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BUREAU OF LAND MANAGEMENT

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MANUAL TRANSMITTAL SHEET

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Subject

1211 - HEADQUARTERS OFFICE

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1. Explanation of Material Transmitted: This release contains the updated organizational structure and conveys the roles and responsibilities of the Headquarters Office. The release contains a current Headquarters Office organization chart and includes statements consistent with those recently issued for the Headquarters Office in Part 135, 1-4 of the Departmental Manual.
2. Reports Required: None.
3. Material Superseded: The Manual pages superseded by this release are listed under "Remove" below. No other directives are superseded.
4. Filing Instructions: File as directed below.

REMOVE:

All of 1211 (Rel. 1-1595)

(Total: 27 Sheets)

INSERT:

1211

(Total: 14 Sheets)

/s/ Nina Rose Hatfield  
Acting Director

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Illustration

1. BLM Headquarters Organization Chart

.01 Purpose. This Manual describes the BLM organizational structure and the responsibilities of each Directorate, Group, and detached Office. A summary organization chart is included.

.02 Objectives. This Manual conveys the roles and responsibilities of the various offices in order to accomplish the BLM's mission and their reporting relationships within the BLM structure.

.03 Authority. Department Manual: Parts 101, 135, 200, 205, and 235.

.04 Responsibility.

A. The Director and Deputy Directors are responsible for organizing the BLM in an optimal manner which facilitates the accomplishment of the BLM's mission.

B. The Assistant Director, Business and Fiscal Resources is responsible for facilitating organizational changes, coordinating changes at the Assistant Directorate level and above with the Department, and carrying out continuing organizational reviews to improve organizational performance and strengthen program direction and management.

C. BLM officials, within their assigned program areas, are responsible for the content and accuracy of their organizational descriptions, and keeping them current.

.05 References.

A. Departmental Manual 135 - Organization, Bureau of Land Management.

B. BLM Manual 1203 - Delegation of Authority.

.06 Policy.

A. The Office of the Secretary must approve organizational changes at the BLM Assistant Directorate level and above which will result in a change to the Departmental Manual before such changes may be implemented even on an interim basis.

B. An organizational change below the BLM Assistant Directorate level will be effected through a new or revised chapter in the BLM Manual or through the issuance of an Instruction Memorandum.

C. Organizational planning is the process by which offices identify their structures, determine placement of functions within their structures, and determine the allocation of staff and other resources among the functional entities which comprise their organizations.

D. Organizational structures are established and maintained to provide a framework of control and to delineate levels of responsibility required to accomplish the BLM's goals and objectives.

E. Organizations are to be structured for effectiveness and efficiency. Specific attention will be given to the following organization principles for all organizational changes:

1. Ability to carry out program objectives and associated tasks;
2. Appropriate span of control;
3. Elimination of unnecessary organizational fragmentation and excessive layering of positions;
4. Effective channels of communications;
5. Ability to maintain accountability for program and administrative operations at the appropriate level;
6. Impact on the morale, well-being and productivity of personnel, and the ability to provide high quality services to the BLM's internal and external customers;
7. Adherence to personnel management practices; and,
8. Cost effectiveness.

.07 File and Record Maintenance. Organizational change files are considered permanent archival records. The maintenance of these files is critical to facilitating future research, establishing a record of agency structural changes and providing information to requesters under a variety of statutes. See BLM Manual Section 1272 and the Combined Bureau/General Records Schedules, schedule 16, item 18a for disposition instructions.

.08 BLM Organization Overview. The overall BLM organization includes national and field units.

A. National Organization. The national organization includes the Headquarters (HQ) Office and national centers having specific assigned service and support responsibilities.

1. Directorate. The BLM Directorate includes the Director; the Principal Deputy Director; the Deputy Director (Associate); the Chief of Staff/Counselor; the Assistant Directors and the Director, Office of Fire and Aviation Policy. These officials share Bureauwide authority for the direction and management of BLM programs and exercise line management authority and responsibility within the BLM.

a. Director. The Director, as Chief Executive of the BLM, formulates BLM policy within limits delegated by the Secretary of the Interior and directs all activities of the BLM. The Director advises and assists the Assistant Secretary for Land and Minerals Management in overseeing national public land and resources management issues, and all programs within the purview of the BLM's responsibilities. The Director maintains relationships with other Federal agencies, the Congress, Native American authorities, State and local authorities, and private groups.

b. Principal Deputy Director. The Principal Deputy Director shares with the Director the responsibility for directing all BLM functions, and in his/her absence, acts as Director.

c. Deputy Director (Associate). The Deputy Director shares with the Director/Principal Deputy Director the responsibility for directing all BLM functions, and in his/her absence, acts as Director. The Deputy Director provides top level executive direction and management continuity for all BLM's programs and activities. The Deputy Director oversees Bureauwide issue management, directs policy activities related to Native American relationships, and chairs the IRMRC.

d. Chief of Staff/Counselor and Special Assistants. The Chief of Staff/Counselor and Special Assistants provide counsel, advice, technical expertise, and assistance to the Director in formulating and evaluating policy for significant and politically sensitive or urgent issues. They maintain close review and coordination on items of a sensitive policy nature between the Director and high level officials throughout the Department; represent the Director and act as the Director's liaison in contacts with the White House staff, the Congress, other Departments and agencies, the public, and Government officials; and develop, coordinate, resolve, and implement a variety of special projects which are often highly sensitive and/or confidential.

e. Assistant Directors. The Assistant Directors support the Director by providing leadership in management, program direction, and analysis for the programmatic, functional, and support components of the BLM. Each Assistant Director is assisted by one or more Deputy Assistant Directors in performing this role.

f. Director, Office of Fire and Aviation Policy. The Director, Office of Fire and Aviation Policy provides leadership in managing, directing and implementing the BLM wildland fire program and aviation management policy.

2. HQ Office Groups. Within the HQ Office, most employees are assigned to a group headed by a group manager. The group is composed of individuals with similar training/specialties (for example wildlife biologists, foresters, budget analysts) which facilitates professional networking. Each group manager reports to a designated Assistant Director/Deputy Assistant Director in the HQ Office. The group names reflect the specialties of their members (for example, the "Management Systems Group"), and the group provides an identified source for initial internal and external contact with the HQ Office. Each HQ group has responsibility for performing specific assigned programmatic and general staff functions to accomplish the role HQ Office (see section .1).

3. National Centers and Offices. National level centers and offices, each of which reports to a Directorate Official, perform certain assigned programmatic, administrative, and operational services for the BLM.

B. Field Organizations. The Field Organizations include State and Field Offices.

1. State Offices. The State organization consists of 12 State Offices which have responsibility for implementing BLM activities in one or more State jurisdictions.

2. Field Offices. The field organization consists of numerous Field Offices which provide direct customer services and execute on the ground management of the public lands and resources within the BLM's jurisdiction, under the supervision of a BLM State Office.

.09 Internal Coordinating Mechanisms. The BLM utilizes a variety of participative methods such as committees and teams in developing policies, setting priorities and making decisions to ensure that BLM's goals and objectives are met. Current Bureauwide standing management committees and teams are as follows:

A. Corporate Team (CT). The CT consists of the Director, the Principal Deputy Director, the Deputy Director, the Chief of Staff/Counselor, the Assistant Directors, and the State Director for Eastern States (representing the field). The CT meets on a regular basis to consider HQ management issues and Bureauwide issues that must be considered or resolved in advance of Executive Leadership Team meetings.

B. Executive Leadership Team (ELT). The ELT consists of the Director, the Principal Deputy Director, the Deputy Director, the Chief of Staff/Counselor, the Assistant Directors, the BLM State Directors, the Director, Office of Fire and Aviation Policy. The ELT meets several times each year to focus on Bureauwide management issues and provides a forum for discussion and resolution of major policy issues. The ELT develops Bureauwide objectives, personnel policy, and program and budget priorities and monitors implementation progress to ensure that BLM's goals and objectives are being met.

C. Field Committee (FC). The FC consists of the Associate State Directors; the HQ Deputy Assistant Directors; and the Associate Director, Office of Fire and Aviation. The FC meets several times each year to implement and facilitate the Corporate Agenda, primarily focusing on projects, issues, and concerns in the areas of budget formulation and execution, human resources management (HRM), and information resource management (IRM). The FC also monitors and implements special studies and projects in other areas as the need arises.

D. Information Resources Management Review Council (IRMRC). The IRMRC consists of the Deputy Director (Chair); the Associate State Directors; other representatives of the HQ Office as determined by the CT; and the BLM Budget Officer. The IRMRC provides an institutional framework for managers to coordinate major IRM plans, proposals, policies, and issues; ensures that Bureauwide IRM policies and major automation projects are consistent with the BLM's mission and overall strategic plans; provides a formal process to review and monitor the development of major automation projects; and provides approval and decisions at significant milestones during the project life cycles.



E. National Employee Development Board (NEDB). The NEDB consists of the Assistant Director, Human Resources Management (Chair); the Director, National Training Center (NTC, non-voting member); an Associate State Director; one - two external member(s) (e.g., from other Federal agencies, universities, etc.); four customer representatives; other members on an ad hoc basis; and a Board Secretary (non-voting). The NEDB makes recommendations to the CT on planning, management, and evaluation of BLM training programs and initiatives; provides advice and counsel to the Assistant Director for Human Resources Management and the NTC Director on development and implementation of long-term employee and career development, and training strategies; and provides advice on Bureauwide career development, and training policy both inside and outside of the NTC.

F. Chief Financial Officers (CFO) Council. The Business and Fiscal Resources Steering Committee serves the function of a CFO Council in advising and assisting the CFO (Assistant Director, Business and Fiscal Resources) to implement the management improvements required by the CFO Act, the Government Performance and Results Act (GPRA), and the Government Management Reform Act. This Committee also advises the CFO on matters within her/his Directorate. Membership on this Committee includes the Assistant Directors, the State Director Eastern States, another State Director, and two field office managers.

.1 Role and Common Responsibilities of the HQ Office. This section describes the role and responsibilities common to all HQ Office organizational units. They are listed here to avoid duplication under each organizational unit's description.

.11 Role of the HQ Office. The role of the HQ Office is described by the following activities:

A. Strategic Direction. Identifies/articulates the critical BLM mission, goals, priority program efforts and the essence of the BLM's activities, including trends, challenges, and issues. The HQ Office prepares the BLM Strategic Plan and Performance Plans under the GPRA, and develops strategic analyses and action plans, budgets, and guidance documents that articulate the goals and objectives of the BLM and directions for the future.

B. Policy Leadership. Initiates efforts to develop, revise and refine BLM policies, and resolve policy issues whether the source is external or internal. The HQ Office has the lead, using field office involvement, to develop BLM policy statements and documents that explain how policies will be implemented. The HQ Office is responsible for approving and signing all policy statements/documents. The HQ Office facilitates the consistent implementation of policy by the field, especially among State Offices, by communicating with the field, and through evaluation and assessment of policy implementation.

C. Communications. Communicates the BLM's policies, needs, and accomplishments at the national level to the media, members of Congress, national organizations, partners, stakeholders, and customers. Apprises BLM field offices of Administration and Secretarial initiatives. Actively pursues intergovernmental coordination with other bureaus and federal agencies, and state, local and Tribal governments, including working on intergovernmental task forces. The HQ Office provides the interface between the interdisciplinary-oriented field management and the program-oriented external customers and stakeholders.

D. Budget. Accomplishes Bureauwide budget resource acquisition and allocation of funds within the BLM. The HQ Office formulates, presents, and defends the BLM budget request to the Secretary, Office of Management and Budget (OMB), and the Congress, and provides the allocation of funds among the major operating components of the BLM for budget execution.

E. Legislative and Regulatory Involvement. Facilitates legislative and regulatory changes needed to accomplish the BLM's mission. The HQ Office works with external groups to identify problems requiring legislative solutions or changes in regulations; prepares testimony and witnesses to testify before congressional committees; works with congressional committees and staffs on legislative issues affecting BLM's programs; and develops and implements regulations with participation from the BLM's field offices. The HQ Office leads the BLM's efforts to respond to Administrative, political, and statutory direction impacting the BLM.

F. Oversight, Evaluation and Accountability. Evaluates Bureauwide program effectiveness and accountability of field managers for program policy implementation, using among other input, performance measures and customer research data. The HQ Office prepares annual performance and customer service plans and reports as required by the GPRA, the CFO Act and Executive Order. When necessary, the HQ Office takes corrective actions to ensure that specified performance requirements are met.

G. Issue Management. Manages sensitive issues at the national level, maintains subject-matter expertise in the core processes of the BLM, and serves as an advocate to enhance the ability of the BLM's field organizations to carry out programs/initiatives. The HQ Office provides support to the Secretary's Office in Department-wide or BLM-related matters and/or for Department policy development or analysis projects.

H. Routine Functions. Responds to correspondence to the Director, or referred from the Offices of the Secretary or President; handles Bureauwide administrative actions, e.g., major procurement, higher-level personnel actions, etc.; conducts special reviews/administrative inquiries as directed by the Secretary's Office; and conducts internal support operations to maintain the HQ Office organization and infrastructure.

.12 Common Responsibilities of the HQ Units. This section describes responsibilities common to each HQ organizational unit. Within the role of the HQ Office, each organizational unit has the following responsibilities:

A. Recommends and assists in the development, evaluation, modification, and continuing review of BLM policies, strategies, goals, objectives, and priorities, incorporates them into the appropriate BLM systems, and identifies any actions necessary to be taken outside the BLM to achieve the BLM's policies, goals, and objectives.

B. Develops standards, procedures and guidance for implementing activities in support of the BLM's mission, goals, and objectives.

C. Provides quality assurance over BLM products, maintains current and appropriate guidance documentation, provides necessary direction for the BLM Offices, and takes the initiative to resolve conflicts.

D. Develops, implements, and evaluates annual and long-term performance measures, and budget/workload indicators for specific programs and performance goals for which the unit is responsible.

E. Monitors the accomplishment of BLM program goals and objectives and reports on their accomplishments.

F. Evaluates and makes recommendations on systems, work flows, functions, and process improvements aimed at improving efficiency, effectiveness and customer service for specific functions for which the unit is responsible.

G. Responds to the General Accounting Office and Inspector General's Office audits and corrects any material weaknesses.

H. Responds to the Department, Congress and others with information and assistance, when required, and prepares responses to inquiries requiring specific knowledge or information relating to the functions for which the unit is responsible.

I. Participates in managing responses to issues at the national level which are critical to Administration and Secretarial objectives and policies.

J. Collaborates with interagency and intergovernmental units, public land users, partners, and professional/scientific organizations to ensure the BLM considers multi-faceted input regarding needs, priorities and issues.

K. Maintains and monitors appropriate administrative processes for its own direct operational activities, such as Group/Office/Staff Annual Work Plans (AWP) for each fiscal year, personnel management processes for staff resources; procedures for organizing travel, training, property, equipment, and other materials and resources assigned to the unit.

L. Provides subject matter, technical expertise and assistance to support operations of the BLM's merit promotion, performance improvement, and equal employment opportunity systems. Reviews training needs and participates with the NTC in the development and presentation of training programs.

M. Identifies and sponsors automation needs within its program area(s), manages the program's data (including data quality) and oversees operation of existing automated and manual systems under its ownership, to ensure user requirements are met.

N. Identifies and implements cost recovery opportunities.

.2 Office of the Director. The Office of the Director is composed of the following:

.21 Organizational Units.

A. Director's Immediate Offices. The Director's immediate offices consist of the Director, Principal Deputy Director, Deputy Director, Chief of Staff/Counselor, Special Assistants, and other direct supporting staff members. These offices provide overall national direction and leadership of the BLM.

B. Office of Fire and Aviation Policy. The Office of Fire and Aviation Policy (located in Boise, Idaho) consists of a Director, Associate Director, and a national staff. The Office develops national policy, guidance, and standards; and maintains functional oversight and interagency coordination for all fire, aviation, and all-hazard activities. The Office provides leadership in protecting life, property, and ecosystems from damage by wildfires, and assists in enhancing ecosystem health, integrity, and diversity through the use of fire. It also oversees BLM's aviation management services and promotes aviation safety.

C. National Inter-Agency Fire Center. The National Inter-Agency Fire Center (NIFC, located in Boise, Idaho) provides operational wildfire protection and support services for all cooperating wildland fire fighting agencies. The BLM portion of NIFC is headed by a NIFC Administrator who reports to the Director, Office of Fire and Aviation Policy.

D. Native American Office. The Native American Office (located in Santa Fe, New Mexico) supports the Director and State Directors in coordination, consultation, and cooperative relationships with Native American entities, authorities and tribal governments, and maintains liaison on issues of special interest to Native Americans. The Director, Native American Office, reports to the BLM Deputy Director.

E. Office of Helium Resources. The Office of Helium Resources (located in Amarillo, Texas) is managed by a National Administrator located in Washington, D. C., who reports to the BLM Deputy Director. The Office is responsible for executing Federal Helium Program policy, evaluation of U. S. helium resources and for managing helium operation activities which include the production, sale, distribution, storage, and conservation of helium resources. This activity includes the acquisition, construction, operation, maintenance, and management of helium plants, helium-bearing gas properties and reserves, storage reservoirs, pipelines, and rail and highway transportation equipment.

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.3 Assistant Director, Renewable Resources and Planning (AD, RRP). The AD, RRP is responsible for establishing policy and guidance for BLM's planning, renewable resource, restoration, use, allocation, and geographic sciences programs. The AD, RRP develops and maintains policies, processes, and standards for all planning and renewable resource activities, including physical, biological, ecological, social and economic components, the use of fire in maintaining or improving ecological health, and the monitoring of industry trends and their impact on planning and renewable resource activities. The Directorate provides national leadership and develops national partnerships with organizations interested in renewable resources and planning.

.31 Organizational Units.

A. Planning, Assessment, and Community Support Group. The Planning, Assessment, and Community Support Group is responsible for maintaining viable national policies and processes for the following: land use planning; environmental review and analysis; resource inventory, monitoring and assessment; community support; landscape or watershed management; the use of fire to maintain or improve ecological health; and the use of geospatial and advanced technologies, including Geographic Information System, mapping and remote sensing. Also, the Group is responsible for assuring that policies and processes are in place to monitor intermediate and long-term national resource conditions and trends, and National Environmental Policy Act and Council of Environmental Quality requirements for consistency and technical compliance between land use planning decisions and related plans and policies. Serves as contact for resolution of Resource Management Plan protests and assist field offices by using alternative dispute resolution processes to resolve protests. The Group coordinates with the Rural Development Partnership and National Rural Development Council, and other community development/assistance efforts.

B. Rangelands, Soil, Water, and Wild Horses and Burros Group. The Rangelands, Soil, Water and Wild Horses and Burros Group is responsible for maintaining viable national policies and processes for managing rangelands, soil and water resources, and wild horses and burros on public lands. The Group is responsible for establishing processes for integrating inventory, planning, and partnerships in order to address the conservation of, and restoration of the basic soil, water and vegetation resources; develops strategies for the prevention and control of noxious/invasive weeds; for conserving and assessing water sources and acquiring water rights; for managing riparian and wetland areas, and for analyzing hydrologic conditions (including ground and surface water quantity and quality). The Group develops and initiates grazing fee schedules for BLM and the Forest Service which meet the requirements of Congress.

C. Fish, Wildlife and Forests Group. The Fish, Wildlife, and Forests Group is responsible for maintaining viable national policies and processes for wildlife, fisheries, rare



plants and forest resources on the public lands, including the management and restoration of habitat for game and nongame species and fish species; protection for threatened and endangered species and their habitats, including rare plants; maintenance of forest health, including forest regeneration, rehabilitation, development, timber production and sales, timber trespass, forest pest and disease control; and woodlands management on public lands. Leadership on coordination of animal damage control issues on public lands managed by BLM is provided by the Group.

D. Cultural Heritage, Wilderness, Special Areas, and Paleontology Group. The Cultural Heritage, Wilderness, Special Areas, and Paleontology Group is responsible for maintaining viable national policies and processes for cultural, paleontological, and wilderness resources, and for specially designated conservation and protection areas on public lands. The Group oversees coordination with Native Americans with respect to their traditional uses of public lands; their cultural concerns, including conformity with the Native American Graves Protection and Repatriation Act; and the preservation of museum collections removed from public lands. The Group reviews and forwards nominations for all National Designations, including the National Register of Historic Places.

E. Recreation Group. The Recreation Group is responsible for maintaining viable national policies and processes for all recreational use activities on BLM lands, including visitor use in special recreation management areas, use by visitors with disabilities, management of recreation concessions, commercial recreational activities, outfitters and guides, off-road vehicle area designation, visitor management, health and safety issues, and visual resources management.

F. National Applied Resource Sciences Center. The National Applied Resource Sciences Center (NARSC, located in Lakewood, Colorado) is responsible for providing scientific and technical support; coordinating training with the NTC; identifying (but not conducting) research needs; managing Bureauwide energy conservation; collecting, assimilating, synthesizing, and disseminating scientific and technical information; producing mapping products such as administrative status maps and special management maps; providing photo interpretation; maintaining specialized equipment; designing resource and scientific systems; providing user representatives for national automated resource systems; and providing printed and electronic media production services to field offices.

.4 Assistant Director, Minerals, Realty, and Resource Protection (AD, MRRP).

The AD, MRRP is responsible for establishing and coordinating policy and guidance for BLM's minerals, realty and resource protection programs, and the Public Land Survey System. The AD, MRRP develops policies and guidance for the fluid minerals programs; solid minerals programs, including mineral law administration; the lands and realty programs, the Cadastral Survey program, and resource protection programs, including law enforcement, hazardous materials management, pollution prevention, and site remediation, mitigation, and restoration approaches (including engineering applications). The Directorate provides national leadership and develops national partnerships with organizations interested in minerals, realty and resource protection.

.41 Organizational Units.

A. Fluid Minerals Group. The Fluid Minerals Group is responsible for maintaining viable national policies and processes for oil, gas and geothermal resources (fluid minerals) under Federal jurisdiction, including evaluation and appraisal of mineral resources, fair market value determinations, mineral leasing, adjudication, reservoir management, and compliance and inspection of resource exploration, development, production, and abandonment operations on Federal lands. The Group also ensures proper administration of communitization, unitization, commingling, drainage and underground storage agreements, and post-lease operational supervision conducted on Indian/Tribal lands by the BLM. In addition, the Group develops recommendations on enhancement incentives to encourage full recovery of the fluid mineral resources and reduce premature well abandonment.

B. Solid Minerals Group. The Solid Minerals Group is responsible for maintaining viable national policies and processes for solid mineral resources under Federal jurisdiction. Solid minerals include coal and non-energy leasable minerals, hardrock minerals on acquired lands, locatable minerals, and salable minerals. Processes for leasable and salable minerals cover authorization for leasing/sale, adjudication, operations, and inspection for compliance of resource exploration, development, production and reclamation (coal excepted) activities on Federal lands. For locatable minerals, the Group is responsible for policies and processes covering claim recordation, validity examination, adjudication of mineral patent applications; and operational supervision of exploration, development and reclamation activities on unpatented lands. The Group also oversees post-lease operational supervision conducted on Indian/Tribal lands by the BLM. The Group ensures that useful mineral data are collected; available information are properly considered in decision making, including BLM land-use planning and standards and policies regarding evaluation and appraisal of mineral resources, including fair market value determinations, are properly implemented.

C. Lands and Realty Group. The Lands and Realty Group is responsible for maintaining viable national policies and processes for land use authorization and rights-of-way programs; land exchange, acquisition (including land and water conservation fund actions); land disposal activities; compliance and trespass abatement; withdrawals and withdrawal review programs; land appraisal functions; Alaska land transfer programs; land title records activities; and military and Native American land issues coordination; and provides national leadership for the public land survey program. Specific land disposal activities include land sales conducted under FLPMA, the Burton-Santini Act, or other authorizations, Desert Land Entries, Recreation and Public Purpose Act leases and patents, and State in-lieu selections. Specific Alaska program activities include support and liaison assistance to the Alaska State Director for actions under the Alaska land laws, such as the Alaska Native Claims Settlement Act, the Alaska National Interest Lands Conservation Act, the Alaska Statehood Act, the specific Alaska Settlement Laws, and other public land laws specific to Alaska.

D. Protection and Response Group. The Protection and Response Group is responsible for maintaining viable national policies and processes for hazardous materials management, risk management, environmental compliance and protection, cleanup of contaminated sites, abandoned mine lands program, pollution prevention, facilities maintenance, engineering, liability reduction, natural resource damage assessment and restoration, and the necessary scientific and support functions such as performance audits, data management, quality control, and financial and performance analysis and reporting.

E. National Law Enforcement Office. The National Law Enforcement Office (located in Boise, Idaho) provides Bureauwide leadership and guidance for law enforcement, security, and investigation actions to protect resources under BLM jurisdiction. The Office maintains viable national policies and processes, leadership and coordination for law enforcement and security matters, both internal and external to the BLM, and assists field teams in implementing those policies.

.5 Assistant Director, Information Resources Management (AD, IRM).

The AD, IRM serves as the BLM's Chief Information Officer and is responsible for establishing and coordinating policies and guidance for BLM's information resources management program. The Directorate develops policies and guidance for the development, management, integration, and use of information resources management systems, information dissemination, data administration, records administration, and information access and security. The Directorate is also responsible for assessing BLM's information management skills; monitoring and evaluating the performance of information technology programs; and current and long-range program plans and strategies, and their implementation in order to achieve BLM's strategic goals and objectives.

.51 Organizational Units.

A. Information Resources Management Policy Group. The Information Resources Management Policy Group is responsible for maintaining viable national policies and processes for data administration, records administration, information resource sharing, information system development, and information access and security. The Group is responsible for developing policies and procedures for implementing the Freedom of Information Act (FOIA), the Privacy Act, and Internet access. The Group provides oversight for automated information systems development and evaluates the effectiveness of information management programs based on applicable performance measures; and is responsible for HQ Automation Information System Security, which includes employee computer security awareness training, review of system audit trails and handling security incidents/violations.

B. Information Services Group. The Information Services Group is responsible for the operation, maintenance and user support for the HQ computer systems, telephone and telecommunications, employee assistance and troubleshooting, and training. Computer and telecommunications operations include operation and maintenance of hardware and software, configuration management, capacity planning, and telephone and network management. The Group is responsible for Internet user support, training, and providing technical support to other organizational units responsible for the Internet and managing the HQ Intranet site.

C. Directives and Records Management Group. The Directives and Records Management Group is responsible for the BLM's Directives System, and for HQ FOIA and Privacy Act requests, Records Management, HQ Information Access Center, and is the custodian for the Washington Office Memorandum of Understandings. Directives responsibilities include dissemination of directives, updating and monitoring directives currently in effect, and providing for extending or cancelling expiring Instruction Memoranda.

D. National Information Resources Management Center. National Information Resource Management Center (NIRMC, located in Lakewood, Colorado) is responsible for Bureauwide IRM functions; management of data, development of new applications, and

operations and maintenance of IRM applications and systems.

.6 Assistant Director, Communications (AD, COM). The AD, Com develops and coordinates policies and guidance for BLM external communications with the media, members of Congress, various Federal and non-Federal agencies, interest groups, schools, and members of the public concerning the programs and activities of the BLM. The Directorate provides strategic direction and oversight in the areas of public affairs, legislative affairs, regulatory affairs, intergovernmental affairs, environmental education, and volunteer programs.

.61 Organizational Units.

A. Public Affairs Group. The Public Affairs Group develops and disseminates communication products to the media and other external constituencies concerning the programs and activities of the BLM. These products include press releases, reports, brochures, op-ed articles, speeches, briefing papers, videos, exhibits, posters, and Public Service Announcements. The Group also provides support services to offices and personnel in the BLM and the Department, including editing and writing of documents, development of strategic communication plans, development and maintenance of information for distribution through the Internet and the World Wide Web, collection and distribution of news clips of interest to BLM, and coordination of key internal and external events. The Correspondence Unit responds to external correspondence received by the BLM from Congressional members, interest groups, and other members of the public, and provides editorial and writing assistance to other BLM HQ groups.

B. Legislative Affairs Group. The Legislative Affairs Group is responsible for providing direction for BLM's legislative program and establishing and maintaining effective communications with members of Congress and their staffs. The Group communicates with Congress on BLM programs and policies, on legislation involving public lands, and disseminates material to Congress on BLM's position on matters under consideration by the Congress. It maintains close liaison with the DOI Office of Legislative Counsel, OMB, members of Congressional committees and other agencies. The Group prepares and expedites the clearance of BLM testimony and ensures that BLM witnesses are properly prepared for legislative hearings.

C. Regulatory Affairs Group. The Regulatory Affairs Group manages the BLM's regulatory program by coordinating and facilitating amendments of outdated regulations, removal of unnecessary regulations, and preparation of new regulations. The Group reviews, evaluates, and conducts regulatory analyses of proposed regulations of interest to BLM; coordinates the clearance of regulatory information with other federal agencies, State and local governments; and prepares and reviews documents proposed for Federal Register publication.

D. Intergovernmental Affairs Group. The Intergovernmental Affairs Group coordinates and facilitates BLM communication with other federal agencies, State and local governments, and national-level State, county and municipal organizations. The Group apprises these governmental organizations of emerging BLM policy and regulation initiatives and facilitates mutually beneficial projects and partnerships. The Group coordinates BLM participation in international activities and administers BLM's network of advisory councils.

E. Environmental Education and Volunteers Group. The Environmental Education and Volunteers Group is responsible for oversight of the BLM's environmental education and volunteer programs. The Group facilitates the development of national level partnerships and outreach initiatives with federal agencies, State and local governments, educational and volunteer organizations; and coordinates the development of environmental education and volunteer program materials, such as posters, magazine articles, volunteer opportunities, tool kits, brochures and other educational information, for distribution to BLM field offices, media organizations, educational groups, and the public.

.7 Assistant Director, Business and Fiscal Resources (AD, BFR). The AD, BFR is the Chief Financial Officer and the Head of Contracting Activity for the BLM, and is responsible for establishing and coordinating policies and guidance for BLM's business and fiscal management programs. The Directorate is responsible for budget development and execution, fund control systems, management of fiscal assets, accounting principles and standards, management control and continuous improvement (evaluation), Inspector General's Office/General Accounting Office liaison, acquisition of goods and services, real and personal property management, Federal assistance programs, organization management/analysis, strategic planning coordination, performance measurement, quality management, and process reengineering; prepares and maintains current and long-range program plans and strategies; and monitors program management implementation in order to achieve BLM's goals and objectives.

.71 Organizational Units.

A. Management Systems Group. The Management Systems Group is responsible for developing and maintaining viable national management systems including acquiring and using customer research and information; quality management; process reengineering; meeting Government Performance and Results Act requirements for strategic planning, performance measurement, etc.; organization management and control; management controls and evaluations; and coordination of responses to audits and inspections by the Office of Inspector General and the General Accounting Office.

B. Property, Acquisition and Headquarters Services Group. The Property, Acquisition and Headquarters Services Group is responsible for maintaining viable national level policies and processes for acquisition of goods and services, contracts, Federal assistance programs, real and personal property management, space leasing and management, vehicle fleet management, quarters, and the Small and Disadvantaged Business Utilization Program. The Group provides operational support and guidance to HQ Office employees for the following services: purchasing, contracting, Federal assistance agreements, interagency agreements, mail, printing, space management, uniforms, imprest fund, property management, and vehicle management. The Group provides contractual support over \$50,000 to the Eastern States Office, excluding information technology acquisitions.

C. Budget Group. The Budget Group is responsible for maintaining viable national policies and processes for developing and executing budgets to achieve BLM's strategic goals and policy objectives including preparing all BLM budget materials and documents which present and justify BLM budget accounts (such as the Budget Request to the Secretary, the Budget Estimates to OMB, the Budget Justifications to Congress, and supporting data for the President's Budget); coordinating BLM's participation in budget reviews conducted by the Secretary's Office, OMB, and congressional committees; and maintaining effective Bureauwide budget execution and fund control systems including the Operating Budget-AWP process. Specifically, the Budget Group oversees preparations for all BLM appearances at appropriations hearings and completes follow-up actions from appropriations hearings (i.e., responses to written questions, inserts for the record, hearings transcripts, prepares capability and effect statements, and provides input to committee reports); develops and issues the Preliminary AWP and AWP Directives, all internal cost target allocations, and changes to the AWP Directives and cost target allocations during the year; conducts mandatory budget administration functions (i.e., apportionment requests, allotments of funds, interagency allocations, and fund transfer documents); and develops and issues internal full-time equivalent ceiling allocations. The Budget Group serves as BLM's principal contact point with the Departmental Office of Budget, the OMB, the Appropriations Committees, and other organizations on all BLM budget matters.

D. National Business Center. The National Business Center (NBC, located in Lakewood, Colorado) has operational responsibilities for financial operations, including accounting systems, cash processing, payments and reporting, property management, contracting, and acquisition. The NBC provides Bureauwide contract support in excess of the simplified acquisition threshold, except for the HQ and Oregon State Office, which have unlimited contracting authority. In addition, the NBC provides business support services to all of the BLM Centers located at the Denver Federal Center.



.8 Assistant Director, Human Resources Management (AD, HRM). The AD, HRM establishes, coordinates the implementation of, and evaluates national policies and programs for the management of BLM's human resources, including personnel administration, equal employment opportunity, employee training and career development, and occupational safety and health. The AD, HRM prepares and maintains the BLM's current and future plans and strategies for work force management, monitoring program implementation in order to support management in attaining the BLM's programmatic goals and objectives. The AD, HRM develops operating policies and procedural guidance to support sound human resources management practices throughout the BLM, coordinates programs falling under his or her jurisdiction, and serves as expert consultant and primary resource person to the BLM Director, the executive staff, and State and Center Directors on matters related to the management of human resources.

.81 Organizational Units.

A. Executive Initiatives Group. The Executive Initiatives Group is responsible for providing direct human resources management support to the senior executive corps of the BLM, which includes top management officials who hold career and non-career Senior Executive Service (SES) positions or Schedule C positions in the Excepted Civil Service. Because employment processes are unique for executive-level employees, this Group provides operational assistance in areas such as the SES career development program, the SES performance management system, employee relations, grievances, occupational safety and health, awards and recognition, and pay and benefits programs. The Group also undertakes special policy development or program coordination projects at the direction of the AD, HRM.

B. Equal Employment Opportunity Group. The Equal Employment Opportunity Group is responsible for the administration of the BLM's equal employment opportunity programs, including maintenance of the equal employment opportunity administrative redress system under the Conflict Management Program, and the management of outreach and targeted employment initiatives under the Special Emphasis and Affirmative Employment Programs. The Group manages other BLM special initiatives which promote cultural diversity through constructive cooperation with institutions of higher education and recognized minority-serving organizations and foster on-the-job productivity through the prevention of conflict in the work place.

C. National Human Resources Management Center. The National Human Resources Management Center (NHRMC, located in Lakewood, Colorado) is responsible for providing Bureauwide operational human resource management services, support, advice, and/or assistance. Specifically, NHRMC provides services in the area of labor relations, employee relations, employee benefits, ethics, worker's compensation, pay administration, automated personnel systems, position management, classification appeals, equal employment opportunity, and occupational environmental safety and health. In addition, NHRMC provides human resource management services to all BLM Centers located at the Denver Federal Center.

D. National Training Center. The National Training Center (NTC, located in Phoenix, Arizona) provides training and related support services to BLM and other Federal employees. The NTC is responsible for standard classroom courses, distance learning, facilitated package courses, private vendor courses, and self-study courses. In addition, the NTC maintains liaison with all BLM Offices, other government agencies, and the private sector; analyzes training needs; designs and develops training courses; evaluates training programs; and maintains a video program which meets both training and communication needs.