

Department of the Interior Departmental Manual

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Series: Organization

Part 135: Bureau of Land Management

Chapter 2: Organization and Functions

Originating Office: Bureau of Land Management

135 DM2

2.1 **Organization.** The Bureau of Land Management (BLM) includes national and field organizations (see attached organization chart). The national organization includes the Headquarters Office and the National Operations Center. The field organization consists of 12 State Offices, that have responsibility for implementing the BLM activities in one or more state jurisdictions, and District and Field Offices.

2.2 **Headquarters Office Functions.** The functions of the Headquarters Office include:

A. Strategic Direction. Identifies and articulates the BLM's mission, goals, priorities, and the essence of BLM's activities, including trends, challenges, and issues. The Headquarters Office prepares the BLM's Operating Plan and Performance-Based Budget in accordance with the Government Performance and Results Act (GPRA); develops strategic analyses and action plans, the budget, and guidance documents to articulate and implement the BLM's goals and objectives and its future direction; and monitors program implementation to achieve BLM's goals and objectives.

B. Policy Leadership. Initiates efforts to develop, revise, and refine the BLM policy, and resolve internal and external policy issues. The Headquarters Office has the lead, using field organization involvement, to develop and approve the BLM-wide policy and procedures. The Headquarters Office facilitates the consistent implementation of policy by the entire organization, by providing evaluations and assessments.

C. Communications. Communicates the BLM's policy, needs, and accomplishments at the national level to the media, members of Congress, national organizations, partners, stakeholders, and customers. Apprises BLM State Offices of Administration and Secretarial initiatives. The BLM Headquarters Office actively pursues intergovernmental coordination with other Bureaus and Federal agencies, and State, local, and Tribal governments, including intergovernmental task forces. The Headquarters Office provides the interface between the interdisciplinary-oriented field management employees and the program-oriented external customers and stakeholders.

01/17/2025 #5180

Replaces 07/26/2016 # 4047

D. Legislative and Regulatory Involvement. Facilitates legislative and regulatory changes needed to accomplish the BLM's mission. The Headquarters Office works with members of the Executive Leadership Team and/or the Field Committee, as well as specially designated teams to identify problems requiring legislative solutions or changes in regulations; prepares testimony and witnesses to testify before congressional committees; works with congressional committees and staff on legislative issues affecting the BLM's programs; and develops and implements regulations with participation from the BLM field organization. The Headquarters Office leads efforts to respond to administrative, political, and statutory direction impacting the BLM.

E. Budget. Accomplishes the BLM-wide budget resource acquisition and allocation of funds. The Headquarters Office formulates, presents, and defends the BLM's budget request to the Secretary of the Interior (Secretary), Office of Management and Budget, and Congress, and allocates funds among the major operating components of the BLM for budget execution.

F. Program and Organizational Evaluation and Oversight. Evaluates and validates program performance and general management effectiveness through objective measurement and systematic analysis of current data and field reviews. Establishes a framework and process to obtain national level performance information to determine the differences between planned and end results by program. The framework provides a consistent organizational structure through which the objectives are set. The means of attaining the objectives and monitoring performance are appropriate to meet the intentions of the policy. Implements and tracks corrective actions to ensure that statutory, regulatory, and customer requirements are met.

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

H. Routine Functions. Responds to correspondence referred from the Office of the Secretary and the President; processes BLM-wide administrative actions, e.g., major procurements, higher-level personnel actions, etc.; conducts special reviews/ administrative inquiries as directed by the Secretary; and conducts internal support operations to maintain BLM Headquarters Office organization and infrastructure.

I. Coordination. Coordinates with the Department's Bureaus and Offices and other Federal agencies in establishing Departmental and national policies.

J. Technical Support. Supports the field by providing technical expertise in program

01/17/2025 #5180

Replaces 07/26/2016 # 4047

areas.

2.3 Executive-Level Teams, Committees, and Councils. In addition to the formal organization, a number of teams, committees, and councils serve the organization as follows:

A. Executive Leadership Team (ELT). The ELT consists of the BLM Director, Deputy Directors, Chief of Staff, Assistant Directors, the BLM State Directors, and the Directors for the Office of Law Enforcement and Security and the National Operations Center. The ELT is a management forum for the discussion and resolution of major policy issues. The ELT develops the BLM-wide objectives, personnel policy, program direction, capital planning, acquisition and property management priorities, budget priorities, and monitors progress to ensure that BLM's goals and objectives are achieved.

B. Field Committee (FC). The FC consists of the Deputy Director, Administration and Programs, the Deputy Director, State Operations; Deputy Assistant Directors; Associate State Directors; and the Deputy Directors for the Office of Law Enforcement and Security and the National Operations Center. The FC meets several times each year and primarily focuses on projects, issues, and concerns in the areas of budget formulation and execution, human resources management, information resource management, capital planning, acquisition, and property management. The FC also monitors and implements special studies and projects in other areas as appropriate and requested by the Director, Deputy Directors, or ELT.

C. Budget and Performance Management Council (BPMC). The BPMC governs the full spectrum of fiscal resource management planning and results, focusing on strategic and high-level operational issues that significantly impact the BLM's mission resources.

D. BLM Communications Council (BCC). The BCC ensures that the agency speaks with one voice on all issues facing the Bureau. It guides the development of internal and external communications that effectively and consistently message the vision, mission, and values of the BLM.

E. Human Capital Council (HCC). The HCC provides governance of agency-wide human capital goals, strategies, and initiatives ensuring that human capital programs and policies are strategically aligned to effectively advance the BLM's mission.

F. Information Technology Investment Board (ITIB). The ITIB is the board for executive input and review of BLM-wide Information Technology (IT) investments. The ITIB serves as the capital planning board for selecting, controlling, managing, and evaluating information systems (software) and technology (hardware) investments.

G. Unified Region Executive Team. The 12 Unified Regions were established in accordance with 105 DM 3. The objectives of the Unified Regions are outlined in 105 DM 3, Section 3.2. It is the responsibility of each State Director to participate as a member of the

01/17/2025 #5180

Replaces 07/26/2016 # 4047

relevant Unified Region Executive Team where appropriate. The Secretary may appoint Field Special Assistants to lead activities within the Unified Regions, see 110 DM 3.

Bureau of Land Management Organization Chart

135 DM 2
Chart

