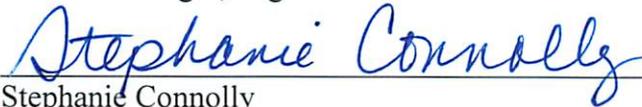
Buddy Green
Deputy State Director, Resource Policy & Management

3-5-2012
Date



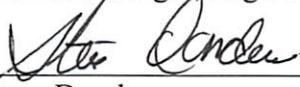
John Ruhs
District Manager, High Desert District

5 March 2012
Date



Stephanie Connolly
District Manager, High Plains District

March 5, 2012
Date



Steve Dondero
District Manager, Wind River/Big Horn Basin District

3/5/12
Date