

Department of the Interior
Departmental Manual

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Series: Organization

Part 135: Bureau of Land Management

Chapter 13: Business Management and Administration

Originating Office: Bureau of Land Management

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13.1 Assistant Director, Business Management & Administration (AD, BM&A) (HQ-700). The AD, BM&A serves as the BLM's Chief Financial Officer, establishes, coordinates, and evaluates implementation of national policies and programs for management of the BLM workforce, including personnel administration, workforce planning, employee training and career development, special employment programs, physical security, occupational safety, health and emergency management, manages contracting activities, and is responsible for establishing and coordinating policy for the BLM's business, engineering, and fiscal-resource management programs.

A. The Directorate is responsible for budget related activities that include strategic planning and coordination, performance measurement, budget development and execution, fund control systems, management of fiscal assets, and accounting principles and standards. The Directorate prepares and maintains the BLM's current and future plans and strategies for workforce management and monitors program implementation in order to support management in attaining the BLM's programmatic goals and objectives. The Directorate also develops policy and guidance to support human capital management practices throughout BLM; coordinates programs for subordinate organizations; and serves as consultant and primary resource person to the BLM Director/Deputy Directors, the executive staff, and State and Center Directors on matters related to the management of human capital.

B. The Directorate includes six Divisions: The Division of Human Resources Policy and Programs (HQ-710); the Division of Acquisition and Financial Assistance (HQ-720); the Division of Training and Employee Development (HQ-730); the Division of Safety, Health and Emergency Management (HQ-740); the Division of Business, Engineering and Evaluations (HQ-750); and the Division of Budget (HQ-780).