



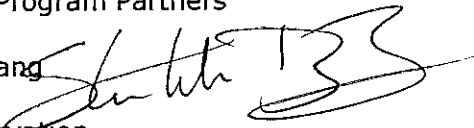
# pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF CONSERVATION AND RESTORATION

MEMO

**TO:** Chesapeake Bay Program Partners

**FROM:** Steven Wm. Taglang  
Chief  
Division of Conservation 

**DATE:** January 20, 2012

**RE:** Chesapeake Bay Program – Refilling Vacant Technician and Engineering Positions

In 2005, the Department of Environmental Protection (DEP) switched from the "Traditional" Chesapeake Bay Program (CBP) to the Special Project Funding Program (SPFP). In 2007, the DEP released the Administrative Manual for the Special Projects Funding Program (December 2007), which is an addendum to the Administrative Manual for the Pennsylvania Chesapeake Bay Program (January 2000).

While DEP had required that Conservation District's seek and receive approval from DEP to refill vacant CBP Technician and CBP Engineer and/or Engineer Assistant positions, this procedure was not included in the Administrative Manual. This memo is to officially notify all Bay Conservation Districts of this requirement to re-fill a vacant Chesapeake Bay Technician, Engineer and/or Engineer Assistant position.

To seek approval to refill a vacant CBP Technician or CBP Engineer and/or Engineer Assistant position, the Conservation District Manager must make a written request to refill the vacant position to the Chief of the Division of Conservation. This may be by electronic mail or regular mail. A copy of this written request should be sent to the appropriate regional CBP Field Representative. DEP will send official notice to the Conservation District that they may or may not refill the vacant position via electronic mail within five business days.

This correspondence should be filed in Appendix A-5 (Record of Changes) in the Administrative Manual for the Pennsylvania Chesapeake Bay Program (January 2000) and at the end of Section 4, in the Administrative Manual for the Special Projects Funding Program (December 2007).

For additional guidance or questions, you may contact your Chesapeake Bay Field Representative or Frank Schneider by e-mail at [fshneider@pa.gov](mailto:fshneider@pa.gov) or 717.772.5972.