

Department of the Interior Departmental Manual

Effective Date: 1/12/2021

Series: Organization

Part 135: Bureau of Land Management

Chapter 3: Office of the Director

Originating Office: Bureau of Land Management

135 DM 3

3.1 Office of the Director. The Director, as Chief Executive of the Bureau of Land Management (BLM), formulates BLM policy and directs all activities of BLM. The Director advises and assists the Assistant Secretary – Land and Minerals Management in overseeing national public land and resource management issues and all programs within the purview of BLM's responsibilities. The Director maintains relationships with other Federal agencies, Congress, Native American authorities, state and local governments, and private entities. The Director carries out the programs and functions of the Bureau with assistance from Deputy Directors; a Chief of Staff; the Director, Office of Law Enforcement and Security; Assistant Directors; the Director, National Operations Center; and State Directors.

3.2 Deputy Director, Operations. The Deputy Director, Operations shares the Director's responsibility for all BLM functions. In the absence of the Director, the Deputy Director, Operations is the First Assistant and acts as the Director. The Deputy Director, Operations provides executive direction and management continuity for all BLM programs and activities; oversees BLM-wide issue management; directs policy activities; and oversees the Assistant Directors; the Director, Office of Law Enforcement and Security; the Director, National Operations Center; and the State Directors. (Functional descriptions for the National Operations Center and the State Directors are provided in 135 DM 4 and 135 DM 5 respectively.)

3.3 Deputy Director, Policy and Programs. The Deputy Director, Policy and Programs shares the Director's responsibility for all BLM functions. The Deputy Director addresses policy concerns associated with the Bureau's wide variety of multiple use activities; works closely with external stakeholders including State and local governments; and facilitates efforts to coordinate the Bureau's work within the Department of the Interior (DOI) and with other Federal agencies and Congress.

3.4 Chief of Staff. The Chief of Staff provides counsel, advice, technical expertise, and assistance to the Director in formulating and evaluating policy for significant and politically sensitive or urgent issues; maintains close review and coordination on items of a sensitive policy nature between the Director and high level officials throughout DOI; represents the Director and acts as the Director's liaison in contacts with the White House staff, Congress, and other departments and agencies, the public, and government officials; and develops, coordinates,

resolves, and implements a variety of special projects which are often highly sensitive and/or confidential.

3.5 Director, Office of Law Enforcement and Security (OLES). The Director, OLES is responsible for establishing, implementing, and monitoring policies and programs for managing BLM's law enforcement and security program and maintaining direct oversight and executive-level management of all BLM's law enforcement program activities.

A. The Directorate provides national level leadership for the protection of public land resources, visitors, and employees; conducts and oversees the investigation of crimes involving public land resources and criminal misconduct by BLM employees; provides direct management of field level law enforcement programs; develops, coordinates, implements, and monitors law enforcement program policy and standards; provides technical advice and coordinates activities for security related matters; and serves as a principal liaison with all DOI law enforcement entities, and other Federal, state, and local agencies regarding law enforcement matters affecting the BLM.

B. The Directorate includes the Director, Deputy Director, Chief-Policy and Programs Division, 12 Special Agents-in-Charge and staff, Professional Responsibility staff, and Budget and Finance staff.

3.6 Assistant Director, Fire and Aviation (AD, FA). The office of the AD, FA, is located in Boise, Idaho, with liaison staff in Washington, DC. The directorate is responsible for establishing national policy, guidance, and standards; and maintains functional oversight and interagency coordination for all fire, aviation, and hazard activities.

A. The Directorate develops national partnerships with organizations and agencies to foster a collaborative approach to mitigating risks to communities and the environment while promoting economic opportunities. The AD, FA provides operational wildfire protection and support services for all cooperating wildland fire fighting agencies. The AD, FA 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. The Directorate also oversees BLM's national aviation management services. The Directorate provides a unit manager to the National Interagency Fire Center Governing Board for the management and operation of the National Interagency Fire Center (NIFC). The NIFC is a physical facility located in Boise, Idaho, at which a number of Federal agencies, including BLM, maintain offices and operational entities. Day-to-day supervision of the NIFC unit manager is the responsibility of the AD, FA. The NIFC includes cooperating fire related units from the U.S. Forest Service, National Park Service, U.S. Fish and Wildlife Service, and the Bureau of Indian Affairs; a fire weather support unit from the National Weather Service; representatives from other wildland fire partner organizations such as the U.S. Fire Administration, the National Association of State Foresters, and the National Law Enforcement and National Radio program management staff.

B. The Directorate includes six divisions: Division of Support Services; Division of Fire Operations and Safety; Division of Budget and Evaluation; Division of Aviation; Division of Fire Planning and Fuels Management; and Division of External Affairs.

3.7 Assistant Director, Resources and Planning (AD, RP). The AD, RP is responsible for establishing policy and guidance for BLM's planning, natural, cultural and fossil resources, restoration, use allocation, collaborative action, environmental compliance, recreation, science, and geographic information systems programs.

A. The AD, RP provides national leadership and develops and maintains processes and standards for all planning, environmental analysis, natural resource management and protection activities, including physical, biological, ecological, cultural, social, and economic components. The Directorate develops national partnerships with organizations and agencies to foster collaborative engagement and to prevent or reduce litigation, appeals, and protests, or to mitigate the impacts of such formal filings.

B. The Directorate includes seven divisions: Division of Decision Support, Planning and NEPA; Division of Forest, Rangeland, Riparian and Plant Conservation; Division of Fish and Wildlife Conservation; Division of Cultural, Paleontological Resources and Tribal Consultation; Division of Recreation and Visitor Services; Division of Wild Horses and Burros; and Division of Environmental Quality and Protection.

3.8 Assistant Director, Energy, Minerals, and Realty Management (AD, EMR). The AD, EMR is responsible for establishing and coordinating policy and guidance for BLM's energy, renewable energy, and non-energy minerals programs, realty management, and the Public Land Survey System.

A. The Directorate develops policy and guidance for the renewable energy program including wind, solar, hydropower and geothermal energy resources; the fluid minerals programs including oil, gas, and helium; solid minerals programs including mining law, coal, oil, shale, and salable minerals; the lands and realty programs, including all land adjustments such as land exchanges, sales, disposals and acquisitions, withdrawals, transmission, rights-of-way, and the Public Land Survey System. The Directorate provides national leadership and develops national partnerships with organizations interested in energy, minerals, and realty management; and provides leadership for BLM's trust management for Indian minerals operations, surveys, and trust patent preparation.

B. The Directorate includes a National Renewable Energy Coordination staff and three Divisions: Division of Fluid Minerals; Division of Solid Minerals; and Division of Lands, Realty and Cadastral Survey.

3.9 Assistant Director, National Conservation Lands and Community Partnerships (AD, NCL-CP). The AD, NCL-CP is responsible for establishing and coordinating national policy and guidance for managing components of the NCL-CP and for implementing Bureau-wide programs in environmental and heritage education, interpretation, partnerships, volunteers, and youth.

A. The AD, NCL-CP provides national leadership to conserve, protect, and restore nationally significant landscapes that have outstanding cultural, ecological, and scientific values

for the benefit of current and future generations. These nationally significant landscapes include: National Monuments, National Conservation Areas and similar designations, Wilderness Areas, Wilderness Study Areas, National Wild and Scenic Rivers, and National Scenic and Historic Trails. The AD, NCL-CP also provides national leadership in developing Bureau-wide programs in environmental and heritage education, interpretation, partnerships, volunteers, and youth.

B. The Directorate includes two divisions: Division of the National Conservation Lands; and Division of Education, Interpretation, and Partnerships.

3.10 Assistant Director, Communications (AD, COM). The AD, COM, develops and coordinates policy and guidance for BLM external communications (print, written, oral and electronic) with the media, Members of Congress, various Federal, state and local agencies, interest groups, and members of the public concerning the programs, policy, and activities of BLM. The AD, COM develops policy, as needed to effectively implement its functional areas.

A. The Directorate provides strategic direction and oversight in the areas of public affairs, legislative affairs, regulatory affairs, correspondence, international affairs, intergovernmental affairs, citizen advisory committees, new media, and carries out BLM responsibilities under the Freedom of Information Act. The AD, COM also oversees, provides strategic direction, and assists in the development of policy regarding the Agency's electronic communications function, including internet/intranet management and policy, web pages, applications, video, new media; and the development and maintenance of information and content for distribution through these means. Additionally, the Directorate provides guidance and strategic direction regarding internal communications, since internal messages are closely linked to external messages.

B. The Directorate includes the News Media staff and the Division of Public Affairs; Division of Legislative Affairs; Division of Regulatory Affairs, and Division of Intergovernmental and External Affairs.

3.11 Assistant Director, Human Capital Management (AD, HCM). The AD, HCM establishes, coordinates, and evaluates implementation of national policies and programs for management of BLM's workforce, including personnel administration, workforce planning, civil rights, employee training and career development, special employment programs, occupational safety, health and emergency management, and ethics.

A. The AD, HCM prepares and maintains BLM's current and future plans and strategies for workforce management and monitors program implementation in order to support management in attaining BLM's programmatic goals and objectives. The AD, HCM 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, the executive staff, and State and Center Directors on matters related to the management of human capital.

B. The Directorate includes the Recruitment and Retention, and Human Resources Services staffs and the Division of Human Resources Policy and Programs; Division of Civil

Rights; Division of Safety, Health and Emergency Management; and Division of Training and Employee Development.

3.12 Assistant Director, Business, Fiscal and Information Resources Management (AD, BFIRM). The AD, BFIRM, serves as BLM's Chief Financial Officer and Information Technology (IT) Strategic Advisor. The AD, BFIRM manages contracting activities, and is responsible for establishing and coordinating policy for BLM's business, fiscal, and information 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 is also responsible for business process related activities such as: management controls and evaluations, strategic planning, coordination with the Office of Inspector General and the Government Accountability Office audits. The Directorate is responsible for acquisition, property, and engineering management policies such as: acquisition of goods and services, real and personal property management, and construction/maintenance of assets. The AD develops policy and guidance on the management, integration, and use of information resource management (IRM) and IT systems; information dissemination; data and records administration; and information access and security.

B. The Directorate includes six divisions: the Division of Evaluations and Management Services, Division of Business Resources, Division of Budget, Division of Investment Management, Division of Information Technology Policy and Programs, and Division of Information Technology Security.