

Department of the Interior Departmental Manual

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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 the Deputy Directors; Chief of Staff; Director, Office of Law Enforcement and Security; Assistant Directors; 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. In the absence of the Director, the Deputy Director acts as the Director. 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 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 the Department; 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,

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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. The Office of Law Enforcement and Security (OLES) is responsible for establishing, coordinating, and implementing national policy, procedures, and standards for the bureau-wide law enforcement and investigations program. The OLES is also responsible for conducting investigations of crimes involving public lands and resources, providing functional oversight of the field level law enforcement program, providing technical advice on physical security of BLM facilities, and investigating incidents involving allegations of criminal misconduct by BLM employees. The OLES develops partnerships with agencies and organizations to foster collaborative efforts in the protection of public lands and resources. The OLES also serves as the primary liaison to the Department's Office of Inspector General on investigations involving BLM employees. The Director, OLES is assisted by a Deputy Director, Assistant Deputy Director, national staff, Chief of Internal Affairs, Special Agents-in-Charge, State Chief Rangers, and special agents.

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

A. The AD, NLCS-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, NLCS-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: the Division of the National Landscape Conservation System; and the Division of Education, Interpretation, and Partnerships.

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: the Division of Decision Support, Planning and NEPA; the Division of Forest, Rangeland, Riparian and Plant Conservation; the Division of Fish and Wildlife Conservation; the Division of Cultural, Paleontological Resources and Tribal Consultation; the Division of Recreation and Visitor Services; the Division of Wild Horses and Burros; and the 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: the Division of Fluid Minerals; the Division of Solid Minerals; and the Division of Lands, Realty and Cadastral Survey.

3.9 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 office 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: the Division of Support Services; the Division of Fire Operations and Safety; the Division of Budget and Evaluation; the Division of Aviation; the Division of Fire Planning and Fuels Management; and the Division of External Affairs.

3.10 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 and fiscal 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, resolution of all audit recommendations, and reports. 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 resources management (IRM) systems; information dissemination; data and records administration; and information access and security. The AD also provides information technology program oversight and policy compliance.

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

3.11 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. The AD, COM also oversees, provides strategic direction, and assists in the development of policy regarding BLM's electronic communication functions: Internet/Intranet management and policy, including web pages, and applications; video and New Media; and development and maintenance of information for distribution through the Intranet/Internet. Additionally, the Directorate provides guidance and strategic vision regarding internal communications, since internal messages are closely linked to external messages.

A. The Directorate provides strategic direction and oversight in the areas of public affairs, legislative affairs, regulatory affairs, correspondence, international affairs, and citizen advisory committees.

B. The Directorate includes Correspondence, International, Advisory Committees staff, the New Media staff, and three divisions: the Division of Public Affairs; the Division of Legislative Affairs; and the Division of Regulatory Affairs.

3.12 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 work force 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 two staff offices: Recruitment and Retention, and Human Resources Services; and four divisions: the Division of Human Resources Policy and Programs; the Division of Civil Rights; the Division of Safety, Health and Emergency Management; and the Division of Training and Employee Development.