

## 1.25 ORGANIZATIONAL CHARTS

Section 28 of the FY 2017 budget bill requires that the Department of Budget and Management (DBM) submit to the Department of Legislative Services (DLS) organizational charts by department, unit, agency, office and institution that depict the allocation of personnel across operational and administrative activities.

In order to accommodate this requirement, agencies are requested to submit a one-page organizational chart to DBM with the budget submission that depicts the allocation of personnel across operational and administrative activities of the entity.

**Agencies must develop the organizational charts in either Microsoft Word or Adobe PDF format.** An electronic version should be forwarded to DBM for compilation and delivery to DLS. Agencies should submit the electronic file to the DBM budget analyst and Kurt Stolzenbach at [kurt.stolzenbach@maryland.gov](mailto:kurt.stolzenbach@maryland.gov) no later than the budget submission date. *DBM is responsible for forwarding these charts to DLS. Agencies should not submit the files directly to DLS.*

If you have additional questions, please contact Kurt Stolzenbach at 410-260-7416 or your assigned DBM budget analyst.