United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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EMS TRANSMISSION:
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To: All Employees

From: Associate State Director

Subject: Wyoming Budget Team (WBT) Charter

This Information Bulletin transmits the updated WBT Charter (Attachment 1). The Charter outlines the basic functioning of the WBT.

In addition, the document identifies the voting members and advisory positions for the team. It also identifies the responsibilities placed on the team and the team's relationship to the rest of Bureau of Land Management (BLM) Wyoming.

If you have any questions, please contact me at (307) 775-6001, or Dana Dennison, at (307) 775-6040.

1 Attachment
1 - BLM Wyoming Budget Team Charter (2 pp)

Distribution:

Director (800), Rm. 5624, MIB	1 (wo/atch.)
CF	1 (w/atch.)

Bureau of Land Management Wyoming Budget Team Charter

A. **Purpose:** The purpose of the Wyoming Budget Team (WBT) is to provide budget recommendations to the Wyoming Senior Leadership Team (WSLT) and communicate budget directives and budget status throughout the BLM Wyoming organization.

B. **Responsibilities:** It is the responsibility of the WBT members to:
1. Maintain a statewide focus and operate as a consensus seeking group rather than advocates for the offices they represent. The WBT will "think Stately."
2. Operate in a transparent manner.
3. Upon approval of a Continuing Resolution (CR) or the AWP by the Associate State Director (ASD), provide direction and clarification, as needed, in order for the Districts and Divisions to implement the CR or AWP.
4. As needed, meet to review the progress of implementation of the CR or AWP and recommend adjustments in the operating budget to the ASD and WSLT.
5. Recommend budget priorities and status to the ASD, who then, in coordination with the WSLT, approves the Fiscal Year priorities and provides them to the Wyoming Leadership Team (WLT).

C. **Project Submission:** Annual project submission will use a collaborative effort that involves a multi-step review before final approval by the ASD and WSLT.
1. State Program Leads are responsible for notifying the District Office Resource Advisors and appropriate members of the WSLT of any budget project submittal opportunities, deadlines, and requirements.
2. Field Offices will submit a prioritized list of projects to their respective District Office.
3. District Offices will consolidate Field Office submissions, prioritize on a District Level and submit to the State Office Program Leads and State Budget Officer.
4. State Office Program Leads will review District project submissions to ensure that they are in line with national directives. If project reprioritization or project list adjustments are proposed, the State Program Lead will contact the respective District Resource Advisor. Adjustments will only be made if approved by the DM or delegate.
5. State Office Program Leads will actively engage and discuss State project submissions with the National Office Program Leads. Some National Office Program Leads do not use BPS for project selection so this coordination is most important to ensure the State priorities are fully considered prior to the National Office release of a PTA or AWP.
6. State Office Program Leads will inform the State Budget Officer when project submissions are reviewed and any approved adjustments are complete.
7. State Budget Officer will schedule a WBT meeting to review and propose a final project submission to the ASD and WSLT.
8. ASD and WSLT will review and approve submission for action by the State Budget Officer.
9. If the ASD and WSLT cannot reach consensus, the ASD will make the final decision.

D. **Membership**: The WBT is comprised of the following members:
1. The Associate State Director.
2. The Wyoming State Budget Officer

3. The State Office Budget Analyst
4. The District Budget Analysts
5. One line officer (DM will appoint a representative and rotate the responsibility annually).

The following are advisors to the WBT:

1. One *District Manager (to rotate every two years) *If the WBT line officer is a DM, the advisor may be a FM or AFM
2. The Deputy State Director for Support Services
3. The Wyoming State Fire Management Officer

All members will be nominated by their respective manager and approved by the ASD. The State Budget Officer, in consultation with the ASD, will call meetings, facilitate discussion and help the team reach consensus on recommendations, and approve and disseminate meeting minutes.

The Budget Officer will ensure each meeting and conference call has someone appointed to take the minutes.

The WBT Charter will be reviewed and approved every two years. If no changes are necessary, the Charter will stand. If changes are needed, it will be rewritten and/or revised by the Budget Officer and reviewed and approved by the WSLT. The Charter will then be signed by the ASD.

Mary Jo Rugwell
Associate State Director

7/5/13
Date