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Subject

1212 – STATE, DISTRICT AND FIELD OFFICES
(Public)

1. Explanation of Material Transmitted: This release updates the following functional statements. BLM Manual 1212 was one of the manuals deleted in 1996 per Executive Order 12861. Since we are required to submit the functional statements of any offices involved in an organizational change, we feel it is necessary to reinstitute this manual supplement for Idaho.
 - 2.2 Program Responsibilities, Section E - Added fire training.
 - 3.3 Functional Summaries, Section B - Added riparian, plant conservation, abandoned mine lands, land use planning and NEPA, Emergency Stabilization and Burned Area Rehabilitation, cultural and paleontological resources, and tribal consultation.
 - 2.2 & 3.3 Functional Summaries Provide Washington Office with a full time Mining Engineer to serve on the National Mineral Examiners Team, Business Analyst for LRAM, and Grants and Agreements Support to WO and NIFC.
 - 4.3 Functional Summaries, Section C - Removed providing advice and assistance on employee benefits (life, health, and Thrift Savings Plan (TSP)).
 - 4.3 Functional Summaries, Section D2 and E3 – Removed the following from D2 and added to E3 -Geographic Information Section/Mapping Science, removed Land and Resources Information Systems (LRIS) (To include Master Title Plats and Legacy Rehost 2000 (LR2000) system support)...
 - 4.3 Functional Summaries Added telecommunications support and infrastructure, facility security and mountaintop communications sites.
2. Reports Required: None
3. Material Superseded: None
4. Filing Instructions: File as directed below.

REMOVE:

BLM MANUAL SUPPLEMENT
Supersedes Rel. 1-350

INSERT:

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MS-1212 – STATE, DISTRICT, AND FIELD OFFICES (P)

1212 Manual Supplement
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Acting State Director

Distribution

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Chapter 1. Overview

1.1 Purpose

This Manual Section describes the Bureau of Land Management (BLM) Idaho organization structure and the variations among the offices.

1.2 Objectives

This Manual Section conveys the functions of each office in order to accomplish the BLM mission.

1.3 Authority

Department Manual Sections 101, 135, 200, 205, and 235.

1.4 Responsibility

- A. State Director: The State Director is the principal line officer at the State level and is directly accountable to the BLM Director.
- B. Deputy State Directors: The Deputy State Directors serve as principal staff to the State Director regarding decisions for Renewable Resources, Support Services and Office of Communications.
- C. District Managers: The District Managers are the principal line managers at the District level and are accountable to the State Director. The District Managers are the primary managers who make most of the multiple use decisions for the Districts.
- D. Field Managers: The Field Managers are the principal line managers at the Field level and are accountable to the District Managers. The Field Managers are the primary managers who make most of the multiple use decisions for the Field Offices.

1.5 Policy

The organization is to be structured to achieve the best efficiency and effectiveness in accomplishing the BLM mission.

1.6 File and Records Maintenance

Original organizational changes 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 1220, Combined General/BLM Records Schedule (GRS/BLM) Records Schedule 16, item 18 for disposition instructions.

Chapter 2. Office of the State Director

2.1 General Responsibilities

- A. State Director. The State Director (SD) is the principal BLM official at the State level. Within the framework of applicable laws, regulations, delegations, directives, and other guidelines or limitations, the SD is responsible for assuring the performance of all necessary activities relating to the management of lands and resources under his/her jurisdiction. The SD advises and assists the Director and the Director's staff on public land and resource matters generally, and on the State's responsibilities in particular.
- B. Associate State Director. The Associate State Director (ASD) shares responsibility with the SD in accomplishing objectives of the BLM at the State level. The ASD participates with the SD in the formation and implementation of policies and programs for the State's area of jurisdiction. He/she assists the SD in the accomplishment of his/her assigned functions with varying degrees of involvement as directed or delegated by the SD. Normally, the ASD provides day-to-day coordination and direction of State activities, and in the absence of the SD performs his/her duties.

2.2 Program Responsibilities

- A. Equal Employment Opportunity (EEO) Officer (ID-911). The EEO Officer serves as principal staff to the SD and is responsible for providing leadership in the statewide EEO Program to ensure quality of opportunity for all employees in recruitment, selection, career development, promotion, counseling, participation in training programs, and membership on committees. The EEO Officer is responsible for statewide program planning, reporting, execution of EEO activities, and prepares reports for physical accessibility.
- B. Office of Communications (ID-912). The Office of Communications maintains working relationships to facilitate positive two-way and ongoing communication with State and Tribal governments, congressional delegations/staff, interest groups, news media, and Headquarters and District/Field Offices. Provides guidance and assistance to Divisions and District Offices on strategies and techniques to obtain quality and effective public outreach, involvement and coordination in planning, environmental analysis and critical issue decision-making, including coordination of Federal Register

Notices. Provides oversight, coordinated response and quality control for controlled and/or sensitive correspondence, e.g., congressional or gubernatorial inquiries. Responds to national data calls and provides information to the national office so there are no surprises. Monitors the quality of public information services and products for readability, understanding, appropriate messaging, including creation of or assistance with published audiovisual, social media and leadership presentations (PowerPoint, speeches, etc.). Disseminates and/or creates information through press releases, brochures, displays, videos, interpretive and educational signs/displays, slide programs, social media products, web pages, maps, etc. Maintains mailing and e-mail lists for media and interest groups. Provides internal communications through publication and distribution of appropriate messaging/products within the organization. Monitors Congressional and State legislative developments and reports on items of BLM concern. Takes the lead in drafting speeches for the SD, ASD, and other staff, as needed. Provides leadership and assistance with crisis management to design strategies and actions to avoid or, if needed, defuse crisis situations. Prepares communication strategies for major programs or issues, or coordinates preparation of such plans. Provides technical expertise, oversight and assistance concerning use of video and other audiovisual capabilities. Provides operational support to all offices as necessary. Provides advice and assistance to management for identification and management of emerging issues. Manages and coordinates the volunteer, interpretive, environmental education, and youth programs. Provides advice and counsel on District Resource Advisory Council (RAC) questions/plans and the Federal Advisory Committee Act.

- C. Safety and Occupational Health (ID-914). Provides planning, direction, implementation, and maintenance of an organization-wide safety and health program. Specific functions include liaison, investigation, evaluation, and training. The objective is to provide personnel with employment situations and environments free of recognized hazards likely to endanger employees or cause damage to government property, and to provide the public a safe environment on the public lands and related facilities.
- D. Budget Office (ID-915). Develops policies, procedures, and guidelines for the development, implementation, and execution of the Idaho Annual Work Plan (AWP), coordinating the process through the Preliminary AWP, AWP, Mid-Year Review, and End-of-Year activities. Reports, interprets and analyzes budget and financial data. Assists other offices with budget analysis and development. Provides financial information and instructions on reporting formats, statewide cost targets, work month costs, and awards and travel ceilings to supplement Headquarters' directives. Provides budget analysis assistance to District Offices and Divisions. Monitors statewide budget expenditures, with assistance in specific programs from State Office program leads. Approves changes, with the concurrence of affected managers, in operating budgets that do not affect Idaho Leadership Team (ILT) priorities. Where units of accomplishment are affected, negotiates changes in operating budget with affected managers. Modifies AWP documents to reflect approved changes, within guidelines

established by SD/ASD. Coordinates the development of the out-year budget plan for all Idaho programs. Coordinates and tracks the workload and performance measure workload and prepares and analyzes cost management reports. Provide Washington Office with a Business Analyst and User Representative for LRAM.

- E. Office of Fire and Aviation (ID-916). Provides planning, direction, policy, and oversight for all fire and aviation programs to include preparedness, suppression, fuels management, fire business, community assistance, fire trespass, fire planning, fire mitigation/education/prevention, and fire training. The State Fire Management Officer is the direct conduit between the SD and the District fire management programs. The Office of Fire and Aviation works closely with the National Office of Fire and Aviation to implement policy and ensure a holistic flow of information between all facets of the fire programs. The Office of Fire and Aviation staff works closely with interagency partners across Idaho, the Great Basin Geographic Area, and nationally.

Chapter 3. State Office Division of Resource Services (ID-930)

3.1 General Responsibilities.

The Deputy State Director for Resource Services serves as a principal advisor to the SD for lands, mineral and renewable resources, planning and environmental concerns, and provides long-range multi-program coordination. The general responsibilities of the Division are:

- A. Provide policy, technical assistance and guidance to District Offices and to evaluate end results for quality control. The mix of specialists necessary to carry out this role may vary depending on current program emphasis. The staff is also comprised of multi-resource specialists and includes certain scarce skills that would be underutilized, if assigned to a District Office. Finally, the staff may include certain senior technical specialists who have very select high-level technical skills that match a special bureau-wide and/or statewide program emphasis. This is to ensure that the individual program or functional objectives are mutually directed toward achieving the BLM's mission goals and that all the necessary program components are considered and accounted for in project undertakings. This also includes primary responsibility for inventory coordination.
- B. The Division provides quasi-legal interpretation of land and mineral law. Limited staffing at a District Office may from time-to-time require the assistance of staff to perform program functions normally completed by a District Office staff.
- C. The Division may form and staff special project teams in response to emerging state and regional issues or upon receiving special assignments.
- D. Interpret headquarter office policy for Idaho application and analyze, develop and recommend program policy in the absence of such guidance.
- E. Identify, recommend, and provide training.
- F. Develop annual work plan and long range program proposal directives, monitor workload accomplishments, and provide feedback regarding District Office annual work plan performance.
- G. Provide statewide resource program coordination and oversight.
- H. Maintain close coordination with other State Office staffs.

3.2 Program Responsibilities

- A. Provide authoritative advice and information in formulating, establishing, and effecting policies and programs, statewide in scope, relating to interagency coordination in implementation of Federal Land Policy and Management Act (FLPMA), mineral law, and other pertinent legislation.
- B. Act as consultant/contractor/technical advisor to District Managers preparing land use plans (LUPs) and Environmental Impact Statements (EISs). Provide overall coordination, production, and distribution of appropriate LUP/EIS documents to meet National Environmental Policy Act (NEPA)/Council of Environmental Quality/BLM requirements. Coordinate with District Managers to accomplish LUP maintenance and plan amendments with responsibilities to be determined by the scope of the activity. Evaluate progress toward plan implementation. Coordinate resolutions of any LUP protests with headquarters.
- C. Coordinate review and preparation of BLM-Idaho comments upon other agency EIS and management plans.
- D. Manage third-party and reimbursable NEPA-related contracts unless otherwise assigned.
- E. Recommend program priorities within and among programs. Establish long range program direction.
- F. Provide technical and procedural guidance in resource, planning, and environmental areas.
 - 1. Evaluate program effectiveness through periodic analysis of other office decisions and products.
 - 2. Maintain liaison with other agencies involved in resource management and with resource-oriented user groups.
 - 3. If not delegated to the District/Field Offices, receive applications for lease and disposal of federally-owned land and mineral resources. Based on decisions or advice from District Offices and other federal agencies, issue lease patents, and other mineral documents, and process withdrawal and revocation actions.
 - 4. Provide economic evaluation support for energy and minerals programs.
 - 5. Take appropriate actions related to leasable, locatable, and salable public domain and acquired minerals based on law, regulations, and Surface Management Agency reports and recommendations.

6. Coordinate, monitor, and provide guidance for minerals trust responsibilities on Indian Trust lands in accordance with Secretarial Order 3087.
7. Provide program leadership and technical guidance in the access and transportation right-of-way program.
8. Provide waterpower classification and review services to State and District Offices.
9. Assures for physically accessible facilities, for liaison with the Washington Office (WO), and for coordination of accessibility efforts.
10. Coordinate program and provide statewide operational oversight and technical guidance for mining claims and bond systems.

3.3 Functional Summaries

- A. Deputy State Director (ID-930). The Deputy provides program guidance and expertise to the District/Field Offices. The Deputy and immediate staff maintain liaison with the WO, National Operations Center (NOC), state government and other Federal entities.
- B. Branch of Resources and Sciences (ID-931). This Branch performs a coordinating, advisory, and quality control role with regard to the District/Field Office resource programs in range, wild horses and burros, wildlife habitat, fisheries, riparian, forestry, plant conservation, watershed, hazardous materials, abandoned mine lands, threatened and endangered species, soil, weed and pest management, air, recreation, wilderness, National Monuments and National Conservation Areas, land use planning and NEPA, emergency Stabilization and burned area rehabilitation, cultural and paleontological resources, and tribal consultation. Interprets headquarters policy for statewide application and establishes long range program direction. Evaluates program effectiveness and initiates improvements. Manages the identification of resource program needs, objectives, goals and policies for the State and sees they are carried out. Ensures that District/Field Office staffs are provided the professional guidance, training, and other assistance in the resource disciplines found in the Branch. Serves as liaison with other agencies involved in resource management. Maintains cooperative relationships with user groups, advisory boards, government officials, and professional groups. Maintains awareness of current scientific research techniques as they relate to natural resources and identifies opportunities for application of research to strengthen the resource management process. Develops long range and short range resource management goals. Coordinates the development and evaluates annual work plan submissions from the District Offices. Also develops work plans and program strategies for resource activities to ensure proper utilization of limited resources and

meeting deadlines. Coordinates the development of long range program plans for public lands, and related resources; have liaison responsibility for providing consistency with the State of Idaho programs, provide program leadership for policy development and guidance; provide quality control for consistency within the State for NEPA compliance; and have lead responsibility for statewide strategic planning. Provide advice, leadership, and policy assistance for land use planning and environmental assessment (EA). Develops short term and long term program guidance, provides intergovernmental relations in planning-related items, and provides overall Memorandum of Understanding (MOU) and cooperative agreements management. Provides training, document review and project overview on selected statewide or inter-District Office efforts.

- C. Branch of Lands, Minerals, and Water Rights (ID-933). This Branch is responsible for policy, guidance, program direction, technical and operational leadership and support in administration of the lands and realty, energy (renewable, transmission and pipeline) programs, support services relating to lands casework, maintenance of the public land records, and all minerals resource management activities including locatable, leasable and salable mineral, mining claims, mineral investigations, and water rights. The Branch performs full and final adjudication actions required to process customer driven applications or BLM-initiated proposals for the use, lease, sale, exchange, or withdrawal of federal lands and mineral resources under BLM jurisdiction, and for the title transfer and acquisition actions for other federal agencies. The Branch determines land availability and restriction for the proposed uses; qualifications of applicants and requirements; and based on decisions and advice from field offices and other Federal agencies, issues patents and other title documents, and processes and prepares public land orders for withdrawals or revocation actions. The Branch performs a coordinating advisory, and quality control role with regard to the District/Field Office lands, minerals and water rights programs in managing pre-FLPMA and post-FLPMA right-of-ways for renewable (wind and solar), non-renewable and other uses, including application processing, grant issuance, resolving protests and appeals, and conducting compliance activities. The Branch records and adjudicates mining claims and mineral patent applications, processes leases of oil and gas and geothermal resources on Federal lands; other leasable mineral and mineral materials on Federal and Indian lands, adjudicates and processes Stock Raising Homestead Act filings, issues decisions and contest actions, processes notices and plans of operations, trespass and environmental documents related to mining law actions. The Branch reviews all of the administrative water right applications for permit, licenses, and transfers being done in Idaho, Nevada and Oregon and files protests when necessary as they impact BLM's water right interests, then represents the BLM at protest hearings. The Branch also files water rights claims in general stream adjudications, reviews all other claims filed within those

adjudications, files objection with the court, and has settlement authority to resolve water right issues for the BLM. The Branch participates in water right litigation, acts as expert witnesses, and provides paralegal support to Department of Justice on water right cases; this includes resolving unauthorized agricultural use. The Branch advises District and Field Office personnel of actions they need to take to file for new water right claims and preserve the licenses that they already have. The Branch ensures that District/Field Office staffs are provided the professional guidance, training and other assistance in the resource disciplines found in the Branch. Serves as liaison with other agencies involved in lands and realty, land records, mineral resource management and water rights related matters. Provide Washington Office with a full time Mining Engineer to serve on the National Mineral Examiners Team.

Chapter 4. State Office Division of Support Services (ID-950)

4.1 General Responsibilities.

The Deputy State Director for Support Services serves as principal staff to the SD for all support services functions. The Division is staffed with a variety of specialists in such areas as engineering, human resources, procurement, contracting, records management, organization development, data administration, property and vehicle management, office services, boundary management, and dispute resolution. Responsible for coordination, assistance, and monitoring of the support services programs among the State Office and District Office support service offices. The basic responsibilities of the Division are to provide policy, general guidance, direction, and support in assigned support service matters to all District Offices and the State Office. Assures that support program functions meet management priorities.

4.2 Program Responsibilities

- A. Coordinate and perform analyses of workload, work-flow, organizational structure and functional responsibilities and other duties requested by the ILT.
- B. Coordinate and provide technical guidance for the evaluation program and General Accounting Office and Inspector General Reviews and audits.
- C. Provide policy and guidance on the creation, maintenance and use, and disposition of records. Monitors compliance with the records management program. Participates in the implementation of the Department of the Interior's (DOI) electronic records and documents management system.
- D. Provide guidance on Privacy Act and Freedom of Information Act matters.
- E. Manage various administrative services, including procurement, property management, transportation management, office space, and office services.
- F. Provide human resources management support to the State Office and guidance, support and assistance to District Offices/Field Offices in staffing, position classification, employee development and training, employee benefits, pay administration, position management, performance improvement, employee relations,

and counseling. Provides guidance, assistance, and coordination of workers' compensation program.

- G. Coordinate the development, implementation, and maintenance of the statewide Facility Asset Management System (FAMS).
- H. Provide construction and maintenance program assistance to District Offices through survey and design of facilities, review of District Office engineering work, technical guidance to all District Offices, and construction and maintenance program leadership.
- I. Coordinate Board of Survey activities.
- J. Provide guidance on all property related issues including fleet, quarters, real and personal property.
- K. Manage all telecommunications and facility security infrastructure for compliance with laws, policies and best practices. Manage radio frequencies and communications site agreements within the state.
- L. Through program leads, develop and implement policies and procedures for program automation efforts, including needs identification, data collection and entry, and data standards application.
- M. Provide engineering support for all offices. Coordinate and provide guidance for the State's signing program.
- N. Conduct cadastral surveys of public land and ensure adequate cadastral survey review of boundary evidence prior to the approval of significant land and resource transactions and commercial projects as requested by Field Offices and other federal agencies. Assist other federal agencies in conducting their own cadastral survey programs through preparation of survey instruction and plat review and approval, and provide proper maintenance, preservation, and public access to the official cadastral survey records.

4.3 Functional Summaries

A. Office of the Deputy State Director (ID-950).

The Deputy provides statewide program guidance and expertise to all parts of the organization. The Deputy and immediate staff maintain liaison with the WO, NOC, state government and other federal entities in coordinating duties.

1. **Records Services.** Operates and maintains the centralized State Office records and manages the disposition of the total records holding. Oversees all decentralized State Office records that are maintained by designated custodians. Specific activities include the central filing system, internal and external directives management, and reports management. Maintains documentation of organizational actions through a well-organized and efficient records handling, storage, and retrieval and disposition system. Gives guidance and support to the District Offices on all phases of the BLM records management program and conducts on-site records reviews. Provides guidance and assistance in managing automated records. Oversees all case files to be transferred to or retrieved from the Federal Records Center. Provides training to District Office Records Managers.
2. **Freedom of Information Act (FOIA)/Privacy Act (PA).** Provides technical guidance and assistance to Idaho employees FOIA. Provides direction and overall coordination of the Idaho FOIA and PA programs, ensuring compliance by BLM Idaho employees. Develops on-going and updated statewide policy procedures and guidelines for the requirements and operations of the FOIA, PA, and other access-related responsibilities. Specific activities include processing FOIA requests and FOIA appeals, working closely with the Solicitor's Office with regard to FOIA requests and maintaining necessary background information on FOIA requests and responses to support FOIA appeals and litigation, and ensuring Idaho's FOIA/PA programs are consistent with other States and Centers within the BLM. Also handles personally identifiable information (PII) violations and PA incidents/ breaches. Provides guidance to District Offices and Field Offices on all phases of the BLM FOIA/PA programs. Conducts on-site FOIA training and performs PII reviews (to include the State Office).

B. Branch of Procurement Management (ID-951).

1. **Procurement:** Manages the statewide procurement program, providing guidance, assistance, and conducting evaluations. Reviews agreements for content and technical adequacy. Awards contracts and agreements within delegated authority and prepares contract packages for submission to the NOC for contracts exceeding local authority. Coordinates all procurement activities within the procurement plan. Assures that all offices operate within approved procedures and assures that special aspects such as minority business programs are effectively implemented. Provide Grants and Agreements support to the Washington Office and National Interagency Fire Center.
2. **Administrative Services:** Provides support to all branches within the Idaho State Office for services including space management, vehicle management, property management, and mail routing. Orders and maintains office supplies and local

forms control for the Idaho State Office. Processes invoices received for payment through the Idaho State Office.

C. Branch of Human Resources (ID-953).

1. Human Resources: Provides advisory services to line management in the accomplishment of its managerial human resources responsibilities. The Branch is responsible for the operation of human resources throughout the organization. The major and more significant human resources activities are: position management; pay administration; staffing; placement and utilization of personnel (Upward Mobility and Special Placement Programs, i.e., disabled, veterans); Intern programs; temporary/seasonal hiring program; processing personnel actions, employee relations; ethics; incentive awards; Federal Equal Opportunity Recruitment Program; performance evaluation (Employee Performance Appraisal Plan); employee development (Individual Development Plans) and training; Office of Workers' Compensation Programs (OWCP). The Branch provides support, leadership, training, and quality control for the conduct of these programs as they are applied by the State and District Offices.

D. Branch of Engineering and Geographic Sciences (ID-956).

1. Engineering: Provides BLM policy, guidance, technical leadership and quality control in engineering, water power, easement acquisition, physical accessibility, transportation planning, signing, heavy equipment, facility management, quarters, dam and bridge safety, facility security (infrastructure) and mountaintop communications sites. Provides engineering support for all construction, maintenance, security equipment operability, infrastructure cabling, backup power systems, radio frequency and propagation activities, bridge inspections and surface resource facilities development. Provides technical review and approval of documents used in contracting and acquisition process. Performs District evaluations of engineering-related programs to ensure quality control and compliance. Serves as the State coordinator for the signs program, dam safety, physical accessibility, the facilities asset management system, quarters, telecommunications infrastructure, transportation plan development and easement review and signature.
2. Geographic Information Section/Mapping Science: Provide program leadership for the coordination, maintenance and operation of State Enterprise geospatial information systems (GIS), includes entering and maintaining spatial data needs and production with other agencies. Evaluates on-going GIS activities to ensure adherence to defined miscellaneous mapping and analysis requirements to all divisions. Responsible for GIS management techniques and policy to support BLM resource management priorities. Additional functions include spatial data

management, interagency spatial data and mapping coordination, map distribution, aerial imagery data, and remote sensing coordination.

3. Radio: The BLM Idaho radio program provides private two way radio services for the BLM's national system of public lands for all field going business activities. The primary customers are wildland fire, aviation, law enforcement, and natural resource programs. District dispatch centers coordinate the usage of the system within their area of jurisdiction and provides a safety fallback for field going personnel. The objective of the radio program is to have a simple, easy to operate radio system that provides the coverage required for all field operations and is responsive to the needs of the users. Telecommunications Specialists located within each district provide user support, technical support, preventative maintenance, and deployment of new and replacement hardware. The BLM Radio technicians are required to meet the BLM training and certification requirements within the series, grade, and position of each job.
4. Data and Database Administration (to include SharePoint): State Data Administrator (SDA) provides leadership, direction, coordination, maintenance and operation of State Data. This position plays a key role in ensuring that data at the state and local level are managed appropriately and consistently with national data and business requirements. SDA works with the Bureau Data Administrator on the development of data management policy, processes and guidelines for the BLM. Implements and enforces data policy and best management practices. Is responsible for local and state quality control and assurance processes, and release and use of reliable program/corporate data. Supports development of consistent, documented, accessible data and metadata resources for the State with shareable data across programs. Manages a state data catalog (inventory) of state enterprise data. Database Administrator provides support, coordination, maintenance and operation of all State databases and SharePoint sites. Insures that data at the state and local levels are managed appropriately and consistently with national and business requirements. Provide Telecommunications support to New Mexico and Washington State.
5. Branch of Cadastral Survey (ID-957). Plans, conducts, and approves cadastral surveys to support the management activities of the BLM and other federal agencies. Directs the U.S. Mineral Survey program in the area of jurisdiction including direction and approval of final plats and field notes. Maintains liaison with other Federal surveyors, private surveyors, and other parties' interested in the survey process. Maintains and updates the Public Land Survey System/Geographic Coordinate Database (PLSS/GCBD) for use in the BLM Land Information System (LIS). Ensures adequate cadastral survey review of boundary evidence prior to the approval of significant land and resource transactions and commercial projects and ensures legal adequacy of all surveys approved in the Branch. Specific operations functions include: 1) Control Surveys Service. Conducts all field and technical

work to establish geodetic coordinates for survey projects and geodetic control network for large scale survey projects. Coordinates and integrates geodetic program factors such as personnel, equipment, logistics, and products. Responsible for PLSS/GCDB development and implementation following the National GCDB policies. Maintains knowledge in the areas of emerging technologies, geodetic methods, and equipment. Provides technical support for cadastral automation systems and program developments. 2) Plat Review and Official Filing of Cadastral Survey Records. Prepares final official plats and field notes of surveys and resurveys for the final approval and acceptance. Processes mineral survey claim applications, issues authorizing order, prepares final mineral survey plat, and reviews final field notes. Responds to inquiries related to Cadastral Survey's activities, which come from other federal agencies, lawyers, professional surveyors and engineers, special interest groups, officials of private industry, and the general public. Conduct official filing of cadastral records and ensure proper maintenance, preservation, and public access to the official cadastral survey records.

2. Field Operations Staff. Conducts all field work associated with performing cadastral surveys of the public lands by the Idaho Office. Directs, plans, organizes, and supervises field operations. Provides legal and technical expertise and guidance on proper survey methods and procedures. Prepares field notes and plats of cadastral surveys. Provides expertise in current state of the art surveying instruments and technology. Maintains requirements, cost estimating, and scheduling.
3. Survey Operations Staff. Prepares special instructions and conducts final review of all federal authority surveys conducted out of the Idaho State Office, assuring they are correctly executed per Office program leads, District and Field Managers and other federal agencies to identify survey needs, coordinate funding and prepare yearly work plans. Review all protest and appeals relating to official cadastral surveys within Idaho, and prepares responses/reports, with recommendations, to the SD. Responds to inquiries from the public, private industry and state and federal agencies on all matters relating to Cadastral Survey activities and procedures.
4. Land and Resources Information Systems (LRIS) (To include Master Title Plats and Legacy Rehost 2000 (LR2000) system support): Annotate, digitize and Quality Assurance/Quality Controls Master Title plats, Historical Indices (HIs), Supplemental/Special Use plats, and other products in accordance with BLM 1275 Drafting Manual and other applicable manuals, procedures, standards, etc. Conduct research involving questions of cadastral surveys and boundaries by mapping legal descriptions using computer software, on an as-needed basis. Provide operation and maintenance support of LR2000 to include Case Recordation, Mining Claim Recordation, Status, Legal Land Description, Historical Index, and Customer databases. Create and execute ad hoc queries from the LR2000 databases as

requested by the public, LRIS users, and managers. Develop and maintain the Control Document Index (CDI) directory structure to house digital images of all deeds, patents, withdrawal, and classification documents for internal use. Prepare indexed digital copies of all CDI documents for submission to Eastern States General Land Office (GLO) Records document access center for public use.

Chapter 5. Office of the District Manager

5.1 General Responsibilities

- A. District Manager (DM). The DM is the principal BLM official at the District Office level and is directly accountable to the SD. Following DOI and BLM direction, the DM's primary objective is to manage all the human and natural resources within the District Office jurisdiction to provide the optimum public benefit now and in the future.
1. Management and Leadership. The DM provides leadership to the District Offices in all activities. Key responsibilities are:
 - a. May directly supervise Associate District Manager, Field Managers, the Support Services Manager, Fire Management Officer and Law Enforcement Rangers (varies by District Office). The DM recommends selection for these positions, and manages performance by directing, controlling, and evaluating the work of subordinates. This function includes counseling, motivating, recognizing and rewarding exceptional effort. The DM also identifies deficiencies and provides training or initiates other corrective measures.
 - b. Manages the District Office organization to take into account present and projected funding levels, changes in program emphasis or direction, and workload changes. Maintains staffing levels and skills mix of personnel to be responsive to workload within the constraints of funding.
 - c. Leads the District Office Management Team. Practices participative management by involving all line and staff managers in the priority setting and decision-making process, creating an environment in which the talents of the employees are more fully used in reaching complex decisions. Uses an interdisciplinary approach to multiple-use management activities to ensure balanced and integrated multiple-use decisions.
 - d. Provides leadership to the Safety Programs to ensure health and safety of employees and their environments.
 - e. Provides supervision and oversight to the District Law Enforcement Program.
 2. Program Direction. The DM provides overall program direction for the District Office. Responsibilities include:

- a. Interprets DOI and BLM regulations and State policy and directives as they affect the District Office programs.
 - b. Makes final District Office planning and programming decisions. Resolves long-range and day-to-day planning and program conflicts.
 - c. Establishes program goals and objectives; determines work priorities consistent with long-range planning goals for the District Office. Directs accomplishment of the approved AWP, exercising appropriate control to assure program quantity and quality goals are met according to established standards.
 - d. Evaluates all program accomplishments in terms of general program direction and the AWP to ensure they relate to stated goals and objectives.
 - e. Develop fire plans. Conducts initial attack and extended attack fire suppression work necessary to control wildfires in the District Office. Conducts pre-suppression activities which include cooperative agreements, fire logistics, contracts with State Government and Forest Service, support and supervision. The function also includes developing and maintaining work programs, rental agreements, training plans, fire education, and other related fire control work. (Fire crews located at detached offices will generally be supervised by the manager when not engaged in actual fire suppression activities. This will be handled on an area-by-area basis.)
3. Public Relations. Represents the BLM to the public at the District Office level, and serves as its primary spokesperson. Responsibilities include:
- a. Meets and works with individuals and public groups to ensure public awareness of BLM programs.
 - b. Directs District Office personnel to achieve an effective public relations program in the District Office, including information, education, and a variety of other public services, and public participation in the decision-making process.
 - c. Maintains productive working relationships with local Congressional district office representatives to ensure frequent and adequate information sharing, expression of concerns, early alerts, etc.
4. Cooperative/Interagency Relations. The DM is the focal point for all cooperative and interagency relations and provides direct leadership in efforts that are not of a routine nature. In this capacity, the DM:

- a. Coordinates major issues in land and resource planning and resource management with key officials of other federal agencies, state, multi-county, county, local governments, Tribal governments, and with private land holders.
 - b. Establishes cooperative working relationships with public land users, conservation organizations, other public organizations, and private, state, and local and Tribal government entities active in resource use, management, and development in the District Office. Develops formal cooperative agreements, as necessary.
 - c. Resolves competing and conflicting interests, including governmental and private interests.
 - d. Develops the charter, and makes recommendations for appointments to the RAC consistent with appropriate laws and regulations, and is responsible for calling meetings, developing agendas, and securing public participation.
5. Sensitive Issues. As the principal BLM official, the DM personally is aware of and alert to local issues which are unusually sensitive or potentially controversial and brings these to the SD's attention. In this regard the DM also keeps the SD and staff fully informed on program progress and problems in the District Office.
6. District Manager Staff Responsibilities. In addition to the management functions the DM and Associate DM (ADM), some staff functions may be assigned to this office. Examples include:
- a. External Affairs. The external affairs function provides coordination and staff work in maintaining an effective public affairs program in the District Office. This includes public affairs strategy planning; public involvement planning/execution for project/program efforts; creating communication plans/news releases for programs/projects, including Federal Register Notices; coordinating District RAC activities as directed by the DM; assisting the DM with sensitive issues management; maintaining effective relationships with media, political representatives, and major interest groups; keeping the public informed through news releases, printed publications, social media forums, video production, and other forms of outreach/contact; creating and/or reviewing all District Office documents prior to their posting on the BLM website; planning and conducting public meetings/open houses, facilitating a proactive approach to public affairs on the part of other District Office employees, particularly line officers. Coordinating/working with state office communications staff to accomplish priority work. In all District Offices, this function is carried out by the DM or the DM's immediate staff.

- b. Planning and Environmental Assistance (P&EA). This function provides leadership for land use planning and environmental coordination to the District Office. Provides guidance to the District Office and managers in all aspects of the Bureau Planning System. Develops long-range and short-range schedules for planning efforts, coordinates and monitors implementation, especially of the pertinent land use plans, and keeps the DM/ADM advised on planning system progress and special problems. Develops planning strategies for unique planning problems. Provides guidance to DMs for preparing and maintaining land use plans: scheduling revisions of appropriate planning components when existing plans no longer satisfy management needs, or when new data and/or information indicates a need. Coordinates with State Office staff to acquire and incorporate social and economic data needed for land use plans.
- c. Environmental Coordination/Analysis/Implementation. Provides guidance for the District Office environmental program pursuant to the NEPA. Monitors quality and effectiveness of EAs, provides procedural guidance and coordinates training to District Office personnel necessary to promote environmental awareness, and assures compliance with the NEPA. Interprets and advises DM on DOI and BLM policies and procedures regarding environmental matters. Develops new procedures to ensure timely and proper compliance with DOI and BLM procedures and policies. May be assigned lead responsibility for preparation of EISs and complex EAs. Coordinates reviews of other agencies' EISs or EAs. Ensures involvement and coordination with interested and affected parties as appropriate. Provides guidance to ensure decisions resulting from EA records are documented and that mitigating measures contained in EA records are appropriately included in term of contracts, leases, grants, etc. Prepares program summaries and planning updates to track implementation of land use plans.
- d. EEO Program/Safety and Wellness. These programs may be assigned as collateral duties and are mentioned here because of the need for management involvement and support. Each District Office is responsible for operating an effective EEO Program which ensures equitable treatment for all employees and applicants for employment and which meets affirmative employment goals established through the State's Affirmative Employment Program. Other organization-wide functions of special importance include the safety and wellness programs.
- e. Special Projects. A small number of staff members may be assembled to perform complex short-term workloads. These temporary, special project staffs are generally assigned to the DM.

5.2 Common Responsibilities of Key District Office Officials

- A. **General Responsibilities.** Each manager, division chief, or staff chief performs, either personally or through a staff, a number of common functions complimentary to their unique functional assignments. They are responsible for ensuring that these common duties are carried out in the same manner as any other assignment. The objectives of these common responsibilities are to ensure that: 1) certain supervisory and administrative responsibilities are performed in the conduct of the primary daily business of the organization; 2) the best use and input of the special knowledge and skills represented in each organization are achieved on a District Office wide basis; and 3) each unit produces a quality-quantity effort commensurate with the size of staff and according to priorities and schedules.
- B. **Specific Responsibilities.** Within the assigned functional responsibilities and for the knowledge represented in the organization, each key official:
1. Reviews all budget documents (local, statewide, and national). Prepares and reviews appropriate portions of out-year budget, Planning Target Allocation (PTA), and AWP. Prepares, reviews and submits Budget Planning System projects for consideration.
 2. Records targets and reports progress in meeting performance goals.
 3. Compiles data and evaluates status of program progress on a recurring basis and by following formal program review instructions.
 4. Conducts or participates in various evaluations of other offices and analyzes current program status in light of long-range and short-range objectives as a basis of guiding future management decisions at the District Office levels.
 5. Reviews program advice and recommends adjustments.
 6. Provides input to the statewide communications/external affairs program.
 7. Alerts other District Office officials to developments which may have a bearing on other functional assignments.
 8. Maintains day-to-day cooperative relations to exchange ideas, data, services, and skills through routine contact with other agencies, businesses, public and private groups with similar natural resource concerns or who have a client relationship with the BLM.

9. Informs the DM of all matters which may affect District Office programs and advises the DM on program priorities.
10. Maintains a high caliber of professional knowledge in disciplines related to the functional assignments of staff; knows and applies BLM standards and procedures in all work.
11. Directs and evaluates performance of all assigned personnel; assists the DM by selecting high potential personnel for the work force.
12. Develops a positive performance improvement program for all assigned employees. This includes establishing annual performance standards, evaluating against those standards, identifying training or development needs, developing individual job-related training programs, providing career counseling to ensure that all employees have the necessary knowledge and skills to perform their jobs and enhance their opportunities for advancement or career development, and implementing affirmative employment and EEO programs.
13. Prepares and maintains records.
14. Administers the District sign program.
15. Supports and participates in the District Office safety program.
16. Provides procedural guidance and training to District Office employees. Interprets and advises the DM on the Director's and SD's instructions and standards relating to assigned responsibilities
17. Provides technical guidance and assures District Office data consistency and quality control within the scope of BLM programs. Provides assistance, develops data analysis, reports, and recommends changes to meet District Office or BLM needs relative to complying with program data standards. Ensures that all automation processes and data meet approved BLM standards.

5.3 Support Services

- A. (See 5.2 Common Responsibilities of Key District Office Officials.)
- B. Support Services General Responsibilities. The Support Services Manager ensures the areas of office services, personnel, financial, customer service, procurement, property, engineering, project implementation, GIS and records management to are required to support District programs are properly planned for and made available and perform or

give technical guidance concerning these functions to all other business management, administration functions, or resource function-related projects within the organization.

- C. **Support Services General Responsibilities.** The Support Services Manager is directly responsible to the DM and/or the ADM for the efficient and effective support of the District and Field Offices. The Support Services Manager oversees and manages the areas of, but not limited to, office services, personnel, financial and fiscal areas, customer service, procurement, property, engineering, project implementation, GIS and records management to support District and Field Office programs. The position ensures appropriate and effective technical guidance concerning these functions is made available to all other business management, administration functions, or resource function-related projects within the organization.
- D. **Program Responsibilities**
1. **Budget.** In cooperation with the District Management Team, coordinates all budget documents (local, statewide, and national). In cooperation with the District Management Team, coordinates and prepares out-year budget plans, PTA, and AWP for office/staff. Prepares, reviews and submits Budget Planning System projects for consideration. Consolidates local information into District Office PTA/AWP and distributes information to all appropriate staff. Assists with monitoring progress of District's operating budget. Reviews office coding practices and prepares periodic analyses. Reviews and consolidates progress reports and processes budget revisions with formal program review instructions. Prepares analyses of construction and maintenance programs. Coordinates needed adjustments in AWP with local management team and the State Office.
 2. **Property Management.** Provides overall management of District Office property. Classifies and inventories property, prepares and maintains property records, disposes of property, performs property utilization studies, and carries out reporting functions and warehousing. Maintains, allocates, and manages BLM and General Services Administration (GSA) vehicle fleet assigned to the District Office. Processes all vehicle reports.
 3. **Procurement and Finance.** Processes all procurement and financial transactions within the District Office authority. Prepares purchase orders, and other purchase documents within the authority delegated to the District Office. Issues solicitations and awards contracts within delegated authority, for supplies, services, and construction. Provides assistance on contract procedures and in preparing documents for submission to the State Office and/or when contracts are beyond District warrant levels. Handles receipts, disbursements, and billings for the District Office. Incoming funds are sent to the State Office Collections and Billings System team.

4. **Other Support Services.** Prepares correspondence and provides limited clerical assistance. Provides office equipment and space management. Handles correspondence reports, and forms control. Provides overall mail management. Provides over-the-counter/front desk information services. Provides timekeeping assistance and guidance and performs timekeeper functions. Supports staff with travel questions and travel management issues. Maintains the change-making fund and ensures employees are properly designated to handle funds.
5. **Records Administration/Information Access/FOIA.** Maintains and manages District Office records. Identifies records automation needs and maintains a central records file according to the BLM's filing and records management program. Monitors parallel operations of the detached offices to assure these programs are effective and meet requirements. Furnishes files and related information to other staff and individuals upon request. Searches and studies records to secure status information and assists others in using and understanding the records. Provides oversight and control of office FOIA requests.
6. **Safety.** Leads District Office safety program and directs activities of the safety committee. Prepares the Continuity of Operations Plan (COOP Plan), completes safety inspections of District Office facilities and operations. Provides assistance with OWCP claims, accident paperwork, and the Safety Management Information System (SMIS). Location of the safety functions varies by District Office. Oversight and assistance to safety activities often is centered in the Division of Support Services or the Division of Fire and Aviation. Direction for the District Office safety program comes from the DM.
7. **Cooperative Relations.** Advises and assists DM in the development and dissemination of program information. Maintains cooperative relationships with private and governmental groups related to ongoing business management matters. Serves as initial point of public contact in the District Office and handles routine inquiries and over-the-counter information services.
8. **Land Use Planning.** Identifies technical adequacy of support program requirements and needed decisions through the planning process including activity plans. (Example: input to access needs.)
9. **Project Planning.** Maintains communication and coordination with District Office staff on all project proposals. Determines feasibility and develops individual job plans for all major projects; such as roads, bridges, recreation sites and surface resource facilities. Provides technical guidance and quality control where engineering capability exists. Maintains 5-year deferred maintenance plans.

10. Inventories. Provides or maintains inventory data on public hazards, access, transportation plan, signs, and similar information required for land use planning and resource management. Directs FAMS for the District Office.
11. Environmental Protection/Trespass. Conducts compliance work associated with construction and maintenance contracts and force account work. Participates in trespass where engineering or construction expertise is required.
12. Construction. Prepares feasibility studies, surveys, designs, prepares bid drafts, supervises, and administers contracts or force account for all facility construction projects, land treatment, water development, recreation and range improvement projects to assist managers on projects included in the approved AWP.
13. Maintenance. Maintains all facilities based on needs and priorities identified by the District Office. Does condition survey, design, and contract preparation or force account scheduling. Prepares long-term maintenance plans and schedules. Maintains developed and undeveloped recreation sites as requested by Field Offices. May provide for cleanup of roadsides and dump sites located within the District Offices based on AWP schedules.
14. Hazard Reduction. Conducts hazard reduction activities relating to dam safety and other physical hazards as related to engineering as listed in the approved AWP or as requiring immediate attention.
15. Equipment. Manages and maintains BLM owned heavy equipment in the District Office. Evaluates equipment utilization and organization to determine proper maintenance levels, disposal needs, and acquisition plans.
16. Human Resource Liaison. Assists the Field Offices and District Office in the personnel hiring process and to provide assistance to ensure regulatory compliance within the District. The hiring process will include assistance in hiring and onboarding PFT to summer seasonal positions. Coordinates and assists employees with OWCP cases.

5.4 Fire Management

- A. General Responsibilities (See 5.2 Common Responsibilities of Key District Office Officials.)
 1. The Fire Management Officer, Division of Fire Management, is directly responsible to the DM/ADM for providing leadership and coordination of the fire program. The general responsibilities of the division are: 1) to prepare diverse analytical products especially where an interdisciplinary approach is required; 2) to review and evaluate fire technology, and recommend procedures to meet objectives; 3) to

provide technical assistance or support to other divisions, area offices, or other programs when technical mineral input is requested, 4) to assist in preparation of the District Office's AWP/Package; 5) to ensure that the objectives of the AWP are timely met and in conformance with regulations, BLM manuals, Instruction Memorandums, etc.; and 6) to provide quality control and establish standards.

B. Program Responsibilities

1. **Program Development.** Assesses local, regional, and national resource needs, goals, and priorities. Relates these needs to public service, commodity production, and resource management objectives on a long-range and short-range basis. Coordinates with other agencies and organizations having planning or operational responsibilities for resource management to foster an effective interchange of ideas, data, services, equipment and skills.
2. **Program Monitoring.** Reviews program areas and advises DM on probable adjustments and changes in individual programs. Recommends solutions to management regarding issues of special concern or difficulty.
3. **Quality Control.** Provides and conducts formal technical training. Insures that District Office personnel apply the technical standards, instructions and guidelines in carrying out the BLM's on-the-ground programs. Reviews and evaluates on a periodic basis work accomplishments to ensure technical adequacy and compliance with BLM directives and guidelines. Insures program consistency between offices and divisions.
4. **Program Technical Support.** Carry out specific assignments through the loan of scarce skills. Provide advice, consultation, and guidance on technical resource matters, long-range plans, and other fire management and use activities. Serve as needed on interdisciplinary teams created to work on resource-related projects such as EISs, EAs, and resource management plans for either local or regional resource projects. Provide technical program direction, support, and training in support of the fire and aviation program.
5. **Fire Suppression.** Develop fire plans. Conducts initial attack and extended attack fire suppression work necessary to control wildfires in the District Office. Conducts pre-suppression activities which include cooperative agreements, fire logistics, contracts with State Government and Forest Service, support and supervision. The function also includes developing and maintaining work programs, rental agreements, training plans, fire education, and other related fire control work.

6. Fuels/Vegetation Rehabilitation Program. Provide plans with the guidance and assistance of the District Office resource specialists, other agency specialists and the public for prescribed burns and mechanical treatment of federal lands.
7. Community Assistance. Provide technical expertise, guidance and assistance in distributing community assistance funding to local communities.
8. Dispatch Operations. Provide communication and dispatching resources for initial attack and extended attack. Dispatch equipment and personnel on the local, geographical and national levels.
9. Trespass/Investigation. Provide qualified personnel to investigate cause of each fire to determine reimbursement for cost of suppression.
10. Prevention/Education. Provide coordination, guidance, and assistance to achieve an aggressive wildfire prevention program.
11. Aviation. Provide aviation management oversight, technical expertise, training, and assistance to ensure safe and efficient air operations.
12. Safety. Leads District Office safety program and directs activities of the safety committee. Prepares the COOP Plan, completes safety inspections of District Office facilities and operations. Provides assistance with OWCP claims, accident paperwork, and the SMIS. Location of the safety functions varies by District Office. Oversight and assistance to safety activities often is centered in the Division of Fire and Aviation or the Division of Support Services. Direction for the District Office safety program comes from the DM.
13. Training. Provide oversight of fire and aviation training, fire records, and red card qualifications to ensure fire and aviation personnel meet policy and required standards.
14. Environmental Analysis. When assigned, participates in preparation of environmental analysis report studies or EISs where fire expertise is required.
15. Research and Development.
 - a. Analyzes the need for and recommends special research and study projects. Conducts or coordinates significant and District Office-wide research and study projects. Evaluates on a continuing basis all operating management plans including cooperative projects with other agencies and universities to determine if objectives are being met.

- b. Coordinates preparation of research and development proposals for resource management needs and develops required supporting documentation.
- c. Coordinates implementation of approved research/development proposals including necessary monitoring and feedback mechanisms.

5.5 Field Offices

- A. (See 5.2 Common Responsibilities of Key District Office Officials.)
- B. General Responsibilities. The head of the Field Office is the Field Manager (FM). The FM is the principal contact in the Field Office and is responsible for management of the Field Office. The primary responsibility of the FM is to: 1) supervise Field Office personnel in order to implement BLM programs for all BLM managed resources within the Field Office in a manner consistent with priorities and funding, and 2) represent the BLM to the public in a manner that provides quality public service, understanding, and accomplishments of BLM programs.
 - 1. Management and Leadership. The FM provides leadership to the Field Office functions. Key responsibilities are:
 - a. May directly supervise Assistant Field Manager or equivalent positions. The FM recommends selection for these positions, and manages performance by directing, controlling, and evaluating the work of subordinates. This function includes counseling, motivating, recognizing and rewarding exceptional effort. The FM also identifies deficiencies and provides training or initiates other corrective measures.
 - b. Manages the Field Office organization to take into account present and projected funding levels, changes in program emphasis or direction, and workload changes. At the direction of the DM, maintains staffing levels and skills mix of personnel to be responsive to workload within the constraints of funding.
 - c. Leading the Field Office. Practices participative management by involving staff managers in the priority setting and decision-making process, creating an environment in which the talents of the employees are more fully used in reaching complex decisions. Uses an interdisciplinary approach to multiple-use management activities to ensure balanced and integrated multiple-use decisions.
 - d. Provides support to the Safety Programs to ensure health and safety of employees and their environments.

2. Program Direction. The FM provides program direction for the Field Office. Responsibilities include:
 - a. Provides consistent direction, with DM advice, to interpret DOI and BLM regulations, State policy and directives as they affect the Field Office programs.
 - b. Makes final Field Office planning and programming decisions. Resolves long-range and day-to-day planning and program conflicts.
 - c. Utilizing consistency within the District, establishes program goals and objectives; determines work priorities consistent with long-range planning goals for the Field Office. Directs accomplishment of the approved AWP within the Field Office, exercising appropriate control to assure program quantity and quality goals are met according to established standards.
 - d. Evaluates all Field Office program accomplishments and the AWP to ensure they relate to stated goals and objectives.
 - e. Fire activity. Ensures a resource advisor is available for on-resource area fires to aid in planning efforts. Some Field Offices may have the following situation where fire crews located at detached offices will generally be supervised by the manager when not engaged in actual fire suppression activities. (This will be handled on an area-by-area basis.)
3. Public Relations. Represents the BLM to the public at the Field Office level, and serves as its primary spokesperson. Responsibilities include:
 - a. Meets and works with individuals and public groups to ensure public awareness of BLM programs.
 - b. Directs Field Office personnel to achieve an effective public relations program in the Field Office, which may include information, education, and a variety of other public services, and public participation in the decision-making process.
 - c. Maintains productive working relationships with local governments and county commissioners to ensure frequent and adequate information sharing, expression of concerns, early alerts, etc.
4. Cooperative/Interagency Relations. The FM assists the DM to provide cooperative and interagency relations and provides direct leadership in efforts that are of a routine nature. In this capacity, the FM:

- a. Coordinates issues in land and resource planning and resource management with key officials of other federal agencies, state, multi-county, county, local governments, Tribal governments, and with private land holders.
 - b. Establishes cooperative working relationships with public land users, conservation organizations, other public organizations, and private, state, and local and Tribal government entities active in resource use, management, and development in the Field Office. Develops formal cooperative agreements, as necessary.
 - c. Resolves competing and conflicting interests, including governmental and private interests.
 - d. Assists in making recommendations for appointments to the RAC consistent with appropriate laws and regulations, and assists in the development of agendas.
5. Sensitive Issues. The FM should be personally aware of and alert to local issues which are unusually sensitive or potentially controversial and brings these to the DM's attention. In this regard the FM also keeps the DM and staff fully informed on program progress and problems in the Field Office.

5.6 National Conservation Area/Monument Staffs.

There are two National Conservation Area/Monument staffs in Idaho. Their responsibilities are outlined below:

- A. (See 5.2 Common Responsibilities of Key District Office Officials.)
- B. Morley Nelson Snake River Birds of Prey National Conservation Area.
- C. Craters of the Moon National Monument.

Glossary of Terms

-D-

Director. The National Director of the BLM.

-E-

Environmental Assessment (EA). A concise public document that briefly provides sufficient evidence and analysis for the agency to determine if an Environmental Impact Statement (EIS) or a Finding of No Significant Impact (FONSI) should be prepared.

Environmental Impact Statement (EIS). A “detailed statement” required by Section 102(2)(C) of the National Environmental Policy Act of 1969 (NEPA), as amended, which an agency prepares when its proposed action significantly affects the quality of the human environment.

-F-

Facility Assets Management System (FAMS). A modular, business application for facility asset management based on commercial-off-the-shelf application software. The FAMS applications provide needed functionality to support improvement of business processes, such as the initiation of a work order system, and the ability to track investments on facility assets from their inception to decommission.

Federal Land Policy and Management Act of 1976 (FLPMA). The federal law that governs the way in which the public lands administered by the BLM are managed. The BLM is commissioned in FLPMA to allow a variety of multiple-uses of the land while simultaneously trying to preserve the natural resources. The FLPMA addresses topics such as land use planning, land acquisition, fees and payments, administration of federal land, range management, and right-of-ways on federal land.

-G-

General Services Administration (GSA). The GSA was established by President Harry Truman on July 1, 1949, to streamline the administrative work of the Federal Government. The mission of the GSA is to deliver the best value in real estate, acquisition, and technology services to government and the American people.

Geographic Information System (GIS). A system of hardware, software, and procedures designed to support the capture, management, manipulation, analysis, modeling, and display of spatial data for solving complex management and planning problems.

-L-

Land Use Plan (LUP). A set of decisions that establish management direction for land within an administrative area, as prescribed under the planning provisions of FLPMA. They are an assimilation of land use plan level decisions developed through the planning process at 43 CFR 1600, regardless of the scale at which the decisions were developed.

Legacy Rehost 2000 (LR2000) System. The BLM LR2000 provides reports on BLM land and mineral use authorizations for oil, gas, and geothermal leasing, rights-of-ways, coal and other mineral development, land and mineral title, mining claims, withdrawals, classifications, and more on Federal lands or mineral estates.

Lands and Realty Authorization Module (LRAM). System which generates courtesy statements requesting the initial acreage rent, and to generate subsequent annual bills to invoice for acreage rent and the MW capacity fee.

-M-

Memorandum of Understanding (MOU). A document used to set forth the basic principles and guidelines under which parties will work together to accomplish their goals. It identifies the parties, spells out the subject matter of the agreement and its objectives, summarizes the essential terms of the agreement, and must be signed by the contracting parties.

-N-

National Environmental Policy Act of 1969 (NEPA). The NEPA was passed by Congress in 1969 and signed into law by President Nixon on January 1, 1970. It requires federal agencies to analyze their actions in a decision-making process (open to public review) where responsible officials take a hard look at and disclose the potential environmental effects of their actions. Compliance with the NEPA is required of all federal actions, including adoption of official policy, formal plans, programs, and approval of specific projects whether the action is developed by or submitted to the BLM.

-O-

Office of Workers' Compensation Programs (OWCP). Administers four major disability compensation programs which provide wage replacement benefits, medical treatment, vocational rehabilitation and other benefits to certain workers or their dependents that experience work-related injury or occupational disease.

-P-

Public Land. Land or interest in land, owned by the United States and administered by the Secretary of the Interior through the BLM.

Public Land Survey System/Geographic Coordinate Data Base (PLSS/GCDB). The PLSS was enacted into law by the Land Ordinance of 1785. It required surveying of over 1.8 billion acres of land acquired through the Louisiana Purchase, Oregon Compromise, the Mexican Cession, and other acquisition actions. The BLM is the Federal Government's official survey record keeper. The GCDB is the framework for the BLM's Land Information System and it contains latitude and longitude coordinate values for corner positions and monuments recorded in the PLSS. The GCDB portrays the PLSS at a more detailed level than most other digital sources including subdivision of sections and coordinates for non-rectangular surveys, mineral surveys, homestead entry surveys, adjustment lots, tracts, riparian boundaries, etc.

-R-

Resource Advisory Council (RAC). The DOI established the RACs in 1995 as a forum for local citizens to provide advice and recommendations to DOI on management of the public lands. Each RAC comprises local residents who represent a variety of backgrounds but who share an interest in the public lands. Each RAC must include representatives of three board categories:

- commercial/commodity interests;
- environmental/historical groups (including wild horse and burro and dispersed recreation); and
- state and local government, Indian tribes, and the public at large.

Resource Management Plan (RMP). A set of decisions that establish management direction for land within an administrative area, as prescribed under the planning provisions of the Federal Land Policy and Management Act of 1976, as amended, P.L. 94-579, 90 Stat. 2743, [or, 43 U.S.C. 1701 et seq.]; an assimilation of land use plan-level decisions developed through the planning process outlined in 43 CFR 1600, regardless of the scale at which the decisions were developed.

-S-

Safety Management Information System (SMIS). The official internet-based accident and incident reporting system used by the DOI. It provides an information base used to compile statistics on the accident and injury rates for all Bureaus within DOI. In addition, SMIS can be used to generate a partially completed Form CA-1/CA-2 for reporting traumatic injuries and occupational disease claims to OWCP.

-T-

Thrift Savings Plan (TSP). A defined contribution plan for United States civil service employees and retirees as well as for members of the uniformed services.

Illustration 1 – STATE OFFICE ORGANIZATION

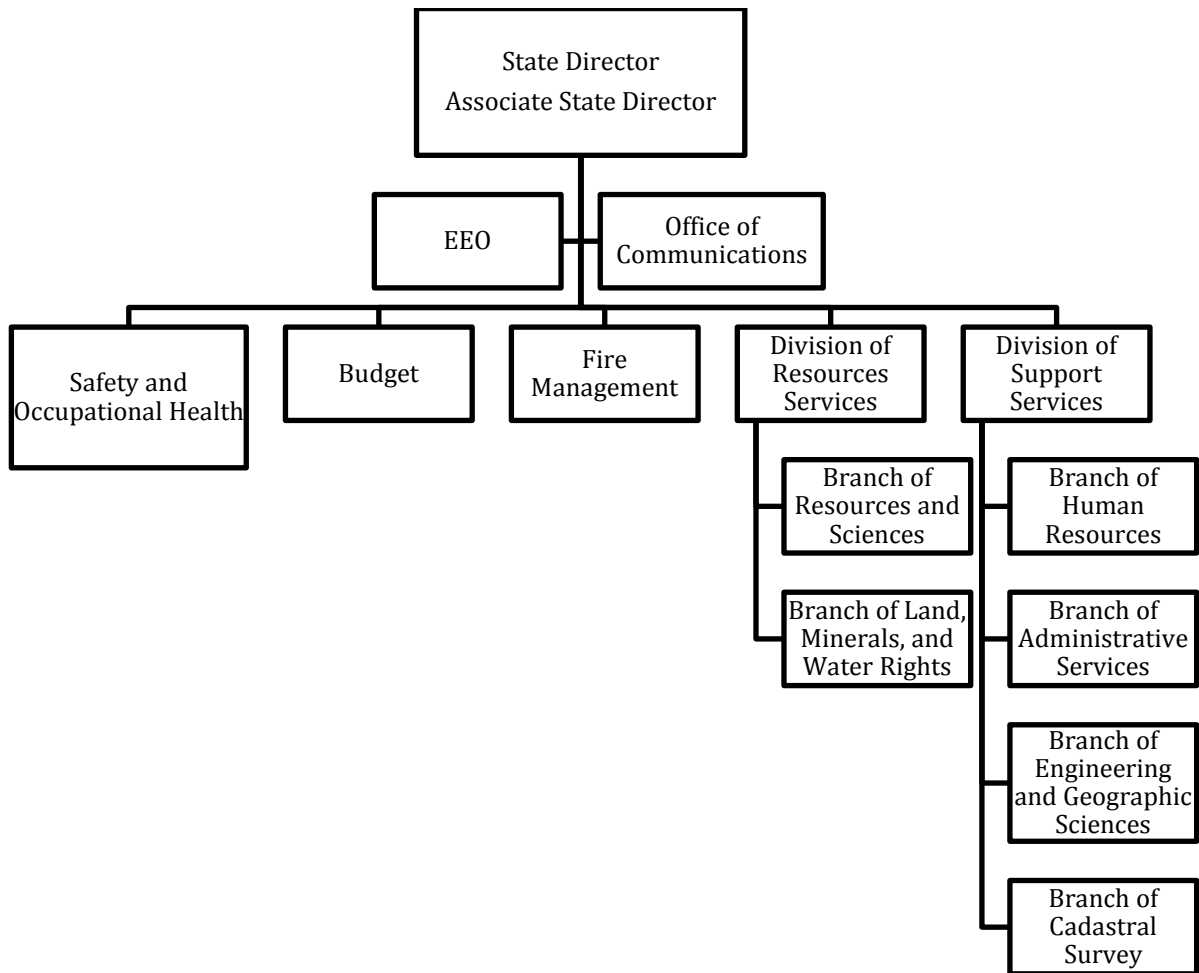


Illustration 2 – STATE OFFICE FUNCTIONS

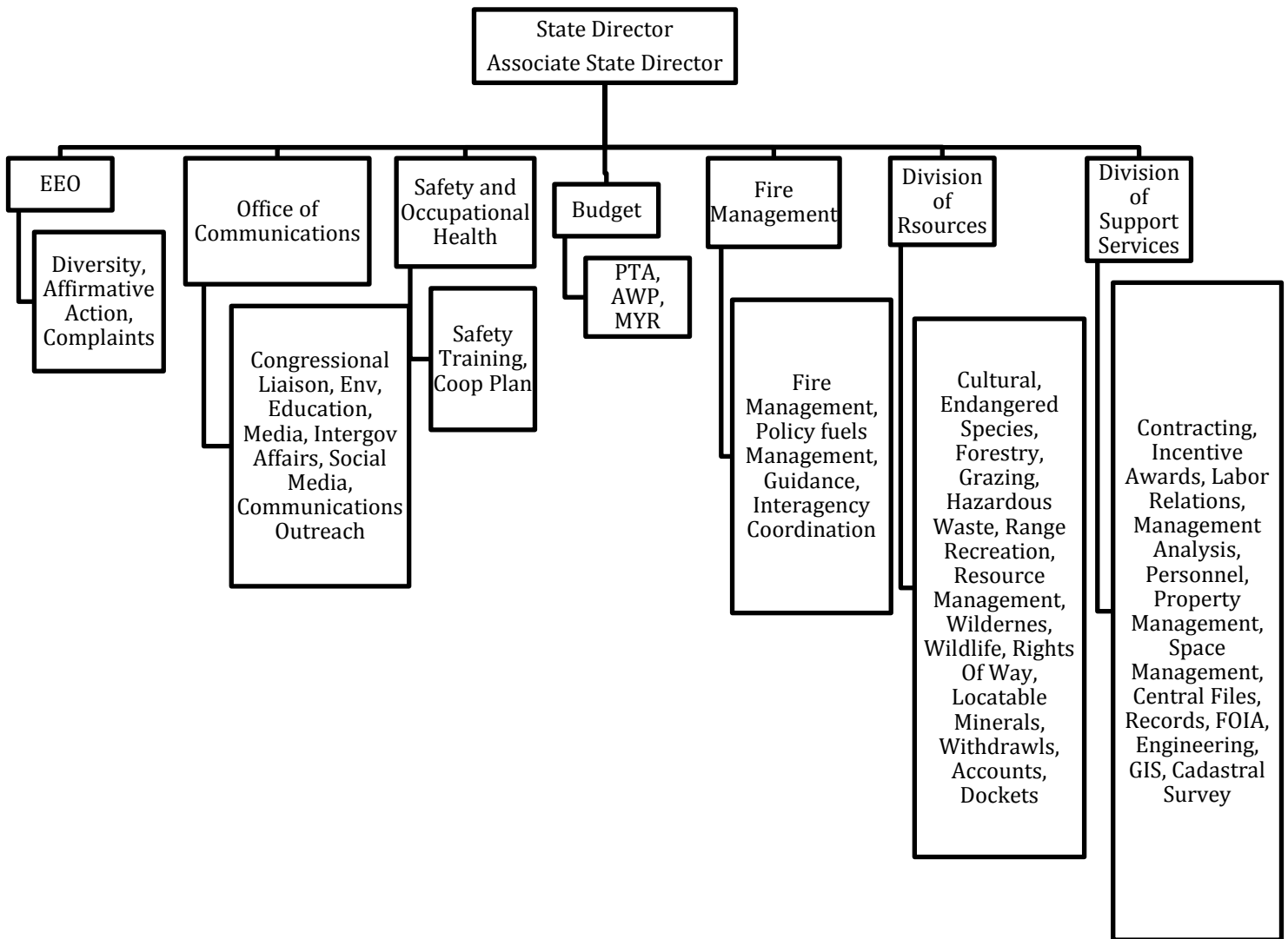


Illustration 3 – DISTRICT ORGANIZATIONS

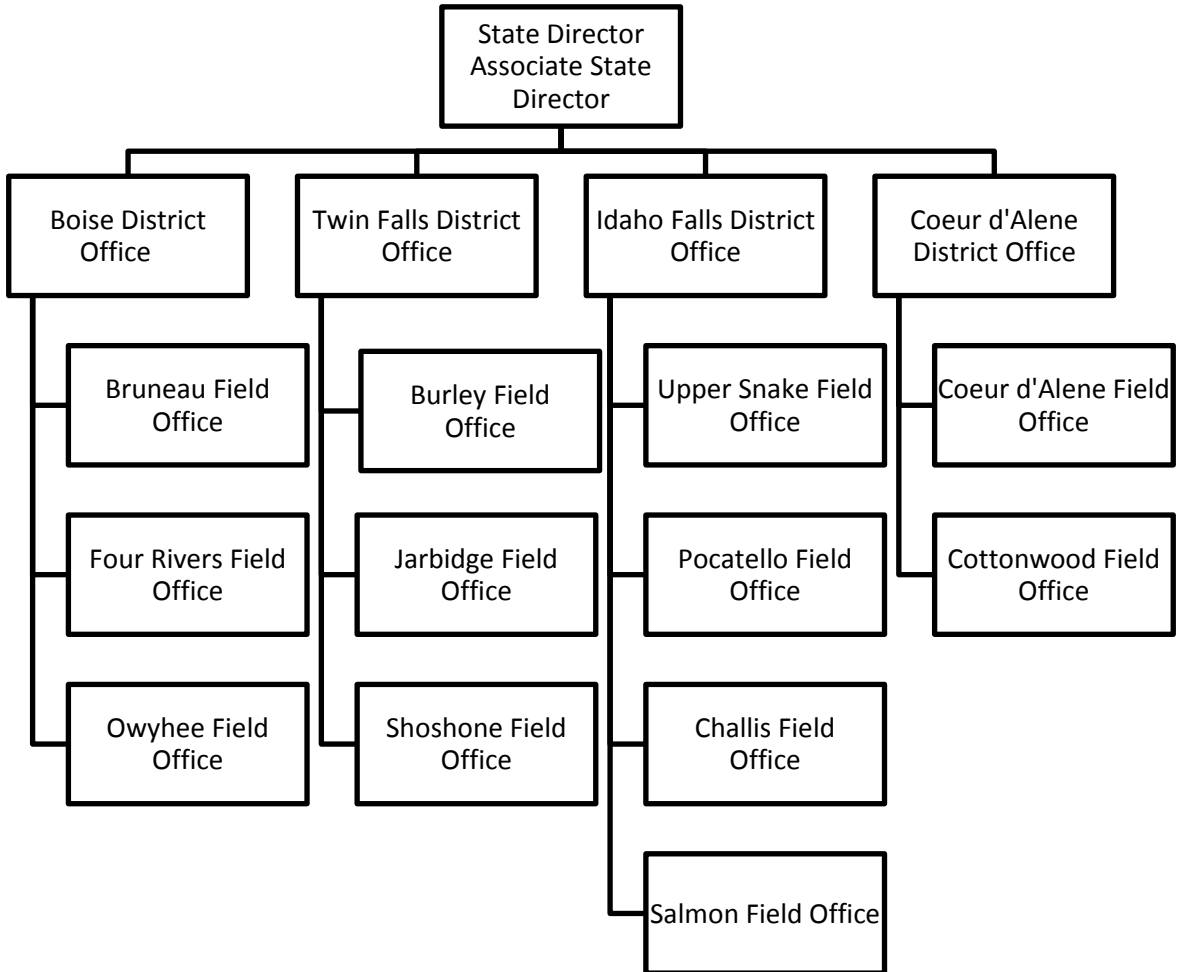


Illustration 4 – DISTRICT STAFFS

