



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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September 14, 2009

BBMR CIRCULAR 09-07

To: All Executive Line Department and Agency Heads

From: Director, BBMR

Subject: Staffing Pattern Update

BBMR is in the process of preparing the FY 2010 budget allotment schedules for all line departments and agencies. As you know, the FY 2010 budget is a line item budget with specific appropriations by object categories. In order to ensure adequate allotments for personnel costs, please provide an electronic (excel) file of your agency's staffing pattern reflecting only warm bodies (personnel on board) as of the last pay period ending (9/11/09), to your assigned Analyst by no later than Wednesday, 9/16/09.

BBMR expects to release a subsequent Circular detailing the basis for all allotment distribution (by object category) no later than Friday, 9/18/09.

Your usual cooperation is appreciated.

A handwritten signature in black ink, appearing to read "Bertha M. Duenas", enclosed in a large, loopy oval.

Bertha M. Duenas