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Subject **1212 – STATE AND FIELD OFFICES (Public)**

1. Explanation of Material Transmitted: This manual supplement was deleted several years ago. 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 and keep it up to date.
2. Reports Required: None
3. Material Superseded: None
4. Filing Instructions: File as directed below.

REMOVE:

None

(Total: 0 Sheets)

INSERT:

1212 Manual Supplement

(Total: 15 Sheets)

/s/ Howard A. Lemm
Acting State Director

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- .01 Purpose. This Manual Section describes the Bureau of Land Management Montana/Dakotas organization structure and the variations among the offices.
- .02 Objective. This Manual Section conveys the function of each office in order to accomplish the Bureau mission and the variations among the offices.
- .03 Authority. Department Manual Sections 101, 135, 200, 205, and 235.
- .04 Responsibility.
- A. State Director. The State Director is the principal line officer at the state level and is directly accountable to the Bureau Director.
 - B. Field Manager. The Field Manager is the principal line manager at the field level and is accountable to the State Director and is the primary manager who makes most of the multiple use decisions.
- .05 Policy. The organization is to be structured to achieve the best efficiency and effectiveness in accomplishing the Bureau mission.
- .06 Organization Structure. A two tier organization is established, i.e., a State Office and Field Office level.
- A. The State Office is generally described as the level of policy interpretation, state policy development, quality control, and technical and administrative oversight.
 - B. The Field Office is generally the level where on-the-ground decisions and actions occur.
 - C. Field Stations (Glasgow and Havre) are established in the Malta Field Offices to enhance customer service in remote locations. The Field Stations are an integral component of the Field Office.
- .07 File and Records Maintenance. Original organizational change 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 GRS/BLM Records Schedule 16, item 18, for disposition instructions.

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.1 Office of the State Director. (MT-910)

.11 General Responsibilities.

A. State Director. The State Director (SD) is the principal Bureau 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 Bureau 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.

C. External Affairs Staff (MT-912). External Affairs serves as principal staff to the SD for guiding the overall external affairs program for Montana and the Dakotas. External Affairs is responsible for providing leadership, guidance, operational support and quality control for all public information and outreach programs and liaison efforts with the press, elected officials and public interest groups.

.12 Program Responsibilities.

A. Equal Employment Opportunity (EEO) Officer. The EEO Officer serves as principal staff to the State Director 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, and evaluation of EEO activities, and prepares reports for physical accessibility.

B. External Affairs (MT-912). External Affairs maintains working relationships to facilitate positive two-way communication with State and local governments, congressional delegations, interest groups, news media, and Field Offices. Provides assistance to management for facilitating the work of various advisory committees. Provides guidance and assistance to Divisions and Field Offices on strategies and techniques to obtain adequate and effective public involvement in planning, environmental analysis, and critical issue decisionmaking. Assists Field Offices and Divisions in applying conflict management techniques in situations involving controversial issues. Provides oversight and quality control for controlled and/or sensitive correspondence, e.g., congressional or gubernatorial inquiries. Tracks responses for compliance with deadlines and monitors content for appropriateness of tone, clarity of expression, accuracy of policy information, etc. Monitors the quality of public information services and products for readability, understanding, and reaction to published, audiovisual, and direct personal presentations. Disseminates information through press releases, brochures, displays, videos, slide programs, maps, etc., and schedules appearances by the SD or designated representatives. Maintains mailing lists for media and interest groups. Provides internal communications through publication and distribution of newsletters and other materials within the organization. Monitors Congressional and State legislative developments and reports on items of Bureau concern. Takes the lead in drafting speeches for SD and ASD. Provides leadership and assistance with crisis management to design strategies and actions to defuse crisis situations. Prepares public affairs strategy plans for major programs or issues, or coordinates preparation of such plans. Provides technical expertise, oversight and assistance concerning use of video and other audio-visual 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 program within the three-state area.

C. Law Enforcement and Resource Protection. Law Enforcement provides assistance to Field Offices in law enforcement investigations, trespass, and compliance. Initiates, organizes and carries out a comprehensive drug enforcement and abatement program in cooperation with other Federal, state and local law enforcement agencies. Provides oversight for the Ranger program and Law Enforcement planning. The staff in the State Office reports to the Headquarters' Office of Law Enforcement and Security.

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.2 State Office Division of Resources (MT-920).

.21 General Responsibilities. The Deputy State Director for Resources serves as a principal advisor to the SD for lands, mineral and renewable resources, cadastral survey, fire and aviation, planning and environmental concerns, and social and economic project management; and provides long-range multi-program coordination. The general responsibilities of the Division are:

A. Provide policy, technical assistance and guidance to Field 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 under-utilized, if assigned to a Field Office. Finally, the staff may include certain senior technical specialists who have very select high-level technical skills that match a special Bureauwide and/or statewide program emphasis. This is to ensure that the individual program or functional objectives are mutually directed toward achieving the Bureau'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 Field Office may from time-to-time require the assistance of staff to perform program functions normally completed by a Field Office staff.

C. Interpret headquarters office policy for Montana/Dakota application; and analyze, develop, and recommend program policy in the absence of such guidance.

D. Identify, recommend, and provide training.

E. Develop annual work plan and long range program proposal directives, monitor workload accomplishments, and provide feedback regarding Field Office annual work plan performance.

F. Provide statewide resource program coordination and oversight.

G. Provide lead responsibility for developing, coordinating, and maintaining long term SD policy guidance and program priority documents necessary for preparing program package and 4-year authorization proposals in consultation with other offices.

H. Maintain close coordination with other State Office divisions and staffs.

I. Through program leaders, develop and implement policies and procedures for automation of resource program activities in consultation with the IRM technical staff. Determine automation needs, data collection and entry requirements; ensure proper application of defined data standards, provide training and use of application related automated capabilities.

J. Coordinate LR2000 program and provide statewide operational oversight and technical guidance for Case Recordation, ORCA, Master Name.

.22 Program Responsibilities.

A. Provide centralized social and economic expertise to Montana/Dakotas BLM for Land Use Plans (LUPs). Assist in design and implementation of questionnaires, computer models, and other analytical techniques requiring social or economic expertise.

B. Provide authoritative advice and information in formulating, establishing, and effecting policies and programs, statewide in scope, relating to interagency coordination in implementation of FLPMA, mineral law, and other pertinent legislation.

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- C. Act as consultant/contractor/technical advisor to Field Managers preparing LUPs and Environmental Impact Statements (EISs). Provide overall coordination, production, and distribution of appropriate LUP/EIS documents to meet National Environment Policy Act/Council of Environmental Quality/Bureau of Land Management (NEPA/CEQ/BLM) requirements. Coordinate with Field Managers to accomplish land use plan maintenance and plan amendments with responsibilities to be determined by the scope of the activity. Evaluate progress toward plan implementation. Coordinate resolutions of any land use plan protests with headquarters.
- D. Coordinate review and preparation of BLM-Montana/Dakota comments upon other agency EIS and management plans.
- E. Manage third-party and reimbursable NEPA-related contracts unless otherwise assigned.
- F. Recommend program priorities within and among programs. Establish long range program direction.
- G. Provide technical and procedural program guidance in resource, planning, and environmental areas.
- H. Evaluate program effectiveness through periodic analysis of other office decisions and products.
- I. Maintain liaison with other agencies involved in resource management and with resource-oriented user groups.
- J. If not delegated to the Field Offices, receive applications for lease and disposal of federally-owned land and mineral resources. Based on decisions or advice from Field Offices and other federal agencies, issue leases, patents, and other mineral documents; and process withdrawal and revocation actions.
- K. Provide economic evaluation support for energy and minerals programs.
- L. Take appropriate actions related to leasable, locatable, and salable public domain and acquired minerals based on law, regulations and SMA reports and recommendations.
- M. Coordinate, monitor, and provide guidance for minerals trust responsibilities on Indian Trust lands in accordance with Secretarial Order 3087.
- N. Conduct cadastral surveys of public land 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.
- O. Provide Geographic Coordinate Data Base (GCDB) for the Bureau Land Information System (LIS). This process will assign a latitude and longitude to each cadastral corner, based on the best available information.
- P. Provide leadership and assistance to Field Offices in fire management, pre-suppression, suppression, trespass, prevention, and search and rescue programs. Operate and provide leadership for the Interagency Fire Dispatch Center, and the interagency fire cache.
- Q. Provide program leadership and technical guidance in the access and transportation right-of-way program.
- R. Provide waterpower classification and review services to State and Field Offices.
- S. Provide cartographic and mapping services to State and Field Offices, including statewide remote sensing and aerial photography for mapping and project work.
- T. Assures for physically accessible facilities, for liaison with the Washington Office, and for coordination of accessibility efforts.

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U. Coordinate program and provide statewide operational oversight and technical guidance for Mining Claims, and Bond systems.

.23 Functional Summaries.

A. Office of the Deputy State Director (MT-920). The Deputy provides program guidance and expertise to the Field Offices. The Deputy and immediate staff maintain liaison with the Washington Office, National Centers, state government and other federal entities.

B. Branch of Solid Minerals (MT-921). The Branch Chief serves as principal staff to the Deputy State Director for Resources for all solid minerals activities. This includes coal, solid leasable minerals (phosphate, sodium, and potassium), and acquired lands hard-rock minerals; also mining claims and mineral patents, and salable minerals. Coordinates overall coal program including the Regional Coal Team activities. Provides technical guidance and assistance to Field Offices.

1. Mineral Development. Evaluates resources of coal, phosphate, oil shale, sodium, and potash on Federal lands and all solid minerals on acquired and Indian lands. Estimates fair market value of the mineral estate for mineral disposal actions. Classifies leasable minerals for retention, solid leasable minerals for known leasing areas for prospecting permit administration, and provides technical advice and policy guidance for the salable mineral program. Delineates coal tracts and determines reserves, stripping ratios, and coal quality in support of the Federal coal leasing program. Supplies geological and market data to the Regional Evaluation Team, and reviews their appraisals. Provides policy guidance and technical advice to the Field Offices for the surface management of mining claims (43 CFR 3809), the mineral aspects of planning efforts, etc. Generates and interprets geological data which is disseminated to the public by open file reports and formal publications. Develops and maintains mineral data files and inventories. Provides geologic and mining engineering expertise for special projects and staff support.

2. Mining Regulation. Responsible for the management, supervision, and regulation of exploration, development, and production of coal, phosphate, and other solid minerals subject to the Mineral Leasing Act of 1920, as amended, on Federal lands within the States of Montana, North Dakota, and South Dakota. Provides policy guidance and oversight on patent examinations and mining claim validity examinations for locatable minerals subject to the Mining Law of 1872 within the same three-state area. Empowered to supervise and direct operations on Indian lands and to provide scientific and technical assistance to Indian Tribes and the Bureau of Indian Affairs (BIA). Has lead responsibility on mine plan and mine plan modification reviews, exploration plan approvals on leased land, production verification, inspection and enforcement on leased land, royalty reduction applications, Logical Mining Unit applications; monitors and enforces lease production requirements. Provides mining engineering and geology expertise for mineral exchanges, tract delineations, and economic evaluations, expert witnesses for contested patent or mining claim validity cases, and oversight on the salable mineral program.

3. Solid Minerals Adjudication. Responsible for adjudication of solid minerals cases. Applies judicial procedures in taking the appropriate actions related to leasable, locatable, and salable public domain and acquired minerals. Reviews applications, conducts competitive sales, and awards competitive leases for minerals other than oil and gas or geothermal. Reviews applications and awards permits and preference right leases for public domain and hard-rock minerals. Administers the Mining Claim Recordation program. Assesses and evaluates applications for patent to public lands filed under the 1872 Mining Law; issues mineral patents, rejects applications, or initiates contest actions. Conducts sales for mineral materials when exceeding the authority of the Field Offices. Reviews coal exploration licenses, and domestic licenses to mine coal. Adjudicates lease maintenance actions, such as modifications, suspensions, Logical Mining Units, royalty reductions, assignments, adjustments, expirations, cancellations, terminations, and coal lease and coal land exchanges. Administers the requirements of the Surface Mining Control and Reclamation Act as it relates to surface owner protection. This includes review of county records, determination of whether surface owner is "qualified," and verification of consents.

C. Branch of Fluid Minerals (MT-922). The Branch Chief serves as the principal staff to the Deputy State Director for Mineral Resources for all oil and gas and geothermal activities (oil and gas, geothermal). Coordinate overall fluids program. Provide technical guidance and assistance to Field Offices.

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1. Reservoir Management and Operations. Provide staff expertise for the fluid minerals program which involves the exploration, development, and production of fluid minerals both on federal and Indian lands including inspection and enforcement (I&E), environmental and subsurface protection. Provides statewide and procedural guidance and operational support in the areas of unitization, communitization, and other assignments. Review new or amended laws, regulations, standards, and procedures, advising management of impact and issuing needed changes in MSO guidelines. Conduct annual Field Office visits to ensure adequacy of existing guidance and implementation. Develops standards as appropriate to ensure compliance with existing laws, regulations, guidance and policies. Reviews the National I&E Strategy Plan for the MSO for both completeness and accuracy, advising appropriate Field Office personnel of required changes, and ensuring conformance to those strategies. Participates in annual oil and gas conferences and directs input at state oil and gas hearings on establishing oil and gas field rules. Monitor training needs and also develops as necessary to ensure staff is adequately trained to meet their objectives. Participates in the development of cooperative agreements and memorandums of understanding (MOUs) with State agencies and Indian Tribes. Coordinate the use and maintenance of the Automated Fluid Mineral Support System (AFMSS) data by MSO Field Offices. Participates on national task forces to propose and/or develop new laws and regulations and/or policies relating to the fluid minerals program. Participates in quality management reviews (QMRs) conducted by the WO in other states. Provide technical and procedural support to Field Offices in surface and subsurface drilling and production activities, and processing or operational applications and Sundry Notices on Federal and Indian minerals. Initiate cooperative agreements with other Federal, State, and Tribal agencies to assure functioning of Field Office operational programs. Review pre-lease, lease, and post-lease stipulations to assure consistency. Interpret fluid minerals guidance for implementation. Provide technical direction on minerals NEPA documentation. Develop mineral potential maps and reasonably foreseeable development maps for Resource Management Plans. Prepare State Director Reviews of Field Office decisions, and process appeals. Conduct quality assurance reviews of Field Office fluid operations. Process gas storage agreements and unit agreements. Conduct pre-sale and post-sale evaluations for Trust lands. Attend Indian lease sales and provide technical advice and assistance in leasing matters.

2. Fluid Minerals Adjudication. Responsible for adjudication of all leasing and post lease actions. Leasing actions include industry nominations, noncompetitive offers to lease and competitive bids received at competitive sales. Coordinates with BLM Field Offices and other surface management agencies to determine tracts available for leasing and assure the inclusion of proper stipulations. Prepares competitive sale lists on a bi-monthly basis and conducts sales. Adjudicates post lease actions which include lease renewals, expirations, terminations, relinquishments, Class I and II petitions for reinstatement, all transfers which include record title assignments, operating rights transfers, corporate mergers, name changes, dissolutions and estate transfers. Processes all bond actions including acceptance, modifications and terminations. Coordinates with the Field Offices to assure adequate bonding is in place prior to approval of transfers or operator changes. Following approval of any unit and communitization agreement actions, determines effect on leases and notifies lessees of segregations, extensions, lease account reversions and obligations to pay rental and/or royalty. Following approval and termination of suspensions of operations and/or production, advises the lessees of lease obligations and adjustments to the lease terms. Acknowledges incoming lease sale protests and participates in addressing merits and resolution. Provides guidance to Field Offices regarding post lease actions such as availability of extensions, effect of suspensions on lease terms, etc. Assists the WO in preparation of Instruction Memoranda and guidance to other State Offices. Assures that legal precedence established by Interior Board of Land Appeals or through judicial proceedings, as well as established Washington Office policy, manuals, and handbooks, is followed.

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D. Branch of Planning and Biological Resources (MT-923). This Branch performs a coordinating, advisory, and quality control role with regard to Field Office resource programs in range, wild horses and burros, wildlife habitat, fisheries, forestry, watershed, hazardous materials, threatened and endangered species, soil, water, water rights, weed and pest management, and air. Interprets headquarters policy for statewide application and establishes long range program direction. Coordinates the Research and Development Program for the state. 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 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 use 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 Field Offices. Also develops work plans and program strategies for resource activities to ensure proper utilization of limited resources and meeting deadlines.

E. Planning and Environmental Coordination. Coordinate the development of long range program plans for public lands and related resources; have liaison responsibility for providing consistency with State of Montana programs; provide program leadership for policy development and SD 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. Develops short term and long term program guidance, provides intergovernmental relations in planning-related items, and provides overall MOU and cooperative agreements management. Provides training, document review and project overview on selected statewide or inter-Field Office efforts.

1. Project Support. Responsible for providing centralized social and economic support to the Montana BLM Field Offices, including MSO divisions. This includes maintenance of social and economic data bases, maintenance and operation of economic computer models for impact assessment on BLM and major energy EISs and training pertaining to social and economic issues in Montana BLM. Specific duties include mineral economic evaluations, questionnaire design and implementation, and providing the full gamut of social and economic analyses, as needed, for all Montana BLM LUPs and EISs. Provides expertise on resource economic issues such as hydrology, wildlife, recreation, timber, and other program activities with a strong economic component. Maintains data bases necessary to complete the full range of resource economic analyses. Maintains contacts and coordinates with various units of state, federal, and Tribal governments and appropriate colleges and universities. Coordinates the Division's development of the annual work plan.

F. Branch of Land Resources (MT-924). This Branch serves as principal advisory staff for statewide programs and functions involving recreation, wilderness, natural history, history, archaeology, paleontology, visual resource management, withdrawals and withdrawal review, realty and land use authorization, land ownership adjustments, and land and resource interpretation. The major roles of the Branch in the integration of the assigned programs and functions, as designed in the Montana State Office organization, include short and long term program development and direction; facilitating program actions by ensuring understanding, coordination, and objectivity toward Bureau mission. Serves as liaison with other agencies, maintaining cooperative relations with user groups and provides technical advice and assistance to the Field Offices, and program leadership, as needed, to meet Bureau objectives and missions. Coordinate and provide guidance and assistance for the physical accessibility program.

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1. The Lands Adjudication Section. The section is an operational component of the State Office and is responsible for full and final adjudication actions required to process applications or Bureau proposals for the sale, exchange, or withdrawal of federal lands under BLM jurisdiction, and for the title transfer and acquisition actions for other federal agencies. The Section determines land availability and restrictions for the proposed uses; qualifications of applicants and requirements; and prepares patent and other title documents, prepares public land orders for withdrawals or revocation actions. A considerable workload in this area for other agencies such as the Forest Service, Park Service, and Bureau of Indian Affairs is also processed. The Section establishes the cost recovery accounts by project numbers and prepares cost estimates and billings for estimated processing costs, agreements, or other legal matters (when required), and answers to litigation actions. The Section does the work required for title research, clearance, and acceptance, meeting the requirements of the Department of the Interior and Justice Department. State-wide field assistance, liaison, and technical evaluation are also an integral workload of this Section.

G. Branch of Fire Management and Aviation (MT-925). Assists the State Director in setting forth policy guidance governing the fire and aviation management programs. The mission of the Branch is accomplished through technical leadership, fiscal management, and short and long-term planning strategies, suppression, pre-suppression, prescribed fire, and interagency coordination. The Branch provides oversight to Field Offices and Air-tanker Base operations.

H. Branch of Cadastral Survey (MT-926). Plans, conducts, and approves cadastral surveys to support the management activities of the Bureau and other Federal agencies. Directs the U.S. Mineral Survey program in the area of jurisdiction including the 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 Data Base (PLSS/GCDB) for use in the Bureau Land Information System (LIS). Ensures legal adequacy of all surveys approved in the Branch. Specific operational 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 Geographic Coordinate Data Base (PLSS/GCDB) development and implementation in accordance with 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 Service. Prepares final official plats and field notes 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.

1. Field Operations Staff. Conducts all field work associated with performing cadastral surveys of the public lands by the Montana State 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 contacts and coordinates with other Federal agencies to assist in identifying the cadastral survey needs, requirements, cost estimating, and scheduling.

2. Geographic Coordinate Data Base (GCDB) Team. Provides Geographic Coordinate Data Base to allow graphic portrayal of legal land parcels and the records and resources that are related to these parcels. GCDB will use the best available data and cost effective methods to assign a latitude and longitude to corners of the Public Land Survey System (PLSS). Serves as the focal point with State and local government relative to multiple-purpose cadastre; inventories other agencies for usable digital coordinate data and source documents, provides quality control to meet standards. Manages geographic coordinate data collection process and implements data collection for complex townships, special surveys and rights-of-way.

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3. Survey Operations Staff. Prepares special instructions and conducts final review of all federal authority surveys conducted out of the Montana State Office, assuring they are correctly executed in accordance with the requirements of law and the regulations of the Bureau prior to final approval and acceptance. Work with State Office program leads, 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 Montana and the Dakota's, and prepare responses/reports, with recommendations, to the State Director. Responds to inquires from the public, private industry and state and federal agencies on all matters relating to Cadastral Survey activities and procedures.

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.3 State Office Division of Support Services (MT-930).

.31 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, health and safety, budget, finance, procurement, contracting, records management, organization development, information resource management, IRM security, data administration, property and vehicle management, office services, customer service, and dispute resolution. Responsible for coordination, assistance, and monitoring of the support services programs among Field Offices, State Office, and the four zone 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 Field Offices and the State Office. Assures that support program functions meet management priorities.

.32 Program Responsibilities.

A. Coordinate development and submission of budget documents, Preliminary Target Allocation (PTA), Annual Work Plan (AWP), and Mid-Year and Third Quarter Reviews (MYR).

B. Coordinate and perform analyses of workload, work-flow, organizational structure and functional responsibilities and other duties as requested by the SMT.

C. Coordinate and provide technical guidance for the evaluation program and General Accounting Office and Inspector General reviews and audits.

D. Provide expertise and conduct program reviews related to organization development.

E. Develop and implement guidelines for automated data standards development, implementation, utilization, and administration.

F. Develop policy, guidelines and procedures for ensuring physical and technical security of IRM hardware, software, facilities and data. Evaluate effectiveness of resources as applied by all offices in the three-state area. Provide information services of data management, telecommunications, and technical guidance pertaining to automation of manual systems. Operate the State Office computer center and provide technical advice, assistance and training to other offices.

G. Develop policy and guidance for integrating LR2000, GCDB, and ARD into LIS. Perform outreach and in-reach.

H. Develop automated and manual records operating policies and identify records automation needs. Develop procedures and standards for records creation, storage, and disposal. Classify new types and formats of information and evaluate the effectiveness and utility of records systems.

I. Provide guidance on Privacy Act and Freedom of Information Act matters.

J. Manage various administrative services, including procurement, property management, transportation management, office space, fiscal management, office services, tort claims, and the State Office library.

K. Coordinate preparation of all State Office directives and manual supplements. Prepare directives and manual supplements for administrative areas when needed.

L. Provide organization-wide leadership for safety and health programs.

M. Provide human resources management support to the State Office and guidance and assistance to Field Offices in staffing, position classification, employee development and training, employee benefits, pay administration, position management, performance improvement, employee relations, counseling and OWCP.

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N. Coordinate the development, implementation, and maintenance of the statewide Facility Asset Management System (FAMS).

O. Provide construction and maintenance program assistance to Field Offices through survey and design of facilities, review of Field Office engineering work, technical guidance to all Field Offices, and construction and maintenance program leadership.

P. Coordinate the dam and bridge safety and Intermodal Surface Transportation Efficiency Act (ISTEA) programs with the State and other Federal agencies.

Q. Review field contract administration procedures to ensure compliance and quality control. Provides training and certification for contracting officer's representatives and project inspectors.

R. Coordinates Board of Survey activities.

S. Through program leaders, develop and implement policies and procedures for program automation efforts, including needs identification, data collection and entry, and data standards application.

T. Provide engineering support for all offices. Coordinate and provide guidance for the State's signing program.

U. Coordination and focal point of customer service activities.

V. Coordination of alternative dispute resolution processes for all programs. Includes work with other federal, state, and local agencies; outside mediators; trainers; and members of the public.

.33 Functional Summaries.

A. Office of the Deputy State Director (MT-930). The Deputy State Director, Division of Support Services provides statewide program guidance and expertise to all parts of the organization. The Deputy and immediate staff maintain liaison with the WO and Business Center, as well as the State organization in coordinating duties.

1. Health and Safety Management. 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. Provides guidance, assistance, and coordination of the workers' compensation program.

B. Branch of Engineering (MT-931). The Branch provides Bureau policy guidance, technical leadership and quality control in engineering, water power, easement acquisition, physical accessibility, transportation planning, signing, heavy equipment, facility maintenance management, and dam and bridge safety. Provides engineering support for all construction and maintenance activities and surface resource facilities development program. Provides technical review and approval of documents used in the contracting and acquisition process. Performs field 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 maintenance management system, and transportation plan development and easement review and signature. Provides technical assistance to Field Offices for water power classification and review.

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C. Branch of Information Resource Management (MT-932). The Branch of Information Services provides policy guidance and leadership for tactical planning, priority setting, data security, and management of the statewide information systems. Ensures that short and long term plans are integrated with the Bureau's planning system, resource programs, budget, and management processes. Provides statewide coordination for configuration, life cycle management, and office automation, as well as fulfilling general user support, including training. Operates the State Office computer center. Serves as principal staff for development of policy and procedures for automation of Bureau records. A staff position provides statewide operational oversight of LS2000 (Case Recordation, ORCA, Master Name, Mining Claims, and Bond systems). Provides direct coordination with Washington Office and Denver Center(s) staff for disseminating information, feedback on system requirements, and implementation of systems. Provides direct guidance, training, and assistance to the Montana State Office, and Field Offices in the three-state area. Periodically, conducts field visits to perform training, quality control, and follow-up. Participates in national policy/guidance development task forces and meetings. Develops and presents training for all system users. Coordinates and maintains liaison with technical and managerial experts and officials at all levels of the Bureau, Minerals Management Service (MMS), Forest Service, and other government agencies to assure desired records standards are met. Evaluates data captured to ensure process is achieving desired results. Determines desired and feasible capabilities of automated case processing and land and mineral records systems.

1. Automated Data Processing. Responsible for planning, designing, developing, implementing, analyzing, and automation requirements within the jurisdiction of the Montana State Office.
2. Data Administration. Provides planning, modeling, standardization and coordination of data for the statewide information systems. Ensures that both the spatial and alpha/numeric data are standardized throughout all BLM programs in the Montana/Dakotas organization. Develops and provides procedures and techniques for efficient creation, integration, and design of data. Maintains the data dictionary and regulates changes and inputs. Monitors data applications to assure compliance with standards. Develops memoranda of understanding with a variety of users for data exchange. Monitors data collection techniques to assure compatibility with data management systems. Identifies security needs for data sets based on sensitivity of the information.
3. Telecommunications. Maintains the State's telecommunication system. Radio-related activities include planning for and assisting with radio communication site rights-of-way applications, equipment specifications and purchase coordination, radio maintenance, and equipment control. Telecommunications responsibilities include planning systems and assisting with ordering of all telephones, facsimile, work processing, and automatic data processing communications facilities obtained from telephone companies.
4. Geographic Information Section/Mapping Science. Provides program leadership for the coordination, maintenance and operation of geographic information systems, including entering and maintaining base themes and other assigned data. Provides technical assistance and training to Field Offices. Coordinates data needs and production with other agencies. Evaluates on-going GIS activities to ensure adherence to defined standards and procedures. Provides state base mapping; EIS, LAP, and report mapping; recreation map compilation; miscellaneous mapping; and drafting services to all divisions. Additional functions include geologic drafting, interagency mapping coordination, map distribution, aerial photography, remote sensing coordination, and GAS map overlay preparation support. Assure implementation and compliance with the Bureau Printing Study. Also provides: 1) printing and graphics functions and equipment, camera reproduction, desktop publishing, and typesetting work, 2) support for all documents submitted for word processing, desktop publishing and typesetting from draft stage to final copy, 3) training and assistance to State and Field Office personnel concerning text processing, OCR scanning, desktop publishing, photo composition, media conversion and telecommunications of text processing data, and printing and graphic services to other Bureau offices as requested.

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D. Branch of Human Resources Management (MT-933). The Branch of Human Resources Management (HRM) provides advisory services to line management in the accomplishment of its managerial HRM responsibilities. The Branch is responsible for the operation of HRM throughout the organization. The major and more significant HRM activities are: position classification; position management; pay administration; staffing; placement and utilization of personnel (Upward Mobility and Special Placement Programs, i.e., handicapped, disabled veterans); STEP and SCEP programs; temporary/seasonal hiring program; processing personnel actions, employee relations; incentive awards; Federal Equal Opportunity Recruitment Program; performance evaluation (Employee Performance Appraisal Plan (EPAP); employee development (Individual Development Plans) and training; OWCP and employee benefits (life, health, retirement and TSP). The Branch provides leadership, training, and quality control for the conduct of these programs as they are applied by the Field Offices.

1. Organizational Development (OD). Provides guidance and consultation to management and employees on organizational issues that have direct bearing on the performance of individuals and work units. Specific functions include interviews with managers and employees which result in identifying organizational goals, opportunities for improving employee performance, and evaluation techniques.

2. Workplace Alternative Dispute Resolution (ADR). Coordinates the alternative dispute resolution process for all workplace issues which include working with federal and state agencies, outside mediators, trainers, and member of the public.

E. Branch of Records (MT-934).

1. Land and Minerals Title. Develops and maintains all manual land and mineral status records for Montana, North Dakota, and South Dakota. This includes Recordation of new surveys or resurveys as approved, patents, warranty deeds, withdrawals, leases, rights-of-way, special land use designations, etc. Responsible for conversion of land survey and title records (e.g., master title plats, historical index, miscellaneous documents) from a manual to an automated system. Researches public land laws, legal documents, and survey records, and codes legal land description and status information for computer entry. Develops and maintains the data base management system for public land records. Provides training, technical guidance and assistance to system users. Maintains BLM acreage inventory and prepares statistical reports for publication.

2. Public Assistance. Provides oversight for Freedom of Information Act and Privacy Act requests. Responds to inquiries from BLM employees, government entities, and the public regarding the public land records and regulations/procedures for filing land use applications, mining claims, etc. Processes all collections, billings, transfers, and refunds of monies within the Montana State Office. Provides accounting guidance and assistance to Field Offices. Serializes new land and mineral applications and enters applications to LR2000. Provides training and assistance in land records interpretation and use of the automated system made available to the public in the Public Room. Microfilms all documents affecting land status (e.g., patents, deeds, executive orders, secretarial orders, etc.) for the Control Document Index. Reproduces and distributes copies of public land records for the public, Federal agencies, State and local governments, BLM Field Offices, and official case files. Provides assistance and backup to the coordination of LR2000 (Case Recordation, ORCA, Master Name, Mining Claim, and Bond systems).

3. 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, mail and facsimile communications, local forms control, internal and external directives management, reports management, and State Office forms supply management. Maintains documentation of organizational actions through a well organized and efficient records handling, storage, retrieval, and disposal system. Gives guidance to the Field Offices on all phases of the Bureau records management system and conducts on-site records reviews. Provides guidance and assistance in managing automated records. Prepares case jackets for newly serialized applications. Controls, tracks, and safeguards the Control Document Index and all lands and minerals case files. Controls and organizes all case files to be retired to or retrieved from the Federal Records Center. Provides training to Field Office Records Administrators.

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4. Customer Service. Coordinates and serves as the focal point of customer service activities (internal and external). Facilitates development of customer service plans and standards. Coordinates customer service surveys, customer service measurement and reporting, and development and maintenance of partnerships with other federal agencies, and state and local government entities

F. Branch of Business and Fiscal Services (MT-935).

1. Budget Analysis. Develops policies, procedures, and guidelines for the development, implementation, and execution of the Montana/Dakotas AWP, coordinating the process through the PAWP, AWP, MYR, and EOY 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, workmonth costs, and awards and travel ceilings to supplement Headquarters' directives. Prepares Division of Support Services portions of budget submissions and consolidates submissions and sub-activity narratives from all programs for submission to Headquarters. Provides budget analysis assistance to Field Offices and divisions. Monitors statewide budget expenditures, with assistance in specific programs from SO program leaders. Approves changes, with the concurrence of affected managers, in operating budgets that do not affect SMT 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.

2. Program/Performance Analysis. Coordinates the development of the out-year budget plan for all Montana/Dakotas programs. Coordinates and manages the Bureau's evaluation program, which includes general management, program, and special evaluations. Coordinates the GAO/OIG Audit program. Coordinates and tracks the workload and performance measure workload and prepares and analyzes cost management reports. Leads or coordinates special projects as requested.

3. 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 Service Center 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. Processes all purchase requisitions and procurement documents. Prepares rental and loan agreements.

4. Administrative Services. Provides all office support services including space management, vehicle management, property management, mail routing, and quarters. Orders, maintains, and delivers office supplies. Processes all financial payment transactions for the State Office. Coordinates relocation contract services and processes all change of station moves.

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.4 Office of the Field Manager..41 General Responsibilities

A. Field Manager (FM). The FM is the principal Bureau official at the Field Office level and is directly accountable to the State Director. Following Departmental and Bureau direction, the FM's primary objective is to manage all the human and natural resources within the Field Office jurisdiction to provide the optimum public benefit now and in the future. The FM directs a significant portion of personal time to external relationships, related to the overall management of the Field Office, including:

1. Management and Leadership. The FM provides leadership to the Field Office in all activities. Key responsibilities are:

a. Directly supervises Assistant Field Managers, Field Station Managers, and Law Enforcement Rangers. 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. Maintains staffing levels and skills mix of personnel to be responsive to workload within the constraints of funding.

c. Leads the Field 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 Equal Employment Opportunity program.

e. Provides leadership to the Safety Programs to ensure health and safety of employees and their environments.

2. Program Direction. The FM provides overall program direction for the Field Office. Responsibilities include:

a. Interprets Departmental and Bureau regulations and State policy and directives as they affect Field Office programs.

b. Makes final Field 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 Field Office. Directs accomplishment of the approved Annual Work Plan, 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 annual work plan 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 wild fires in the Field Office/Zone. 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).

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3. Public Relations. Represents the Bureau 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 Bureau programs;
- b. Directs Field Office/Zone personnel to achieve an effective public relations program in the Field Office, including information, education, and variety of other public services, and public participation in the decision-making process; and
- c. Maintains productive working relationships with local congressional field office representatives to ensure frequent and adequate information sharing, expression of concerns, early alerts, etc.

4. Cooperative/Interagency Relations. The FM 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 FM:

- 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 Field 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 Resource Advisory Council consistent with appropriate laws and regulations, and is responsible for calling meetings, developing agendas, and securing public participation.

5. Sensitive Issues. As the principal Bureau official, the FM 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 FM also keeps the SD and staff fully informed on program progress and problems in the Field Office.

B. Associate FM (AFM). The only office in Montana/Dakotas with an AFM is the Lewistown Field Office. The AFM is the principal associate to the FM in accomplishing objectives of the Bureau at the Field Office level. The AFM participates with the Field Manager in the formulation and implementation of policies and programs for the Field Office. The AFM directs or manages assigned functions delegated by the FM. In general, the AFM is primarily concerned with facilitating and providing for the internal operations of the Field Office organization.

- 1. The AFM carries out all functions of the FM when the FM is not present.
- 2. In addition to complementing and supporting the Field Manager across-the-board, the AFM normally has lead responsibility for providing direction, coordination, guidance, supervision, and control in the areas of Field Office wide resource planning, multi-year programming, annual work planning, operating budget accomplishments, and program analysis.

C. FM Staff Responsibilities. In addition to the management functions of the FM and AFM, some staff functions may be assigned to this office. Examples include:

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1. External Affairs. The external affairs function provides coordination and staff work in maintaining an effective public affairs program in the Field Office through: public affairs strategy planning; public involvement planning/execution for RMP's/EIS'S and other major program efforts; assisting the FM with sensitive issues management; maintaining effective relationships with media, political representatives, and major interest groups; keeping the public informed through news releases, brochures, and other forms of contact; reviewing all field office documents prior to their posting on the BLM website; planning and conducting public meetings; and facilitating a proactive approach to public affairs on the part of other Field Office employees, particularly line officers. In all Field Offices this function is carried out by the FM or the FM's immediate staff.

2. Planning and Environmental Assistance (P&EA). This function provides leadership for land use planning and environmental coordination to the Field Office. Provides guidance to the Field 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 FM/AFM advised on planning system progress and special problems. Develops planning strategies for unique planning problems. Provides guidance to Field Managers 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.

3. Environmental Coordination/Analysis/Implementation. Provides guidance for the Field Office environmental program pursuant to the National Environmental Policy Act of 1969. Monitors quality and effectiveness of environmental assessments, provides procedural guidance and coordinates training to Field Office personnel necessary to promote environmental awareness, and assures compliance with NEPA. Interprets and advises FM on Departmental and Bureau policies and procedures regarding environmental matters. Develops new procedures to ensure timely and proper compliance with Departmental and Bureau procedures and policies. May be assigned lead responsibility for preparation of EIS's and complex EA's. Reviews environmental analyses prepared by other Field Office personnel to ensure procedural adequacy. Coordinates reviews of other agencies' environmental impact statements or environmental assessments. Ensures involvement and coordination with interested and affected parties as appropriate. Provides guidance to ensure decisions resulting from environmental analysis records are documented and that mitigating measures contained in environmental analysis records are appropriately included in terms of contracts, leases, grants, etc. Prepares program summaries and planning updates to track implementation of land use plans.

4. Equal Employment Opportunity 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 Field Office is responsible for operating an effective Equal Employment opportunity (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. The Field Office EEO Program may also include Special Emphasis Programs such as Federal Women's Program, Hispanic Employment Program, Black Employment Program, Native American Employment Program, etc. These Programs are generally staffed by collateral duty Program Coordinators responsible for providing assistance to the Field Manager in meeting his/her EEO responsibilities. Other organization-wide functions of special importance include the safety and wellness programs.

5. Special Projects. Small staffs may be assembled to perform complex short-term workloads. These temporary staffs are generally assigned to the FM.

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.42 Common Responsibilities of Key Field Office Officials.

A. General Responsibilities. Each manager, division chief or staff chief performs, either personally or through a staff, a number of common functions complementary 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 Field Office wide basis; and (3) each unit produces a quality-quantity effort commensurate with size of staff and in accordance with 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, 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 in accordance with formal program review instructions.
4. Conducts or participates in various evaluations of other offices and analyzes current program status in light of long and short-range objectives as a basis for guiding future management decisions at the area and Field Office levels.
5. Reviews program advice and recommends adjustments.
6. Provides input to the statewide external affairs program.
7. Alerts other Field Office officials to developments which may have a bearing on the other functional assignments.
8. Maintains day-to-day cooperative relations to exchange ideas, data, services, and skills through routine contacts with other agencies, businesses, public and private groups with similar natural resource concerns or who have a client relationship with the Bureau.
9. Informs the FM of all matters which may affect Field Office programs and advises the FM on program priorities.
10. Maintains a high caliber of professional knowledge in disciplines related to the functional assignments of the staff; knows and applies Bureau standards and procedures in all work.
11. Directs and evaluates performance of all assigned personnel; assists the Field Manager 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 equal employment opportunity programs.
13. Prepares and maintains records and otherwise administers the Field Office/Zone sign program.
14. Supports and participates in the Field Office safety program.

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15. Provides procedural guidance and training to Field Office employees. Interprets and advises the FM on the Director's and SD instructions and standards relating to assigned responsibilities.

16. Provides technical guidance and assures Field Office/Zone data consistency and quality control within the scope of Bureau programs. Provides assistance, develops data analysis reports, and recommends changes to meet Field Office, Field Station, or Bureau needs relative to complying with program data standards. Ensures that all automation processes and data meet approved Bureau standards.

.43 Division of Support Services.

A. General Responsibilities. The Assistant Field Manager, Division of Support Services ensures that office services, and the personnel, financial, customer service, procurement, property, engineering, and information resources required to support Field Office/Zone programs are properly planned for and made available and performs or gives technical guidance to all other business management or administration functions. Miles City, Lewistown, North Dakota and Butte function as zone offices and provide support to their respective zones. Refer to zone charters for specific detailed information.

B. Program Responsibilities.

1. Budget. Coordinates all budget documents (local, statewide and national). Coordinates and prepares out-year budget plans, PTA, and AWP for office/staff/zone. Prepares, reviews and submits Budget Planning System projects for consideration. Consolidates local information into Field Office PTA/AWP and distributes information to all appropriate staff. Monitors progress of Field Office/Zone operating budget. Reviews office coding practices and prepares periodic analyses. Reviews and consolidates progress reports and processes budget revisions as needed. Monitors AWP completion, compiles data and develops activities on a recurring basis and in accordance 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. Human Resources Management. Provides Human Resources support for the Field Office/Zone. Serves as a liaison between the Field Office/Zone supervisors, managers and employees and the Montana State Office, Branch of Human Resources. Provides advice and assistance to management in the broad area of position management. Maintains records, prepares personnel actions and reports, monitors completion of position descriptions and performance standards developed for all jobs. Coordinates Field Office incentive awards program. Provides general employee counseling and information on all aspects of personnel and employment procedures.

3. Property Management. Provides overall management of Field Office/Zone property. Classifies and inventories property, prepares and maintains property records, maintains stores, disposes of property, performs property utilization studies, and carries out reporting functions and warehousing. Maintains, allocates, and manages BLM and GSA vehicle fleet assigned to the Field Office/Zone. Processes all vehicle reports. Prepares rental and loan agreements.

4. Procurement and Finance. Processes all procurement and financial transactions within Field Office/Zone authority. Prepares purchase orders, and other purchase documents within the authority delegated to the Field Office/Zone. 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 when contracts are beyond Field Office/Zone authority. Handles receipts, disbursements, and billings for the Field Office/Zone.

5. Support Services. Prepares correspondence and provides clerical assistance. Provides reproduction and duplicating services, communications, 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. Prepares travel authorizations/vouchers. Maintains the change-making fund and ensures employees are properly designated to handle funds.

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6. Information Resources Management. Coordinates and manages Field Office/Zone automation programs and activities. This includes technical user support, IT security, data security, and data administration. Functions will be similar to those performed at the State Office level, but will be focused on Field Office/Zone systems and operations. Functions may be combined in one position which will (1) coordinate data standards, ownership, security, and quality control; and (2) provide user support for all equipment, operations, maintenance, assistance, training, and data base management.
7. Records Administration/Information Access. Maintains and manages Field Office/Zone records. Identifies records automation needs and maintains a central records file in accordance with the Bureau's filing and records management system. Monitors parallel operations of the detached offices to assure these systems are effective and meet requirements. Furnishes files and related information to other staffs and individuals on request. Maintains manual releases, directives, periodicals, and similar materials. Files and maintains the master title and other use plats received from the State Office. 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.
8. Safety. Leads Field Office safety program and directs activities of the safety committee. Prepares the Continuity of Operations Plan (COO Plan), completes safety inspections of Field Office/Zone facilities and operations. Provides assistance with OWCP Claims, accident paperwork, and the Safety Management Information System (SMIS). Location of the safety functions varies by Field Office. Oversight and assistance to safety activities often is centered in the Division of Support Services. Direction for the Field Office safety program comes from the Field Manager.
9. Evaluation. Participates in formal evaluations. Coordinates Field Office evaluation system including establishing a follow-up file for each evaluation report received from the SD or prepared as a result of internal Field Office/Zone evaluations. Evaluates recommendations on work flow, office layout, communications, and other management improvements within the Field Office/Zone.
10. Cooperative Relations. Advises and assists Field Office/Zone manager in the development and dissemination of program information. Maintains cooperative relationships with private and governmental groups related to on-going business management matters. Serves as initial point of public contact in the Field Office/Zone and handles routine inquiries and over-the-counter information services.
11. 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).
12. Project Planning. Maintains communication and coordination with Field Office/Station and Zoned 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 five year easement acquisition plans.
13. 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 Facility Asset Management System (FAMS) for the Field Office/Zone.
14. 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.
15. 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, and range improvement projects to assist managers on projects included in the approved AWP.

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16. Maintenance. Maintains all facilities based on needs and priorities identified by the Field Office/Zone. 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/Zones. Provides for cleanup of roadsides and dump sites located within the Field Office/Zone based on AWP schedules.

17. Hazard Reduction. Conducts hazard reduction activities relating to dam safety and other physical hazards as listed in the approved AWP or as requiring immediate attention.

18. Equipment. Manages and maintains Bureau owned heavy equipment in the Field Office/Zone. Evaluates equipment utilization and organization to determine proper maintenance levels, disposal needs, and acquisition plans.

19. Contract Services. Analyzes staffing and technical expertise capabilities in relation to AWP commitments. Prepares technical design and specifications for all construction and maintenance contracts, and assures that qualified CORs and Project Inspectors are available.

C. Variations.

1. Billings Field Office (MT-010). Support staff functions are located within the Field Manager's Staff. Force account functions and GIS functions are located within the Division of Resources.

2. North Dakota Field Office (MT-030). Operations functions in Dickinson are performed by the Field Manager's staff.

.44 Division of Lands and Renewable Resources.

A. (See .42, Common Responsibilities)

B. General Responsibilities. The Assistant Field Manager, Division of Lands and Renewable Resources, is directly responsible to the FM/AFM for providing leadership and coordination of Field Office/Zone resource programs. The primary responsibilities of the division are (1) to prepare diverse analytical products especially where an interdisciplinary approach or program guidance is required, (2) to review and evaluate resource technology and procedures and recommend and prepare changes to meet objectives, (3) to provide support for planning, subactivity budgeting, and program continuity, (4) to provide technical assistance in resource program functions where technical knowledge or support is requested, (5) to provide staff review and evaluations as assigned, (6) to identify training needs and provide appropriate guidance through assistance and training, and (7) to provide quality control and establish standards. The amount and mix of resource specialist varies depending on the type and extent of work conducted in the areas managed by the Field Office and the staffing in those locations.

C. 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 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 FM 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. Ensures that Field Office personnel apply the technical standards, instructions and guidelines in carrying out the Bureau's on-the-ground programs. Reviews and evaluates on a periodic basis work accomplishments to ensure technical adequacy and compliance with Bureau directives and guidelines. Ensures program consistency between offices.

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4. Program Technical Support. Assists as directed by management to:
 - a. Carry out specific assignments through the loan of scarce skills,
 - b. Provide advice, consultation, and guidance on technical resource matters, long-range plans and other resource management and use activities,
 - c. Serve as needed on interdisciplinary teams created to work on resource related projects such as EIS's, EA's, and RMP's for either local or regional resource projects, either at the Field Office or Field Station level,
 - d. Provide technical program direction, support, and training for resource monitoring procedures, and
5. Airshed. Provide technical guidance and assistance in analyzing, studying, and planning for airshed management.
6. Lands/Realty Management. Provide technical guidance and assistance in preparing rights-of-way, special land use permits, other land use authorizations, land title transfers, withdrawals, and other actions. Process such lands cases as may be assigned to the division. Processes applications for disposal, permit, or other land use authorizations. Initiates appropriate land tenure adjustments including proposed withdrawals, revocations, and Bureau motion classifications. Provides data and assistance on handling lands cases as may be assigned to the Branch of Land Resource (MT-924). Initiates appraisal requests for land cases. Performs inspections to assure compliance with authorization stipulations. Identifies and prepares route analysis and justification for Bureau access.
7. Access/Easement Acquisition. Conducts and assists with field work and process all acquisitions. Coordinates all appraisal requests for access needs. Provides assistance in compiling data for route analysis.
8. Forestry/Forest Management. Processes applications for permits, Rights of Ways, R&PP leases and patents, 2920 leases and permits or other land use authorizations within the Field Office. Initiates appropriate land tenure adjustments including exchanges, sales, land acquisitions such as LWCF, proposed withdrawals, revocations and Bureau motion classifications within the Field Office. Provides data and assistance on handling such lands cases as may be assigned. Initiates appraisal requests for lands cases. Performs inspections to assure compliance with stipulations and resolve lands trespass cases. Identifies and prepares route analysis and justification for Bureau access.
9. Range/Range Management. Provide technical guidance and assistance in managing rangeland resources. Assist in preparing for grazing appeals and hearings. Assist with livestock use adjustments, licenses, permits and leases, transfers of grazing privileges, exchange-of-use agreements, standards for rangeland health evaluations, use supervision, and allotment management plan development, and evaluation in terms of reaching objectives.
10. Watershed/Watershed Management. Provide technical guidance and assistance on watershed (including soils, water, and vegetation) matters. Conduct studies and prepares reports as assigned.
11. Wildlife/Fisheries/Endangered Species. Provide Wildlife, Fisheries, Endangered Species, and Habitat Management, technical guidance, and assistance on species and habitat management efforts. Analyze and make recommendations concerning the maintenance of cooperative agreements requirements. Assure Threatened and Endangered Species Act, Section 7, consultation.
12. Riparian Management. Assist in coordinating riparian programs.
13. Weeds. Provides coordination, advisory and quality control for weeds projects.
14. Soil, Water and Air Management. Conducts studies, data collection, and planning. Implements decisions dealing with protection or enhancement of these resources. Identifies special maintenance needs.

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15. Research and Development. Analyzes the need for and recommends special research and study projects. Conducts or coordinates significant and Field Office/Zone 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. Coordinates preparation of research and development proposals for resource management needs and develops required supporting documentation. Coordinates implementation of approved research/development proposals including necessary monitoring and feedback mechanisms.

D. Variations.

1. Billings Field Office (MT-010). Lands and Renewable Resources functions are located within the Division of Resources.

2. Butte Field Office (MT-070). The Butte Division of Lands and Renewable Resources also includes solid minerals functions.

3. Dillon Field Office (MT-050). The Dillon Field Office is organized into a Division of Renewable Resources and a Division of Non-Renewable Resources.

4. Lewistown Field Office (MT-060). Lands and Renewable Resources functions are located within the Division of Resources.

5. Miles City Field Office (MT-020). The Division of Renewable Resources does not include Nonrenewable Resources (Realty, Recreation, Wilderness, Cultural, and Paleo). These functions are in the Division of Minerals and Nonrenewable Resources.

.45 Division of Non-Renewable Resources.

A. General Responsibilities. The supervisor of the Division of Non-Renewable Resources is responsible for providing direction and coordination of the Field Office non-renewable resource programs. The primary responsibility is to: 1) supervise division personnel in order to implement Bureau non-renewable programs for all Bureau managed resources within the geographical area of responsibility in a manner consistent with the priorities and funding, and 2) as needed, represent the Bureau to the public in a manner that provides quality and timely service, understanding of Bureau actions, and accomplishments for the programs.

B. Program Responsibilities.

1. Program Implementation. Cause action to be taken and perform tasks that aid the completion of the office priorities and goals for the various Bureau programs within the jurisdiction of the office.

2. Inventories. Performs resource inventories, monitoring, and uses data for the management of resources as input into the planning system. Identifies needs beyond capability and requests assistance from the State Office for alternate methods of gathering inventory data.

3. Resource Planning/Environmental Analysis. Prepares and implements land use plans to provide a multiple use decision making process. Leads in public participation for planning efforts. Develops activity plans as needed. When assigned, participates in preparation of environmental analysis report studies or environmental impact statements where construction or engineering expertise is required.

4. Project Planning/Inspection. Plans projects for resource development, protection, or enhancement. Determines feasibility and develops individual project plans for surface resource facilities. Where appropriate, forwards this information to the Zone staff for development of job plans. Approves final job plans developed by the Zone staff prior to inclusion in the AWP. Inspects contractor work to assure compliance with all facets of the contract, in conjunction with Zone personnel. Identifies needs and priorities for the hazard reduction and sign programs.

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5. Program Development. Assess local, regional, and national resource needs, goals, and priorities. Relates these to public service, commodity production, and resource management objectives on a long and short term basis. Coordinates with other agencies and organizations having responsibility for resource management to foster an effective interchange of ideas, data, services, equipment, and skills.
6. Program Monitoring. Reviews programs and advises the Field Manager on probable adjustments and changes in individual programs. Recommends solutions regarding issues of special concern or difficulty.
7. LUP Implementation. Prepares and implements resource management plans and programs in accordance with planning decisions.
8. Recreation and Wilderness Management and Operation. Manages all recreation activities within the area of jurisdiction. Processes and issues recreation use authorizations. Carries out inventories and studies. Determines need, level and priority for the operation and maintenance of developed and undeveloped sites. Determines priorities and need for visitor management, safety, visual protection in all site development, operation, and maintenance. Manages proposed, designated, or wilderness study areas to preserve wilderness values. Provide technical guidance and assistance for authorizations for recreation use (permits); all phases of recreation site management that affect visitor experiences, recreation inventories and studies; and management plans. Manages all recreation activities in the area. Processes and issues recreation use authorizations. Determines need, level and priority for the operation and maintenance of developed and undeveloped recreation sites. Determines priorities and need for visitor management, safety, cultural and visual protection in all recreation site development, operation, and maintenance. Checks to assure compliance with stipulations. Manages proposed or designated wilderness areas to preserve wilderness values.
9. Cultural Resources and Paleontological Management. Requests and/or provides inventory of cultural resources as part of land use authorizations and activity planning. Recommends areas for special status due to cultural or historical values. Works with State Historic Preservation Office to carry out the goals of the program. Maintains contact with tribal entities related to AIRFA and treaty rights. Provides technical guidance and assistance for archeological, cultural, and historical inventories and studies; and management plans. Assures compliance of the National Historic Preservation Act, Section 106. Carries out inventories and studies. Determines priorities and need for cultural and visual protection. Checks to assure compliance with stipulations.
10. Minerals Management. Recommends leasing for oil and gas and other minerals. Process material sales, free use permits, and seismic notices of intent. Performs inspections to assure compliance to assure compliance with stipulations. Is responsible for mineral reports and surface compliance (3809).
11. Environmental Assessment. Analyzes environmental impacts of actions proposed. Obtains assistance where special expertise or addition work force is needed. Documents decisions resulting from environmental analyses. Ensures mitigation measures contained in the analysis records are made part of authorizations. Implements on-the-ground mitigation measures. May participate in interdisciplinary work on other office assessments and review of other agency assessments.
12. Trespass. Identifies non-renewable resource trespass, determines liability, and initiates and process all trespass abatement actions within the limits of authority. Provides data and support for any trespass litigation.
13. Public Contact. Serves as on-the-ground contact for a variety of resource users to discuss Bureau initiatives, and resolve problems and conflicts.
14. Cooperative Relations. Coordinates programs with appropriate counterparts in other agencies. Identifies need for and develops local cooperative agreements for joint resource management with other entities. Represents the Bureau at meetings of local groups and organizations, and special purpose meetings.
15. Sign Program. Designs, installs, and maintains signs based on resource plans, and program and public land user needs.

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16. Hazardous Material. Provide guidance and assistance in managing hazardous materials and complying with applicable laws, including emergency response.

C. Variations.

1. Billings Field Office (MT-010). Non-Renewable Resources functions are located within the Division of Resources.

2. Butte Field Office (MT-070). Engineering and Cartography (GIS) functions are located within the Division of Non-Renewable Resources.

3. Dillon Field Office (MT-050). Engineering and Cartography (GIS) functions are located within the Division of Non-Renewable Resources.

4. Lewistown Field Office (MT-060). Non-Renewable Resources functions are located under the Division of Resources.

5. Miles City Field Office (MT-020). The Division of Minerals and Non-Renewable Resources includes Realty functions.

6. Missoula Field Office (MT-100). The engineering function is located within the Division of Non-Renewable Resources.

.46 Division of Mineral Resources.

A. (See .42, Common Responsibilities)

B. General Responsibilities. The Assistant Field Manager for Minerals is directly responsible to the FM/AFM for providing leadership and coordination of federal and Indian minerals programs. The general responsibility of the division is (1) to prepare diverse analytical products especially where an interdisciplinary approach is required, (2) to review and evaluate mineral 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 Field 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.

C. 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 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 FM 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. Ensures that Field Office personnel apply the technical standards, instructions and guidelines in carrying out the Bureau's on-the-ground programs. Reviews and evaluates on a periodic basis work accomplishments to ensure technical adequacy and compliance with Bureau directives and guidelines.

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4. Program Technical Support. Assists as directed by management to: Carry out specific assignments through the loan of scarce skills. Provides advice, consultation, and guidance on technical resource matters, long-range plans and other resource management and use activities. Serves as needed on interdisciplinary teams created to work on resource related projects such as EIS's, EA's, and RMP's for either local or regional resource projects, either at the Field Office or Field Station level. Provide technical program direction, support, and training for resource monitoring procedures. Facilitate program execution with special emphasis in:

5. Inspection and Enforcement. Ensures that all high priority leases are inspected annually, and that proper handling of produced fluid and solid minerals is in compliance with laws, regulations, written orders, and approval stipulations. Conducts production accountability inspections and notifies the Minerals Management Service of irregularities. Issues notices of noncompliance as necessary. Ensures that the Automated Fluid Minerals Support System (AFMSS) is kept up to date with all inspections and other lease operations.

6. Fluid Minerals Operations. Provides timely technical assistance and review of proposals for federal or Indian lease operations.

a. Applications for Permit to Drill. Ensures that all interdisciplinary reviews are timely completed, and that the APDs meet the requirements set forth in regulations and operating orders.

b. Sundry Notices. Ensures that all sundry notices are timely reviewed and processed, and that they are technically adequate and comply with existing regulations.

c. Lease Terms. Ensures that all active leases are reviewed to determine if they should be extended or terminated in accordance with lease requirements or regulations.

7. Reservoir Management. Ensures that all federal and Indian minerals are protected from drainage, and that Indian leases are diligently developed.

a. Drainage. Provides technical geologic, engineering, and economic analysis in making drainage determinations, and issues a demand letter detailing protective options. Notifies the state office, or the appropriate BIA office, of potential drainage of unleased minerals.

b. Indian Diligence. Ensures all Indian leases are diligently developed through geologic, engineering, and economic analyses.

c. Communitization Agreements. Ensure communitization agreements are approved when needed to protect correlative rights.

8. Solid Minerals Operations. The solid minerals functions include actions which pertain to mineral resource inventory and availability, and to regulating the exploration and production of solid mineral resources. Development of solid minerals is authorized by various laws which allow for the sale, leasing, or location of mineral deposits depending on the commodity.

a. Mineral Materials. Develops mineral materials through competitive and noncompetitive sales or provide them without cost to other government entities. Inventories sand, gravel and common variety deposits; processes use authorizations with environmental analysis and stipulations; and inspects operations to ensure compliance with development and reclamation stipulations.

b. Locatable Minerals. Administers 3809 Surface Management of Mining Claims. Reviews notices, approves plans of operation, and cooperates with Department of State Lands on approvals, bonding, and inspections. In addition to the 3809 program, performs validity and patent examinations of claims and prepares mineral reports for validity, patent, surface occupancy, withdrawal, land exchange, and special projects.

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D. Variations.

1. Billings Field Office (MT-010). Mineral Resource functions are assigned to the Miles City Field Office, Division of Minerals and Non-Renewable Resources.
2. Butte Field Office (MT-070). The fluid minerals functions are assigned to the Great Falls Oil & Gas Field Station, Montana State Office.
3. Dillon Field Office (MT-050). Oil and Gas Applications for Permit to Drill are approved for the Dillon Field Office by the supervisor of the Great Falls Oil and Gas Field Station. Oil and Gas geophysical exploration operations in the Dillon Field Office are approved by the Dillon Field Manager.
4. Lewistown Field Office (MT-060). The fluid minerals, I&E, operations and functions are assigned to the Great Falls Oil & Gas Field Station, Montana State Office. Support is provided by the Division of Resources on NEPA, planning and environmental regulatory compliance (ESA, NHPA, etc.).
5. Miles City Field Office (MT-020). Nonrenewable Resources functions are located within the Division of Minerals and Nonrenewable Resources. The Miles City Field Office handles oil and gas minerals functions for the Billings Field Office.
6. North Dakota Field Office (MT-030). Coal responsibilities are located within the Field Manager's Staff. Responsibilities for Oil and Gas Inspection and Enforcement for the South Dakota Field Office are located within the North Dakota Field Office Division of Minerals.

.47 Division of Fire ManagementA. General Responsibilities (See Common Responsibilities of Key Field Office Officials)

1. The Fire Management Officer, Division of Fire Management, is directly responsible to the FM/AFM 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 Field 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 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 FM 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 Field Office personnel apply the technical standards, instructions and guidelines in carrying out the Bureau's on-the-ground programs. Reviews and evaluates on a periodic basis work accomplishments to ensure technical adequacy and compliance with Bureau directives and guidelines. Insures program consistency between offices/divisions.

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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 EIS's, EA's, and RMP's for either local or regional resource projects, either at the Field Office or Field Station level. Provide technical program direction, support, and training in support of the fire and aviation programs. Facilitate program execution with special emphasis in:
 5. Fire Suppression Develop fire plans. Conducts initial attack and extended attack fire suppression work necessary to control wild fires in the Field 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).
 6. Prescribed Fire. Provide plans with the guidance and assistance of the field 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 of 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. 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.
 13. Environmental Analysis. When assigned, participates in preparation of environmental analysis report studies or environmental impact statements where fire expertise is required.
 14. Research and Development
 - a. Analyzes the need for and recommends special research and study projects. Conducts or coordinates significant and Field 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.

C. Variations.

1. Billings Field Office (MT-010). The Division of Fire Management was established as an Initial Attack Fire Zone and includes the Billings Interagency Dispatch Center, air tanker base, and the engine crews stationed in Billings and Bridger.

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2. Butte Field Office (MT-070). Suppression activities are either contracted out or provided under agreement with the U.S. Forest Service.

3. Dillon Field Office (MT-050). Fire suppression activities are provided under agreement with either the U.S. Forest Service or the Montana Department of Natural Resources and Conservation.

.48 Monument Staffs. There are two monument staffs in Montana/Dakotas. Their responsibilities are outlined below.

A. (See .42. Common Responsibilities)

B. Pompeys Pillar National Monument Staff (MT-012). This staff consists of the Monument Manager and several seasonal employees.

C. Upper Missouri Breaks National Monument Staff (MT-066). Staff from several sources were combined as a means of improving coordination and communication for the Upper Missouri Breaks National Monument. Other staff specialists work occasionally in monument, but are not part of this staff.

.49 Field Stations. Each office has a supervisory position (non-line management) and an office support/reception position.

A. (See .42. Common Responsibilities)

B. General Responsibilities. The head of the Field Station is also an Assistant Field Manager (AFM). For the purposes of this document, the AFM will be called the Field Station Manager (FSM). The FSM is the principal contact in the Field Station and is responsible for management of the Field Station. The primary responsibility of the FSM is to (1) Supervise Field Station/Zone personnel in order to implement Bureau programs for all Bureau managed resources within the Field Station in a manner consistent with priorities and funding, (2) represent the Bureau to the public in a manner that provides quality public service, understanding, and proper accomplishment of Bureau programs.

C. Program Responsibilities.

1. Glasgow Office (MT-092). This office performs the same function as the Malta Field Office, Division of Resources, where the expertise exists as it is an extension of the Division located at a remote location to enhance customer service. The exact function may change from time to time as the resource management emphasis changes and the skills within the office change. The station supervisor reports to the Field Manager, and consults and coordinates station activities with the Field Office Division supervisor.

2. Havre Office (MT-093). This office performs the same function as the Malta Field Office, Division of Resources, where expertise exists as it is an extension of the Field Office Divisions located in a remote office to enhance customer service. The exact functions may change from time to time as the resource management emphasis changes and the skills within the office change. The station supervisor reports to the Field Manager, and consults and coordinates station activities with the Field Office Division supervisor.