EXECUTIVE CHAMBERS

HONOLULU

LINDA LINGLE
GOVERNOR

July 22, 2004

EXECUTIVE MEMORANDUM MEMO NO. *04-03*

TO: All Department Heads

SUBJECT: Annual Review and Update of Departmental Organization and Position Organization Charts and Functional Statements

Your cooperation in the annual review and update of your department's organization in conjunction with Administrative Directive No. 95-06 is requested.

Five copies of all current updated organization and position organization charts and functional statements should be submitted to the Budget, Program Planning and Management Division, Department of Budget and Finance (B&F), no later than August 15, 2004. All delegated and non-delegated organizational changes authorized **as of June 30, 2004**, must be included in the update. Instructions for the updates are similar to those issued in Executive Memorandum No. 98-05 (July 1, 1998).

The update should reflect your ***2003* approved annual update as amended by subsequent approved delegated and non-delegated changes as of June 30, 2004**. The update should not include any change that has not been approved or acknowledged, such as: 1) proposed reorganizations that are pending review; or 2) organizational structures which the department may have informally instituted. The annual update shall not be used as a means to validate current or proposed organizational structures which have not been approved.

Questions or requests for copies of specific instructions may be directed to the B&F analyst assigned to your department. B&F should be notified if you are unable to meet the due date.

LINDA LINGLE