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DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

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1-211

Date
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Subject

1212 - State and Field Offices

1. Explanation of Material Transmitted: This release supplements BLM Manual 1212 as it relates to the Colorado Organization Structure and Functions.
2. Reports Required: None.
3. Material Superseded: The material superseded by this release is listed under "REMOVE" below and includes the following Colorado State Office BLM Manual Supplements: 1212 State, District, and Resource Area Offices; H-1212-1 Quality Control; H-1212-2 Colorado State Office; H-1212-3 Colorado District and Resource Area Offices; and 1213 Organization Structure and Functions.
4. Filing Instructions: File as directed below.

REMOVE

CO Manual Supplement 1212
(Release 1-203, dated 1/6/88)
(Total: 6 Sheets)

CO Manual Supplement H-1212-1
(Release 1-200, dated 7/8/87)
(Total: 7 Sheets)

CO Manual Supplement H-1212-2
(Release 1-202, dated 1/5/88)
(Total: 12 Sheets)

CO Manual Supplement H-1212-3
(Release 1-204, dated 1/28/88)
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CO Manual Supplement H-1212-3
(Release 1-205, dated 4/4/88)
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CO Manual Supplement H-1212-3
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INSERT

CO Manual Supplement 1212
(Release 1- 211)
(Total: 87 Sheets)

Signed by:
Douglas M. Koza
Associate State Director

Authenticated by:
Adrian Caufield
Branch of IRM & Access

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.01

.01 Purpose. This supplemental Manual Section describes the functions, roles, and responsibilities of the Colorado State Office, Field Offices, and Centers.

.02 Objectives. The objective is to outline the functional and organizational framework within which Colorado BLM offices are structured, managed, and operated.

.03 Authority.

A. Departmental Manual 135 Chapter 4.

.04 Responsibility.

A. State Director. The State Director is the principal BLM line official at the State level and is directly accountable to the Bureau Director. The State Director formulates policy within limits delegated by the Director, directs activities within the State, renders decisions, and provides support to the Field Managers when necessary to enhance Field Office efficiency and effectiveness. The State Director is responsible for approving any organizational change which moves functions between organizational units, adds or deletes functions, or in any way changes the organizational structure of an office.

B. Field Manager. The Field Manager is the principal Bureau line official at the Field Office level and is generally directly accountable to the State Director (except for La Jara and Saguache Field Managers who report to the Front Range Center Manager). The Field Manager directs all resource program activities within the Field Office, carries out BLM policies and renders decisions within his or her geographic area of responsibility as delegated. The Field Manager makes most multiple use decisions concerning on-the-ground management.

C. Center Manager. The Center Manager provides support to Field Managers for designated regional responsibilities and is directly accountable to the State Director. Regional responsibilities include fire suppression, promoting Service First activities, partnerships, and coordinating with other agencies and organizations. The Front Range Center Manager is the first line supervisor for BLM issues in the San Luis Valley.

.05 References.

A. BLM Manual 1203 - Delegation of Authority.

.06 Policy. It is the policy of the BLM to operate its organizational units in the most efficient and effective manner possible.

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.07

.07 File and Records Maintenance.

A. Organization charts, boundary location files, and reorganization studies providing detailed descriptions and graphic illustrations of the arrangement and administrative structure of functional units of the BLM Colorado are permanent archival records (see BLM Records Schedule 16/18a(1)). The records are non-public (Records Access Category 3) and are releaseable only through a Freedom of Information Act request. The Table of Organization Chart of the current organization is a public record (Records Access Category 1) as long as the individual listings of law enforcement personnel have been removed.

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.1 Management. The BLM utilizes a variety of participative methods such as committees and teams in developing policies, setting priorities, and making decisions to ensure goals and objectives are met.

.11 State Management Team (SMT). The Colorado SMT consists of the State Director, Associate State Director, Deputy State Directors, Field Managers, and Center Managers. The SMT meets on a regular basis and advises the State Director on a variety of BLM programs and issues through participatory management and consensus decisions. The SMT provides a communication and coordination link to promote the corporate agenda, collaborative leadership, and operation of common goals.

.12 Operating Management Methods. Within the delegated authorities and assigned roles, functions, and responsibilities, the following operating management methods are used to manage and direct all BLM activities within Colorado.

A. Participative Management Approach. This style of management encourages employees to provide input and take an active part in assisting managers in reaching decisions. Managers remain responsible for reaching complex decisions, supervising the organization, coordinating all program functions and for major transactions. All line and staff managers are involved in the priority setting and decision making process.

B. Interdisciplinary Approach to Resource Management. This method is used to ensure that all resources are fully represented and integrated in a balanced manner during multiple use planning and decisions.

C. Workload Based Organization. Analyses of workload, levels of intensity, priorities, and risk are used in making decisions, allocating positions and dollars, and implementing organizational objectives based on need and budget. Scarce skills will be located wherever most practical based on need.

D. Cooperative Relationships with Customers. Cooperative relationships will be developed with all customers, public land users and external entities to ensure actions are responsive to identified public needs and future demands. It is the responsibility of all employees to enhance the public perception of the BLM through professional, high quality and competent actions.

E. Program Leadership. Program Leaders direct their program area through technical guidance, review, quality control, and professional expert assistance. They describe, forecast, and coordinate future program work based on land and resource management needs and opportunities.

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.2 BLM Colorado Organization. This section describes the functions, roles, and responsibilities for all organizational units within BLM Colorado.

.21 Colorado State Office Functions. This section describes the functions, roles, and responsibilities for all organizational units within the Colorado State Office.

A. Office of the State Director

1. General Responsibilities

The State Director is the principal Bureau official at the State level. Using applicable laws, regulations, delegations, directives, and other guidelines or boundaries, the State Director assures all necessary activities involving the management of lands and resources within the State's jurisdiction are performed. The State Director advises and assists the Director and Director's staff on the State's responsibilities regarding public land and general resource matters.

The Associate State Director has a shared responsibility with the State Director to accomplish Bureau objectives at the State level. In partnership with the State Director, the Associate forms and implements authorized State level policies and programs. The Associate has delegated authority from the State Director to perform various assigned functions. Routinely, the Associate provides day-to-day coordination and direction of State activities. In the State Director's absence, the Associate assumes the role of the State Director and performs duties expected of that position.

2. Program Responsibilities

a. Equal Employment Opportunity

(1) Develops, plans, and implements the State Equal Employment Opportunity Affirmative Action Program.

(2) Provides guidance, advice, and technical assistance in the planning, formulation, and implementation of sound and progressive policies, goals, and actions regarding components of the State EEO Program and those programs with which the EEO Program interfaces.

(3) Evaluates employment patterns and practices to identify current or potential problem areas and initiates actions to strengthen the program where deficient.

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- (4) Develops innovative methods for the adoption of actions designed to increase the numbers of minorities, women and handicapped in non-traditional occupations and grades; utilizes fully the skills of minorities, women, and handicapped in all special employment and training programs.
- (5) Develops statistical and narrative reports on employment trends and minority/female/handicapped occupational representation, promotions, and accessions; provides EEO training; ascertains progress, identifies deficiencies, and makes recommendations to management.
- (6) Provides program direction and assistance to the State Women's Program, Hispanic Employment Program, Black Employment Program, EEO counselors, and various EEO related committees and programs.
- (7) Advises the State Director, managers, and supervisory personnel on the special employment concerns of minorities/women/handicapped in the State, and on all matters related to equality of opportunity.
- (8) Provides positive assistance to the Branch of Human Resources in achieving recruitment goals set by the Federal Equal Opportunity Recruitment Program (FEORP) through active community outreach and other means.
- (9) Provides for resolution of complaints of discrimination in an efficient and equitable manner using informal procedures whenever possible.

b. Office of External Affairs

- (1) Establishes and maintains effective working relationships to facilitate two-way communication with state and local governments, congressional delegations, constituent groups, and news media.
- (2) Supports the Directorate and Department by writing or editing briefing papers, fact sheets and early alerts pertinent to BLM Colorado issues and situations.
- (3) Serves as coordinator to all Colorado offices and staffs for general interest publications. Provides policy and guidance, assists in product design and development, and assures quality control.
- (4) Responsible for the design, conformance to established Bureau policy and standards, and quality control for all information developed on internal and external internet web sites.

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(5) Prepares or reviews all responses to inquiries from members of Congress and State Governors.

(6) Monitors the quality and acceptability of public information services for readability, understanding, and reaction to published, audiovisual, and direct personal presentations.

(7) Disseminates information through news media releases, brochures, and maps; schedules appearances by the State Director or designated representative. Writes speeches, talking points, and develops Powerpoint presentations for the State Director and Directorate as appropriate.

(8) Maintains mailing lists and photo database for user and interest group outreach programs and requests by the media or headquarters offices.

(9) Provides internal communications through the publication and distribution of newsletters and other informative materials within the organization.

(10) Monitors state and federal legislative developments and reports on items of Bureau concern to involved offices of the Bureau organization. Assists in writing legislation and preparing testimony on Colorado issues.

(11) Assists managers with strategic planning and actions to defuse public crisis, controversial, or sensitive situations.

(12) Provides oversight of Colorado's Resource Advisory Councils including coordination with the Washington Office and state government.

c. Law Enforcement Staff

(1) Provides technical guidance and operational assistance to Field Offices and the State Office in law enforcement investigations.

(2) Provides technical guidance in the statewide BLM resource protection program which includes appropriate long-range planning, budget formulation, case reporting, data collection and management, and evaluation of program results.

(3) Determines needs and negotiates cooperative agreements and contracts for law enforcement assistance with other federal, state, and local agencies.

(4) Develops and provides law enforcement training for BLM employees.

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(5) Develops guidelines relating to unauthorized use of public land where criminal sanctions are merited.

B. Division of Resource Services

The Division of Resource Services provides leadership, technical and policy assistance, special expertise, and coordination in all aspects of integrated resource and ecosystem management. The Division provides interpretation of National policy and facilitates and coordinates implementation of that policy; communicates policies internally as well as outside the organization; and, monitors and evaluates program effectiveness. The Division also provides a statewide or regional focus for public land resource management issues, promotes initiatives to increase customer service, operational effectiveness and quality of resource stewardship, and supports or manages statewide or multi-jurisdictional efforts on public lands in Colorado. In addition, the Division performs specified operational work and provides certain support functions and scarce skills.

Promote Service First Initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. General Division Responsibilities

a. Collaboration and Cooperation

Promotes collaboration among BLM offices at the State and national levels and among federal, state, and local agencies, tribes, and non-governmental stakeholders to ensure the maximum cooperation in pursuit of integrated or ecosystem management across jurisdictional lines. Provides direct operational service, guidance and support through scarce skills and by securing information, assistance, outside funding or other resources necessary to assist Field Offices in achieving resource management goals. Provides scarce skills support when it is determined that centralizing a given skill is in the best interest of the entire State organization (an example is the water rights coordinator). There may be a need to provide short-term scarce skills until capability is available elsewhere in the organization. Collaborative efforts may result in memorandums of understanding, agreements, partnerships, and ad hoc committees.

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b. Communication and Information Sharing

Share and transfer information among Field Offices, State Offices, and the Washington Office. Assures that outside individuals and groups know what we are doing. Constantly improve communications with all stakeholders in public land management. Supply essential information, such as replies to memoranda and congressional inquiries. Promotes and utilizes information sharing via the Internet and automated means. Serves as liaison with the national office on workload, policy and other issues and acts as an intercept or buffer to allow Field Offices to remain focused on operational activities. Provide the principle point of contact with state agencies, other BLM State and National Offices, federal agencies and statewide and regional/national organizations.

c. Policy Direction and Guidance

Develops and provides sound policies, direction, and guidance for resource management programs related to lands, minerals, and natural and cultural systems for public lands in Colorado. Make substantive contributions to the development of national policies on various resource issues.

d. Technical Assistance, Training and Guidance

Provides technical assistance, procedural guidance, and training to ensure that the highest quality of expertise is available to all levels of the organization. Assures that information pertaining to scientific developments, process improvements, automated applications, and effective tools or strategies for accomplishing work is readily available to Field Managers and staff.

e. Monitoring and Quality Assurance

Conducts evaluations of Field Office units to determine program accomplishments, highlight innovative or successful applications, determine compliance with applicable directives, and resolve deficiencies. This can be done through technical assistance and support, evaluations, and reviews. Monitors statewide program effectiveness to ensure that AWP commitments and BLM strategic goals are met and to identify changing priorities, needs and opportunities.

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f. Strategic Planning and Budget

Provides leadership and vision for statewide efforts. Identifies statewide priorities, workload, and budget needs or opportunities, to the budget team and works to resolve differences between Field Offices and headquarters. Establish strategic plans or identifies process changes, new policies, or other strategies to meet future program or land health needs. Proactively identifies future needs through the budget process.

2. Branch of Social and Cultural Resources

a. General Responsibilities

The Branch of Social and Cultural Resources provides leadership, policy direction, technical assistance, special expertise, coordination, and operational support in all aspects of outdoor recreation, wilderness and cultural resource management, as well as the planning and environmental processes. Some staff members serve as senior advisors for these social and cultural resource specialities to the State Director and Field Managers and their employees. As program leads or senior specialists, they also coordinate assigned resource programs with Washington Office staff, and other federal and state land managing agencies, industry and related publics, including representatives of local governments, environmental organizations, and specific user constituencies and interest groups.

b. Program Responsibilities

(1) Technical Assistance is delivered for:

- (a) Recreation Management (benefits based management, byways, rivers (including Wild and Scenic), trails (Off Highway Vehicles (OHV) and mountain biking), special recreation permits, caves);
- (b) History;
- (c) Wilderness;
- (d) Cultural Resources;
- (e) Interpretation and Environmental Education (WOW, take-a-kid fishing, etc.);
- (f) Economic Assessment;
- (g) Social Assessment;
- (h) Planning (development, implementation, and maintenance for Resource Management Plans (RMPs) and other plans);
- (i) Environmental Assessment and Protection;
- (j) GIS Applications;

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- (k) Partnerships, grants and volunteers;
- (l) ABC Management.

(2) State Program Leadership is provided in:

- (a) Recreation (1220);
- (b) Wilderness (1210);
- (c) Cultural Heritage (1050);
- (d) Planning and National Environmental Policy Act (1610).

(3) National Program Leadership is given for:

- (a) Interpretation;
- (b) Wilderness Management and;
- (c) National Historic Trails.

(4) Operational Support/Responsibility is provided for:

- (a) History;
- (b) Cultural Resource Permitting;
- (c) Statewide Recreation, Wilderness, and Cultural Maps and Brochures Layout;
- (d) Other Agency Environmental Document Review; and;
- (e) Recreation Management Information System (RMIS).

3. Branch of Natural Resources

a. General Responsibilities

The Branch of Natural Resources provides leadership, policy direction, technical assistance, special expertise, coordination, and operational support in all aspects of biological-based surface resources, such as soil, water and air, rangeland, forestry and wildlife habitat. Some staff members serve as senior advisors for these biological resource specialities to the State Director and Field Managers and their employees. As program leads or senior specialists they also coordinate assigned resource programs with Washington Office staff, and other federal and state land managing agencies, industry and related publics, including representatives of local governments, environmental organizations, and specific user constituencies and interest groups.

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b. Program Responsibilities

(1) Technical Assistance is delivered for:

- (a) Rangeland Management, Range Improvements, and Wild Horse and Burro Management;
- (b) Wildlife and Fisheries Management, Endangered Species Management, and Animal Damage Control;
- (c) Riparian Management, Hydrology, Water Quality and Watershed Management;
- (d) Water Rights Acquisition and Management, Air Quality Resources, and Hazardous Materials Management;
- (e) Soils Science, Salinity, Forest Health and Management, and Ecology;
- (f) Botany, Weed Management, Pesticide Management, and Public Land Health Assessments;
- (g) Emergency Fire Rehabilitation.

(2) State Program Leadership is provided in:

- (a) Soil, Water, and Air Management (1010);
- (b) Rangeland Management (1020);
- (c) Forest Management (1030);
- (d) Riparian Management (1040);
- (e) Wild Horse and Burro Management (1060);
- (f) Wild Life Management (1110);
- (g) Fisheries Management (1120);
- (h) Threatened and Endangered Species Management (1150);
- (i) Hazardous Materials Management (1640);
- (j) Central Hazardous Materials Fund (2640);
- (k) Emergency Fire Rehabilitation (2832);
- (l) Adopt-A-Horse (5200);
- (m) Forest Ecosystem and Health and Recovery Fund (5900);
- (n) Range Improvements (8100/8200);
- (o) Natural Resource Damage Assessment (9210);
- (p) Forest Health and Disease Control (9620).

(3) National Program Leadership is given for:

- (a) Pesticide Use Proposal Approval.

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(4) Operational Support/Responsibility is provided for:

- (a) Pesticide Use Permitting;
- (b) Water Rights Filings;
- (c) Adoption of Wild Horses at Adoptions Related to Colorado Gathers;
- (d) Operation of the Wild Horse and Burro Data Base;
- (e) Operation of the Wild Horse and Burro (WHB) Prison Training Program;
- (f) Colorado's Part of the National Program of Transshipping WHB's to Eastern Adoptions;
- (g) Adoption of WHB's at the Prison Facility and Other Non-gather Related Adoptions.

4. Branch of Solid Minerals

a. General Responsibilities

The Branch of Solid Minerals provides leadership, policy direction, technical assistance, special expertise, coordination, and operational support in all aspects of solid energy and minerals, including leasable, locatable, and saleable resources. Some staff members serve as senior advisors for these solid minerals specialities to the State Director and Field Managers and their employees. As program leads or senior specialists, they also coordinate assigned programs with Washington Office staff, and other federal and state land managing agencies, industry and related publics, including representatives of local governments, environmental organizations, and specific user constituencies and interest groups.

b. Program Responsibilities

(1) Technical Assistance is delivered for:

- (a) Lease Stipulations and Modifications;
- (b) Bonding;
- (c) Surface Management, Planning and Environmental Assessment;
- (d) Production Verification;
- (e) Leasing for Coal and Non-energy Leasable.

(2) State Program Leadership is provided in:

- (a) Non-energy Minerals Leasing (1330);
- (b) Mining Law and Surface Management (1990);
- (c) Coal Leasing (1320);
- (d) Mineral Materials (1330).

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(3) National Program Leadership is given for:

- (a) Surface Reclamation;
- (b) Abandoned Mine Lands.

(4) Operational Support/Responsibility is provided for:

- (a) Competitive Lease Sales, Competitive and Non-competitive Lease Issuance, and Lease Management, including assignments, modifications, adjustments, mergers, relinquishments, and expirations;
- (b) Logical Mining Units, Mineral Patents, and Mineral Contests;
- (c) Data Entry, Data Transfer with Minerals Management Service (MMS), and Mining Claim Recordation and Transfers;
- (d) Entries Under P.L. 359, and Stock-Raising Homestead Bonds;
- (e) Oil Shale Lease Management, and;
- (f) Protests and Appeals.

5. Branch of Fluid Minerals

a. General Responsibilities

The Branch of Fluid Minerals provides leadership, policy direction, technical assistance, special expertise, coordination, and operational support for all aspects of fluid energy and minerals, especially leasable energy resources. Some staff members serve as senior advisors for these fluid minerals specialities to the State Director and Field Managers and their employees. As program leads or senior specialists, they also coordinate assigned resource programs with Washington Office staff, and other federal and state land managing agencies, industry and related publics, including representatives of local governments, environmental organizations, and specific user constituencies and interest groups.

b. Program Responsibilities

(1) Technical Assistance is delivered for:

- (a) Lease Stipulation, and Lease Status and Suspensions;
- (b) Bonding, First Production Notices, and Unit and Communitization Agreements;
- (c) Field Operations, Inspection and Enforcement, and Surface Management and Reclamation;
- (d) Reservoir Management and Drainage, and Oil and Gas Lease Case Data Entry.

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(2) State Program Leadership is provided in:

- (a) Oil and Gas and Geothermal Leasing and Operations(1310/1330);
- (b) Inspection and Enforcement (1310/1330);
- (c) Reservoir Management (1310/ 1330).

(3) National Program Leadership is given for:

- (a) Coordination with MMS;
- (b) Oil and Gas Operations.

(4) Operational Support/Responsibility is provided for:

- (a) Competitive Lease Sales, and Competitive and Non-competitive Lease Issuance;
- (b) Lease Bonds, and Lease Management, including assignments, transfers, mergers, name changes, terminations, refunds, and cancellations;
- (c) Data Entry and Data Transfer with MMS, and Inspection and Enforcement Actions;
- (d) Unit Agreement Approval and Administration, Reservoir Management, and Federal Land Drainage Determinations;
- (e) State Director Appeal and Review.

6. Branch of Realty and Appraisal

a. General Responsibilities

The Branch of Realty and Appraisal provides leadership, policy direction, technical assistance, special expertise, coordination and operational support in all aspects of realty, rights-of-way and appraisal actions. Some staff members serve as senior advisors for these realty and appraisal specialties to the State Director and Field Managers and their employees. As program leads or senior specialists, they also coordinate assigned resource programs with Washington Office staff, and other federal and state land managing agencies, industry and related publics, including representatives of local governments, environmental organizations, and specific user constituencies and interest groups.

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b. Program Responsibilities

(1) Technical Assistance is delivered for:

- (a) Realty Management, including Sales, Exchanges, Leases, Permits, Land Title, and U.S. Forest Service cases;
- (b) Withdrawal and Withdraw Review;
- (c) Land Records and Data Management;
- (d) Rights-of-Way, RS 2477, Reciprocal Road Use Agreements, and Public Road Determinations;
- (e) Acquisition of land and interests in land through purchase (Land and Water Conservation Fund (LWCF)), donation, or Eminent Domain;
- (f) Lands trespass and unauthorized occupancy;
- (g) Appraisals, Market Survey Analyses, and Appraisal Reviews.

(2) State Program Leadership is provided in:

- (a) Realty (1430, 5440);
- (b) Land Tenure Adjustments (1430, 3110, 3130, 5440);
- (c) Rights-of-Way (5101, 5102, 1430, 1492);
- (d) Withdrawals (1430);
- (e) Acquisitions and Acquisition Management (1430, 3110, 3130);
- (f) Appraisals and Appraisal Review (1430, 3130).

(3) National Program Leadership is given for:

- (a) Land Tenure Adjustments;
- (b) Land Acquisition;
- (c) Public land Access Issues, including RS 2477;
- (d) Appraisals and Appraisal Review.

(4) Operational Support/Responsibility is provided for:

- (a) Appraisals and Appraisal Review (lands, interests in land, and minerals);
- (b) Easement Negotiations, and Title Work;
- (c) Land Acquisitions and Negotiations;
- (d) Case Processing (Adjudication and Legal Document Preparation), and Land Patents.

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7. Fuels Management Program Office

a. General Responsibilities

The Fuels Management Program Office provides statewide direction and support in the areas of standards for fuels management planning, budget, training, technical guidance, education, oversight, and interagency coordination.

b. Program Responsibilities

(1) Provides direction and support in the areas of mechanical fuels reduction, management ignited prescribed fire, and fire for resource benefit. .

(2) Provides direction and support in the design, analysis, implementation and monitoring of fuels reduction projects mainly within the wildland-urban interface.

(3) Provides knowledge, biological expertise, support, and interdisciplinary coordination necessary for a successful fuels management program.

C. Division of Support Services

The Division of Support Services provides administrative and operational support, policy, general guidance, and technical assistance to the State and Field Offices. The work of the Division includes administrative services and direct mission activities and is accomplished by six Branches.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. General Division Responsibilities

The Division provides infrastructure to the organization through administrative functions; budget and accounting; space and property management; information and communication services; and procurement. Individual employee and human resource management needs and issues are also served through advisory and operational services; health and safety programs and staffing; classification; and other personnel activities. Operational activities in direct support of the BLM land management mission are also provided by the Division; cadastral survey; engineering services; and fire management activities.

2. Branch of Administrative Service/Land Records

a. General Responsibilities

The Branch works to help assure employees a safe work environment, provide essential facilities and supplies, procurement services, and budgetary assistance to the statewide organization. The Branch is also responsible for managing electronic land resource data bases plus land ownership and use plat records.

b. Program Responsibilities

(1) Occupational Health and Safety: Provides policy and procedural guidance statewide and within the State Office for effective accident and injury prevention applications through employee training and education, promotion of safety and health awareness, hazard identification and abatement, safety inspections, and awareness training. In addition, processes disability claims through the Occupational Workers Compensation Program. Provides statewide policy and procedural guidance for occupational safety and health programs.

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(2) Procurement: Within delegated acquisition level authority, provides procurement planning, guidance, and assistance for purchases of supplies, services, and equipment. Plus, reviews and processes agreements. Provides technical direction, training, and evaluations to Field Office contract and other personnel involved with procurement.

(3) Budget: Provides leadership and direction in the development, implementation, monitoring, and management of the statewide budget necessary to meet organizational needs. Coordinates budget submissions and revisions between State managers and program staff, the Washington Office, and National Business Center assuring submissions meet policy, directives, and other guidance. Monitors, analyzes, and recommends managerial or administrative actions to reduce costs and improve efficiencies.

(4) Space and Property: Prepares space requirements packages for additional or new space. Monitors facilities for compliance with the lease terms. Ensures the vehicle fleet is adequate and maintained and that there is proper utilization and maintenance.

(5) Supply: For the Colorado State Office, provides the service of ordering, receiving, issuing, storing, and inventorying of supplies, equipment, and forms. Copying services are also provided the State Office.

(6) Accounting: Provides billings, collections, refunds, fiscal accounting and auditing controls, depositing and/or transferring monies received to various accounts, maintenance of suspense and unearned accounts, and preparation of fiscal accounting reports.

(7) Land Records:

(a) Provides statewide requirements, technical support, and training for the Land Resource Information Systems (LRIS) - LR 2000 automated system; setting priorities for collection, quality control, and correction of data in the bureau's Legacy System (Case Recordation, Legal Land Description (LLD), Status, Mining Claim Recordation).

(b) Serves as the legal custodian of the manual and automated land status records, i.e., Master Title Plats (MTPs), Use and Supplemental Plats, and Historical Indices (HIs). Updates, maintains, and distributes the land status records as changes occur.

3. Branch of Engineering, Construction, and Maintenance

a. General Responsibilities

Provides recommendations for direction and general guidance of Colorado's engineering programs as well as centralized operational support to all Colorado BLM offices.

b. Program Responsibilities

(1) Provides program and budget advice for the Facilities Maintenance, Facilities Operations, Deferred Maintenance and Facilities Construction subactivities.

(2) Provides heavy equipment force account services for statewide construction and maintenance operational needs.

(3) Provides contract technical specifications, drawings, and inspection as well as the contracting officers representatives for all construction contracts and most facility maintenance contracts.

(4) Provides feasibility analysis, route analysis, cost estimates, surveys, and designs for proposed construction and maintenance activities on the public lands and ensuring an independent design review of all construction plans for facilities to be constructed on the public lands whether prepared by the BLM or others.

(5) Develops technical policy and provides assistance for transportation system planning, drinking water system design and testing, the Facility Inventory and Maintenance Management System and the signs program.

(6) Develops technical policy and operational implementation of the dam safety and inspection program, bridge safety and inspection programs, and the engineering portions of the waterpower dam site evaluation and inventory process.

(7) Fulfills all Bureau Manual responsibilities assigned to Field Office and State Engineers.

(8) Consolidates facilities deferred maintenance backlog estimates and information.

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4. Branch of Human Resources

a. General Responsibilities

Personnel advisory and related operational services are provided by the Branch. The areas of service include staffing and recruitment, job classification, position management, and employee relations.

b. Program Responsibilities

- (1) Provides advisory services to management in order to assist the supervisors and managers in achieving their Human Resource Management responsibilities.
- (2) Provides centralized personnel advisory and related operational services in the areas of staffing and recruitment; position management; classification; pay administration; employee and labor relations; employee development; employee suitability and ethics; and employee benefits.
- (3) Formulates and implements Human Resources related policies and procedures.
- (4) Provides advisory and technical services in recruitment, examination, selection, and placement of employees and personnel actions processing.
- (5) Provides for organizational and management controls of existing or proposed organizational units by providing position and organization management assistance and oversight and workforce planning.
- (6) Provides advisory and technical services in the classification of positions according to criteria established under the Federal Classification System; administers pay under Title V and FLSA; and provides guidance on position management matters.
- (7) Provides guidance, consultation, and technical services concerning employee and labor relations matters, including performance management, grievances and appeals, adverse actions under 5 CFR Parts 432 and 752, employee discipline, and related matters; and provides advice & guidance on standards of ethical conduct.
- (8) Provides guidance and counseling to employees on all employee benefits including retirement, death, FEHB, FEGLI, leave, and TSP.

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.21C4b(9)

(9) Provides guidance, consultation, and technical services concerning employee training, development, and orientation.

(10) Processes nonsensitive, public trust, and national security suitability/security documents and adjudicates actionable issues for sensitive and nonsensitive positions.

5. Branch of Information Resource Management (IRM) and Access

a. General Responsibilities

The Branch provides technical coordination, consultation, and direct program support to the State and Field Offices in IRM and information functions. There are five principle organizational components.

b. Program Responsibilities

(1) Information Management - Records and Data Administration, Information Technology (IT) Security;

(a) Develops, coordinates, and implements policies, procedures and plans for the creation, identification, appraisal, definition, organization, access, storage, protection, dissemination, transition, and disposition of records in both manual and automated formats for the records administration program in accordance with Freedom of Information Act (FOIA) and Privacy Act issues, and in coordination with the appropriate organization. Maintains the Colorado Delegation of Authority Manual 1203.

(b) Ensures all electronic records are posted and managed in the Electronic Reading Room as defined by National Archive and Records Administration, FOIA, and Privacy Act. All redaction is completed within the guidelines of Privacy Act.

(c) Ensures all IT systems are developed within the standards and guidelines of the National Data Repository data definitions and e-commerce guidelines.

(d) All costs related to information and service requests are clearly defined and coordinated through Interagency policy and procedures.

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.21C5b(1)(e)

(e) Develops policy and procedures and facilitates of Automated Information Systems (AIS) security. Coordinates the operational implementation of physical site and AIS security for all Colorado information systems.

(f) Develops, coordinates, and evaluates Colorado comprehensive IT contingency/ disaster recovery plans to deal with incidents, emergencies, and disasters from natural and human hazards.

(g) Ensures all Quality Assurance guidelines are met through Quality Control procedures. On occasion will randomly “spot check” Bureau data bases for compliance to Quality Assurance policy.

(2) Infrastructure Team - Information technology technical coordination, consultation, and program support to management and functional users in the State Office, Field Offices, and external entities. These functions include Life Cycle Management (LCM), Configuration Management (CM), application software development, continuity of operations planning system, administration (operating system and data base), IT client level security, user support and training, telecommunications (voice, data, radio), and the overall statewide implementation of land and resource information systems.

(a) Upon request supports national systems and provide technical guidance in operational and developmental areas of concern.

(b) Develops polices and guidelines and coordinates the developments of short- and long-range strategic and tactical IRM/IT plans, and ensures the plans are properly coordinated with the Bureau's programs and priorities.

(c) Coordinates, designs, develops, and implements land and resources information systems activities to ensure requirements are met both at the national and statewide levels for all components of IRM/IT.

(d) Supports the development planning, analysis, design, programming, conversion, data base administration, and operational maintenance of computer applications and Internet websites.

(e) Develops policy and procedures and facilitates implementation of Life Cycle Management to include: Configuration Management, capacity planning, system engineering methodology for existing systems, and standards for applications under development.

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.21C5b(2)(f)

(f) Provides centralized computer operational services including: systems administration, system performance monitoring, configuration and capacity planning, production control, web server administration, network administration, and technical review/support for all statewide IT-related procurement and/or contracts for the BLM approved computers.

(g) Provides support to State Office and Field Office users with hardware/software problem determination/resolution in areas of telecommunications, computers, electrical problem resolution (grounding, audits, and retrofit requirements), physical plant design for cabling, and applications.

(h) Designs and develops training courseware, assists users, and technical staff in the design of courses or modification of existing courses, user documentation, and training materials.

(i) Develops statewide IRM standards and guidelines. Provides technical assistance and technical review/approval to offices in the acquisition, operation, and use of IT equipment and services. Evaluates statewide Information Technology related procurement requests and recommends procurement strategies.

(j) Serves as the contract officer's technical representative for the administration of statewide IT-related contracts. Provides technical reviews for the design preparation and evaluation of specifications in requests for proposals for equipment and supplies that must be obtained through contracting and participates in the proposal evaluation and selection process.

(k) Manages a telecommunications support center responsible for the acquisition, installation, operation, and maintenance of hardware associated with telecommunications systems.

(l) Provides statewide telecommunications (voice, data, radio) planning and administration based on organization objectives, management, and user requirements for:

(i) voice systems including voice mail, cellular phone, conference bridges, and voice over IP,

(ii) data network including domain name systems management, firewall security, IP addressing, and cable plant design,

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.21C5b(2)(1)(iii)

(iii) land mobile radio including narrowband planning, radio frequency authorizations, and interagency coordination.

(m) Develops statewide IRM standards/guidelines, provides technical assistance, and technical review/approval to offices in the acquisition, operation, and use of IT equipment and services.

(n) Evaluates statewide IT related procurement requests and recommends procurement strategies.

(o) Serves as the contract officer's technical representative for the administration of statewide IT-related contracts. Provides technical reviews for the design, preparation, evaluation of specifications for equipment and supplies that must be obtained through contracting and participates in the proposal evaluation and selection process.

(p) Engages in forensic computer investigation upon request from Law Enforcement and/or management.

(3) Information Dissemination - Information Access Center Operations (including dockets, records management/central files), geospatial data, Internet, Intranet, and statewide kiosk support.

The Information Access Team serves as the legal custodian of the Bureau's title and status records, which may be in paper, Mylar, microfiche, or automated formats. The Team identifies and executes activities required to locate and/or manage Federal and Indian resources, protect private rights, and ensure the availability of accurate, reliable data for Colorado. The Team also provides professional representation on behalf of the BLM related to research of land and mineral records. In addition, the Team;

(a) Serves as the Information Access Center for the Colorado State Office. Provides a central location for information/data sharing/access. Applies Bureau cost recovery policy to the dissemination of Bureau information/records. Provides access to Bureau information/records while ensuring protection of proprietary and sensitive information.

(b) Operates a copy center where the public and BLM employees can obtain paper and microfiche copies of Bureau records.

(c) Provides quality service to internal and external users while ensuring that information dissemination products are provided on equitable and timely terms to all users.

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.21C5b(3)(d)

(d) Researches, interprets, and provides information on the following Bureau programs: lands, minerals, cadastral survey, recreation, and natural resources management.

(e) Maintains and controls all land and mineral case files and other related official records - Dockets.

(4) The Geographic Sciences Team oversees the GIS, remote sensing, and aerial photography, and map production for federal interests in Colorado. The Geographic Sciences Team also;

(a) Collects and maintains geographic coordinates and their attributes for resource programs with Global Positioning Systems (GPS). Defines and ensures compliance to national standards to include data input, storage, tracking, and archival.

(b) Provides training and "Hot-Line" user support to BLM Colorado for GIS and GPS users.

(c) Investigates the utilization of spatial data products derived using GIS analysis such as: GPS, Geographic Coordinate Data Base (GCDB), LR2000, etc.

(d) Collects primary spatial data in conjunction with the national mapping program. Collects, processes, and converts spatial data within current national standards using global positioning systems, photogrammetric compilation, imagery acquisition, digitizing, or scanning data.

(e) Produces spatially related data products using automated and traditional techniques in conformance with national standards. Products include the 1:100,000 surface/minerals status map series, the 1:500,000 and 1:1,000,000 surface administration map series, maps for resource management plans (RMPs), wilderness management plans, scenic byways, and other special projects.

(f) Provides project management technical guidance for data collection and data maintenance in support of chartered GIS projects to all Colorado offices. Maintains various statewide resource base data themes (hydrography, topography, transportation, and cultural features).

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.21C5b(4)(g)

(g) Maintains a master spatial file repository that includes: meta data, statewide coverages, standards, interagency coordination of standards, and provides Quality Control for topological, cartographic, and thematic standards for spatial data.

(5) Internet/Intranet Webmaster serves as BLM Colorado's Internet/Intranet Webmaster and as IRM's automated information systems specialist. Interprets BLM Colorado's needs and provides support directly to BLM Colorado's programs and offices. Serves as system manager for internal and external electronic communications (e.g., Intranet, Internet, World Wide Web, FTP). Provides recommendations, training, and support for initiatives related to electronic dissemination tools such as servers and clients (browsers and editors).

(a) Develops, and maintains; BLM Colorado's Internet, Intranet, and Extranet websites, FTP sites, connectivity to partnership home pages, by evaluating alternatives, recommending procedural adjustments, establishing use standards, evaluating new software and technologies, and determining enhancements/change requirements.

(b) Installs, configures and populates websites via HTML, CGI, Java, and Javascript programming. Edits all final HTML submissions for quality assurance (QA) and quality control (QC), visual congruity and proper coding.

(c) Oversees technical management of the web sites, including site security, integration of approved content on to the site, file management, database management and coordination of retrieval of pertinent information from the site to end-users and archiving and record management.

(d) Develops architecture for easy navigation of BLM-Colorado Internet & Intranet websites. Assures overall structure and performance of the sites are within the available technical support capabilities. Maintains the consistency, accuracy, and comprehensiveness of web-based BLM Colorado information/services presentations.

6. Branch of Cadastral Survey

a. General Responsibilities

The Cadastral Survey Branch provides land surveying, legal boundary, and spatial data and expertise. Also, it creates, restores, marks, defines, and documents the legal boundaries between public and private lands for both the surface and mineral estates within Colorado.

b. Program Responsibilities

(1) Provides analysis, planning and initiates official government surveys required in order to facilitate the management of the public lands, including but not limited to the required land surveys to legally describe fragmented areas involved with land exchanges by all agencies, clarify trespass problems and the overall boundary management of the public lands.

(2) Coordinates with the Federal Highway Administration; U.S. Forest Service; Bureau of Reclamation; State of Colorado; and other federal, state, and county agencies on cadastral surveys, control surveys, and Geographic Coordinate Data Base (GCDB) activities. Develops and conducts the cadastral survey program based on client priorities. This includes requests from private individuals and corporations.

(3) Provides and approves official special instructions and assignment instructions to BLM and other agency cadastral surveyors. Reviews, accepts, and approves for the Director, BLM, all official cadastral surveys executed in the State of Colorado; issues filing instructions and Federal Register notices.

(4) Is the Data Steward and Maintainer for the GCDB. Manages the initial data collection of coordinate and attribute data for BLM Colorado in support of the Bureau's Automated Records System. Responsible for Operations and Maintenance of the GCDB. Ensures quality control by adherence to established GCDB and survey policies of creation and maintenance of the State GCDB.

(5) Leads the State in GPS technology. Develops and provides support and training to the State and Field Offices. Ensures that standards are established and implemented.

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.21C6b(6)

(6) Reviews applications for compliance with federal and state mining regulations and issues orders to U.S. Mineral Surveyors for execution of U.S. mineral surveys; prepares final plats and performs final technical review of plats and field notes. Approves, processes, and files the final returns of U.S. mineral surveys, conducted in Colorado, into the official record.

(7) Performs quality control and data validation of the linkages between GCDB Attribute data and the Master LLD file to assure compatibility, completeness, and accuracy with original cadastral plats and other BLM land records.

(8) Exercises authority on the suspension and/or cancellation of mineral and rectangular surveys, preparation of geographic based protraction diagrams for all federal land in Colorado, and the preparation of supplemental plats to delineate new lots and official acreage to support the Federal Land Use Policies.

(9) Researches and compiles all necessary data and prepares decision documents in response to official protests against the surveys of the Public Land Survey System (PLSS). Assists Solicitor's Office, Department of Justice, and serves as expert witness in legal cases involving cadastral surveys.

(10) Implements a quality control program to ensure compliance with legal and technical requirements, Special Instructions, Manual of Survey Instructions, and good surveying practices.

(11) Provides technical advice and monitors cadastral survey field work performed by other federal agencies under Memorandums of Understanding and Interagency Agreements.

(12) Provides geodetic control surveys to locate sufficient corners of existing and new Public Land Surveys to spatially orient and position the GCDB. In addition, the control data will be used to provide on-the-ground quality control for the cadastral survey program. Performs special projects as requested by BLM, other agencies, and state and local government.

(13) Provides technical advice on procedures and statutory requirements of the PLSS and interpretation of survey records to the BLM, Public Room, general public; Solicitor's Office; Department of Justice; and other federal, state, and local agencies.

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.21C6b(14)

(14) Provides technical assistance to Resources, Minerals and other BLM organizations in the preparation and review of legal descriptions. Provides technical direction for presentation of these and other parcels on Master Title and Use Plats.

(15) Ensures that all operational aspects of management of the assigned motor vehicle fleet, and real and personal property including all associated records are complied with and coordinated with the Branch of Business Practices.

(16) Safeguards and manages cadastral historical, legal, and project records including Group Files, Field Notes, Plats, and GCDB Township Files.

(17) Performs easement and rights-of-way surveys in support of the access program.

(18) Performs as the Contracting Officers Authorized Representative (COAR) on all contracts for cadastral survey services.

7. Branch of Fire and Aviation

a. General Responsibilities

The Branch provides statewide direction and support in the areas of standards for fire management, planning, budget, training, prevention/education, fire trespass, and interagency coordination. The State Fire Management Office (SFMO) provides leadership for the BLM fire and aviation management program at the state level.

The SFMO is responsible and accountable for providing planning, coordination, training, technical guidance, and oversight to the Field Office fire management programs throughout the state. The SFMO also represents the State Director on interagency geographic coordination groups and Multi-Agency Coordination (MAC) groups. The SFMO provides feedback to Field Offices on performance requirements.

b. Program Responsibilities

(1) Provides direction and support in fire readiness, fire training, and suppression actions.

(2) Provides direction and support in the areas of fire ecology, management ignited prescribed fire, fire for resource benefit, and fire rehabilitation.

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.21C7b(3)

(3) Provides direction and support in aviation management including program management, contracting, safety, aviation training, and the selection and management of aviation resources for emergency response and resource management.

.22 Field Organization Functions. This section describes the functions, roles, and responsibilities for all field organizational units within BLM Colorado.

A. Functions Common to all Field Offices

1. General Responsibilities

The Field Office organization is responsible for resource management activities which take place within its boundaries. The Field Office is directly accountable to the State Director. The Field Office functions as the Bureau's primary field location for public contact and resource use information. These activities are accomplished through use of Field Office personnel with supplemental assistance provided by the State, Centers, or other Field Offices, as needed, to ensure an interdisciplinary approach to resource management. Responsibilities include decisions on resource allocation, day-to-day resource management and resource use supervision and management which are exclusively within the respective Field Office boundaries. Field Offices call upon the Centers for varying degrees of support in business management and scarce resource skills not necessarily needed full-time in the Field Office organization. Staffing of the Field Offices is based on workload with representation of those skills needed to carry out a resource management program with consideration given to efficient and effective use of staff.

The Field Manager is responsible to the State Director for the safe, effective, and efficient implementation of fire management activities within their unit, including cooperative activities with other agencies or landowners in accordance with delegations of authorities. The Field Manager will provide operational oversight and coordinate with appropriate Center Manager to integrate fire into the Field Office program. The Field Manager or their principal acting will meet the required elements outlined in the "Management Performance Requirements for Fire Operations."

2. Program Responsibilities

a. Provide leadership and consistent managerial direction to Field Office staffs/specialists through integration of program needs and resource, social, and economic concerns into a comprehensive set of program actions.

b. Carries out local resource management work within the boundaries of the Field Office consistent with laws, regulations, policy, applicable environmental, land-use, Resource Management Plans and activity plan decisions and delegations. Makes all resource and land-use decisions within delegated authorities.

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- c. Achieves and maintains effective relationships with congressional representatives, local government officials, and resource users and promotes acceptable standards of resource use and management to ensure Bureau programs are responsive to local needs while meeting national goals.
- d. Conducts quality control reviews and technical reviews, and evaluations of the various programs within the Field Offices to ensure compliance with guidance, policy and regulations. Recommends technical and procedural changes to the State Office where necessary to maintain Bureau standards.
- e. Prepares and develops information for the Budget process based on Washington Office, State Office and Center guidance and directives.
- f. Ensures contacts, with collaboration and sound working relationships with federal, state, local governments, public education institutions, interest groups and the general public to foster, develop and maintain partnerships for management of the resources. Develop and maintain partnerships for management and development of funding needs.
- g. Keeps State Office officials, and Washington officials as directed, apprized of Field Office issues affecting state and national programs or initiatives. Serves as Field Office spokesperson for Bureau program direction and goals.
- h. Provides technical expertise to other Field Offices as requested to meet State and Bureau objectives. Shares scarce skill and expertise with all levels of the organization.
- i. Follows and applies the Bureau technical standards, instructions, laws, regulations, and policies and guidelines when carrying out Bureau's programs at the Field Office level. This includes the responsibility for accuracy and quality of all programs administered by the Field Office.
- j. Performs all work within the delegated authority for the authorized use of all public resources and lands within the Field Office boundaries. Performs all necessary inventories, data collection, data standards, data quality control, processing, and monitoring necessary for the management of all programs. Maintains a repository of such information gathered and responds to request for such information.
- k. Provides technical expertise in the creation, maintenance, and disposition of electronic records; Kiosk management, internet and intranet content management, and electronic commerce implement and maintenance.

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.22a21

1. Ensures a safe working environment in the office and the field by providing appropriate equipment and training, and fostering a good safety awareness and attitude in the work force. Operates in conjunction with State Office and Center Office safety programs.

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B. Little Snake Field Office

The Little Snake Field Office is responsible for the multiple-use management of all public renewable and non-renewable resources within its jurisdiction. This function is carried out under the guidance of the Colorado Mission Statement, applicable laws, regulations, policies and State Director guidance.

Little Snake Field Office encompasses approximately 3,258,000 acres located in the northwest corner of Colorado. The area includes most of Moffat and Routt counties and a small portion of Rio Blanco County. The area is bordered on the north by the State of Wyoming; on the west by Dinosaur National Monument and the State of Utah; on the south by the White River Field Office, the Routt National Forest, and the White River National Forest; and on the east by the Routt National Forest.

Of the total, 40 percent (1.3 million acres) of the surface ownership is public land administrated by the Bureau of Land Management, concentrated primarily in the western half of the Field Office. Fifty-three percent is privately owned, and seven percent is administered by the State of Colorado. Fifty-six percent (1.1 million acres) of these private and state lands are underlain by federally-owned minerals.

The Little Snake Office is located in Craig, Colorado. The office regularly interacts with numerous federal, state and local government agencies, including the Routt National Forest, Colorado Department of Wildlife, and Moffat County administrators.

The Little Snake Field Office manages fire in through the Craig Interagency Fire Center. The Fire Management Officer (FMO) is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. The FMO coordinates with appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Field Manager on local interagency fire and aviation groups.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. Field Manager

a. General Responsibilities: The Field Manager is the line official at the Field Office level and is directly accountable to the State Director. Within the framework of applicable laws, regulations, delegations of authority, directives, and other guidelines or limitations, he or she assures the performance of all necessary activities relating to the administration of the lands and resources under the Field Office's jurisdictions.

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.22B1a(1)

(1) Provides leadership and consistent managerial direction to Field Office staffs/specialists.

b. Program Responsibilities

(1) Make all resource and land-use decisions within delegated authorities, either directly or through re-delegation where allowable.

(2) Supervise personnel in the performance of their duties: provide advice and guidance, both of a technical and administrative nature. Advise staff in career development matters and evaluate their performance.

(3) Remain knowledgeable on ongoing projects, work tasks, and activities which take place within the assigned area of responsibility.

(4) Provide advice and assistance to the State Director and the State Office staff on land and resource matters.

2. Immediate Staff of Field Manager

a. General Responsibilities

b. Program Responsibilities

(1) Law Enforcement: Provide a uniformed law enforcement presence, for the purpose of protecting Bureau employees, the general public, permitted public land users and bureau administered resources. Conduct high visibility patrol of public lands throughout the area. Provide assistance to resource area personnel in resolving problems associated with violations of federal laws and regulations. Assist other law enforcement agencies by providing manpower and equipment for joint operations on public lands. Support the U.S. Attorney's office in the prosecution of persons responsible for violating federal laws and regulations relating to the public lands.

(2) Planning and Environmental Coordination: Provides assistance, review, and guidance to all staff relative to preparing land planning and environmental documents. Works directly with other surface managing agencies to ensure that applicable land use planning and NEPA compliance meets appropriate Supplemental Program Guidance (SPG). Ensures that all documents comply with policy, procedure and legal requirements.

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.22B2b(2)(a)

(a) Provide accurate timely information to the public about Bureau programs and projects. Maintain effective relationships with local media and officials to disseminate information concerning Bureau programs and projects.

(b) Responsible for coordination of compiling the requested FOIA information.

(3) Hazardous Materials Management: Responsible for initial contact on Hazardous Materials (hazmat) incident. Provides primary BLM response for hazardous materials incidents (both emergency and non-emergency incidents). Coordinate with local emergency responders on hazmat incidents. Conducts Phase I Environmental Site Assessments for the Craig Area.

3. Administrative and Support Staff

a. General Responsibilities: Is the principle support element of the Little Snake Field Office. Provides administrative, technical, automation, and operational support to all Field Office program activities.

b. Program Responsibilities

Provides clerical and technical administrative assistance and support to all Field Office functions. Provides over-the-counter reception, general information and collection services to meet the public needs.

(1) Accounting Finance: Collects fees on permits, licenses, maps, etc., paid at front desk or mailed to office. Maintains and implements all necessary actions for management and accountability of funds in consultation with Center Accounting Technician. Processes all collections received at the Field Office level through the automated Collections and Billings System (CBS).

(2) Personnel: Submits requests for personnel actions to be entered into the automated pay/pars system. Tracks days worked for seasonal and temporary employee appointments. Orients new employees. Prepares award actions..

(3) OWCP: Prepares/completes appropriate injury forms for submission to the Center OWCP coordinator.

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.22B3b(4)

(4) Volunteers: Identifies projects and funding needs for projects that can be accomplished with volunteer workforce. Recruits volunteers; responds to public inquires for individual service learning projects, group activities, etc. Provides for operational over-sight of volunteers for specific projects and actions (includes sign-up and orientation, task assignment, daily supervision, project material acquisition, record keeping). Provides volunteer statistics to Center Coordinator for Consolidation into annual report and also as requested by Bureau reporting requirements. Initiates recognition (letters, non-monetary awards, receptions, etc.); prepares requisitions for refreshments, award items, etc. Conducts volunteer performance appraisal; close out agreement upon completion of project.

(5) Contracting/Procurement: Prepares requisitions via PD-WEB for procurement needs over \$2,500. Submits all other purchase needs, that cannot be purchased via Credit Card, to Center for processing. Makes purchases on credit cards within limitations and guidelines established. Provides information necessary to establish Blanket Purchase Agreements and Emergency Equipment Rentals to Center for development and processing. Forwards all necessary documentation to Center for processing of BPAs, EERs, credit cards, etc.

(6) Agreements: Consults with SO Agreement Coordinator on basic format, procedures, and requirements of a particular agreement you are considering. Works with potential agreement parties and develops details and funding proposals for the agreement per guidelines and procedures established. Drafts agreements per format established by WO Agreement authority. Submits agreement to SO for review, approval, or modification, if necessary, to meet regulatory requirements.

(7) Budget: Develops office WM spreads and Operations budgets per W.O. and State Office guidance from PAWP to End-of-Year. Provides information on fixed costs and fleet costs for programming and tracking needs. Ensures WMs programmed are being expended as planned. Makes corrections/changes as necessary. Tracks funding for major projects and updates as changes occurs. Identifies needed WM/OPS conversions and forwards to State Office Budget Analyst. Develops and submits information on contributed and reimbursable accounts to State Office Budget Analyst for accurate tracking information. Provides budget and project information on project carry-overs to Budget Analyst as they may occur. Provides support to State Office Budget Analyst for budget consolidation needs as necessary.

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.22B3b(8)

(8) IRM: Provides user training and support for software functions. Anticipates needs for hardware parts and supplies. Insures data integrity via backups and proper storage procedures. Keeps current with changing trends in IRM via training, magazines, and web information. Assists Western Slope Center with yearly budget needs. Coordinates with Western Slope Center to ensure client level software maintenance and upgrades are completed.

(9) GIS: A primary contact for questions concerning basic GIS. Provides local support for GIS users. Assists in the preparation of map manuscripts for data entry. Ensures GPS data is collected in a format that can be used by GIS.

(10) Records/Mail Management: Responsible for the operation, function, maintenance, and management of central files, forms, mail and information center in the Field Office. Provides orientation, training, and guidance to records system users. Administers the Bureau's paperwork management subject-function classification system, temporary and permanent directives, reports control, forms management, records disposition, and mail management. Provides control for the maintenance, accessibility, safeguarding, and proper disposal of all records management systems.

(11) Travel Management: Administers the program and provides guidance, direction, and assistance in the applicability of the Federal Travel Regulations. Coordinates the program, including travel cards and, as requested, prepares travel authorizations.

(12) Facility Management: Responsible for Field Office space issues. Responsible for maintaining and purchasing office equipment. Responsible for the maintenance of all Field Office buildings, including day to day maintenance, long term maintenance, and preventive maintenance.

4. Renewable Resource Staff

a. General Responsibilities: Responsible for administration and implementation of various programs including cultural, range, wilderness, recreation, forestry, riparian, fisheries, threatened/endangered species, air, wild horses, soils and hydrology.

(1) Responsible for the implementation of RMP Renewable Resource decisions.

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.22B4a(2)

- (2) Provides technical support to other resource programs and activities as needed.
- (3) Provide support and assistance where and when needed to ensure Bureau, Colorado and Little Snake missions are carried out.
- (4) Responsible for evaluating mitigation measures for adequacy of proposed actions.

b. Program Responsibilities

- (1) Keep abreast of the latest techniques in Renewable Resource Management.
- (2) Initiates fire planning, and assures identification of control burn areas, in coordination, with the Fire Ecologist.
- (3) Carry out all Field Office resource planning management.
- (4) Complete Resource Management Plans and environmental impact statements (EIS), environmental assessments (EA) and other related work preparatory to making use authorizations.
- (5) Conduct monitoring studies, surveys and inventories for the respective resources and use. Analyze these studies and makes recommendations to management based on the analysis.
- (6) Serve as needed, on interdisciplinary teams created to work on or review resource related projects such as EIS's, EA's and RMP amendments.
- (7) Provide technical resource management advice, after consultation with local, state and other federal agencies, as well as affected public.
- (8) Cooperate with the State Natural Heritage program.
- (9) Conduct Section 8 coordination/consultation, on action concerning the range management program with permittees, other agencies and interested groups.
- (10) Conduct Section 7 consultation with U.S. Fish and Wildlife Service for Threatened and Endangered Species.
- (11) Responsible for Native American consultation.

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.22B4b(12)

- (12) Responsible for section 106 consultation.
- (13) Implement a noxious weed program that includes prevention, inventory and control of noxious weeds on public land.
- (14) Operating the National Atmospheric Deposition station.
- (15) Manages ACECs, and other special management areas.
- (16) Application of Land Health standards.
- (17) Provides technical expertise in the area of reclamation for the Field Office.
- (18) Provides both procedural and technical information within the Renewable Resource program regarding applicable laws and regulations.
- (19) Initiates water rights administration.

5. Non-renewable Resource Staff

a. General Responsibilities: Responsible for administration and implementation of various programs including lands, solids and fluid minerals.

- (1) Responsible for the implementation of RMP Non-Renewable Resource decisions.
- (2) Provides technical support to other resource programs and activities as needed.
- (3) Provides support and assistance where and when needed to ensure Bureau, Colorado and Little Snake missions are carried out.
- (4) Responsible for evaluating mitigation measures for adequacy of proposed actions.

b. Program Responsibilities

- (1) Responsible for compliance, monitoring and reclamation on all Non-Renewable Resource actions.
- (2) Provides both procedural and technical information within the Non-Renewable Resource programs regarding applicable laws and regulations.

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.22B5b(3)

- (3) Responsible for the preparation of all reports for Washington, the Colorado State Office and the State of Colorado that pertain to the Non-Renewable Resource programs.
- (4) Performs drilling, production, abandonment, and surface inspections; and witness production tests which include approving gas and ACT meters and tank gauging, in accordance with priorities established in the I&E Strategy Plan.
- (5) Investigates, records, negotiates and closes Non-Renewable trespass cases.
- (6) Processes all needed documentation for the Non-Renewable Resources programs.
- (7) Responds to Minerals Management Service (MMS) regarding fifth day notices, of new ore resumed production. Responsible for reporting both Oil and Gas and Coal production verification, in response to Minerals Management Service Report Requests.
- (8) Maintains computerized data bases used by the Non-Renewable Resource programs.
- (9) Conduct mineral examinations, and prepares minerals reports on mining claims that are either contained in patent applications, proposed disposal actions where the land is needed for Federal Program, or where unauthorized use of the land and/or mineral resources is occurring.
- (10) Responsible for conducting land tenure adjustments (land exchanges, sales) and easement acquisitions with the area.
- (11) Complete Resource Management Plans and environmental impact statements (EIS), environmental assessments (EA) and other related work preparatory to making use authorizations.
- (12) Serves as needed, on interdisciplinary teams created to work on or review resource related projects such as EIS, EA, and RMP amendments.

C. White River Field Office

The White River Field Office is responsible for the multiple-use management of all public renewable and non-renewable resources within its jurisdiction. This function is carried out under the guidance of the Colorado Mission Statement, applicable laws, regulations, policies and State Director's guidance.

The White River Field Office is located in Meeker, Colorado, within the White River watershed of northwest Colorado. This area of responsibility encompasses 2,675,300 acres of federal, state, and private lands. Of the acreage, BLM administers 1,820,900 acres or 68% of the land and its resources. Parts of Rio Blanco, Garfield and Moffat counties and three incorporated communities; Meeker, Rangely, and Dinosaur lie within the Field Office boundary. Also, included within the boundary are National Forest lands and Dinosaur National Monument. The economy of this region is focused on mineral extraction, recreation and historical livestock industries.

The office regularly interacts with numerous federal, state and local government agencies, including the White River National Forest, Colorado Department of Wildlife, and Rio Blanco County administrators.

The Fire Management Officer (FMO) for the Field office is assigned to the Craig Interagency Fire Center and is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. With direction and coordination from the Field Manager, the FMO coordinates with the appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Field Manager as needed on local interagency fire and aviation groups.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. Field Manager

a. General Responsibilities: The Field Manager is the principal line officer and serves as the focal point in the Field Office for providing leadership, motivation, direction and decisions required to implement and carry out multiple use management of resources consistent with the Bureau and Departmental Policies within delegated authority. The Field Office is impacted by a variety of complex environmental, political, and economic issues; accomplishment of the mission requires the use of many different and innovative processes. The Field Manager reports directly to the State Director.

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.22C1a(1)

(1) The Field Manager supervises an organization further subdivided into subordinate organizations directed by supervisors and formal team leaders. The Field Manager is delegated the majority, or all of the following supervisory authorities: coordination with higher level management officials; assuring equity of performance standards; making or approving selections for subordinate supervisory and non-supervisory positions; serving as the reviewing official on evaluations of all employees; recommending selection for all positions; hearing and resolving group grievances or serious employee complaints; reviewing and approving serious disciplinary actions, making decisions on non-routine or costly training needs; determining the adequacy of contractor performed work; approving expenses such as with-in grade increases; recommending awards; recommending changes in position classification.

(2) Responsible for planning, organizing, implementing and evaluation a broad array of complex resource management programs under multiple and sustained use principles. The Field Manager develops, implements, and manages a program of conservation and management of land and resource programs including planning, and conducting and coordinating all of the following functions:

- (a) energy and minerals management;
- (b) management of designated wilderness;
- (c) range management;
- (d) land and realty operations;
- (e) wild horse management;
- (f) wildlife habitat management;
- (g) woodland products management and development;
- (h) outdoor recreation management;
- (i) archeological and paleontological resource management and protection;
- (j) soil, water, and air management;
- (k) road construction and maintenance;
- (l) range improvement;
- (m) fire pre-suppression and suppression;
- (n) off-road vehicle management;
- (o) data management;
- (p) program and administrative support services; and
- (q) oil and gas inspections.

b. Program Responsibilities

(1) Make all resource and land-use decisions within delegated authorities, either directly or through re-delegation where allowable.

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.22C1b(2)

(2) Supervise personnel in the performance of their duties: provide advice and guidance, both of a technical and administrative nature. Advise staff in career development matters and evaluate their performance.

(3) Remain knowledgeable on ongoing projects, work tasks, and activities which take place within the assigned area of responsibility.

(4) Provide advice and assistance to the State Director and the State Office staff on land and resource matters.

2. Immediate Staff of Field Manager

a. General Responsibilities

b. Program Responsibilities

(1) Law Enforcement: Provide a uniformed law enforcement presence, for the purpose of protecting Bureau employees, the general public, permitted public land users and bureau administered resources. Conduct high visibility patrol of public lands throughout the area. Provide assistance to resource area personnel in resolving problems associated with violations of federal laws and regulations. Assist other law enforcement agencies by providing manpower and equipment for joint operations on public lands. Support the U.S. Attorney's office in the prosecution of persons responsible for violating federal laws and regulations relating to the public lands.

3. Administrative and Support Staff

a. General Responsibilities: Is the principle support element of the White River Field Office. Provides administrative, technical, automation, and operational support to all Field Office program activities.

b. Program Responsibilities: Provides clerical and technical administrative assistance and support to all Field Office functions. Provides over-the-counter reception, general information and collection services to meet the public needs.

(1) Accounting Finance: Collect fees on permits, licenses, maps, etc., paid at front desk or mailed to office. Maintain and implement all necessary actions for cash register funds management and accountability in consultation with Center Accounting Tech. Prepare Accounting Advise forms and send funds collected to Accounting Officer, Grand Junction Center.

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.22C3b(2)

(2) Personnel: Submit request for personnel action for automated pay/pars system. Track days worked for seasonal and temporary employee appointments. Orient new employees. Prepare award actions.

(3) OWCP: Prepare/complete appropriate injury forms. Compute/track days of Continuation of Pay.

(4) Volunteers: Identify projects and funding needs for projects that can be accomplished with volunteer workforce. Recruit volunteers; respond to public inquires for individual service learning projects, group activities, etc. Provide for operational over-sight of volunteers for specific projects and actions (includes sign-up and orientation, task assignment, daily supervision, project material acquisition, record keeping). Provide volunteer statistics to Center Coordinator for Consolidation into annual and also as requested by Bureau reporting requirements. Initiate recognition (letters, non-monetary awards, receptions, etc.); prepare requisitions for refreshments, award items, etc. Conduct volunteer performance appraisal; close out agreement upon completion of project.

(5) Contracting/Procurement: Prepares requisition via PD-WEB for procurement needs over \$2,500. Submits all other purchase needs that can not be purchased via Credit Card to Center for processing. Make purchases on credit cards within limitations and guidelines established. Provides information necessary to establish Blanket Purchase Agreements and Emergency Equipment Rentals to Center for development and processing. Forwards all necessary documentation to Center for processing of BPAs, EERs, credit cards, etc.

(6) Agreements: Consult with SO Agreement Coordinator on basic format, procedures, and requirements of a particular agreement you are considering. Work with potential agreement parties and develop details and funding proposals for the agreement per guidelines and procedures established. Draft agreements per format established by Center Agreement authority. Submit agreement to Center for review, approval, or modification, if necessary to meet regulatory requirements.

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.22C3b(7)

(7) Budget: Develop office WM spreads and Operations budgets per W.O., State Office, and Center Budget Analyst guidance from PAWP to End-of-Year. Provides information on fixed costs and fleet costs to Center for programming and tracking needs. Ensure WMs programmed are being expended as planned. Makes correction/changes as necessary per Center Budget Analyst. Provides descriptions of major projects (funding/cost codes, etc.) that the office wants tracked to the Center Budget Analyst and updates as changes occurs. Identifies need WM/OPS conversions and forwards to Center Budget Analyst for processing. Develop and submit information on contributed and reimbursable accounts timely to Center Budget Analyst for accurate tracking information. Provide budget and project information on project carry overs to Budget Analyst as they may occur. Provide support to Center Budget Analyst for budget consolidation needs as necessary.

(8) IRM: Provide user training and support for software functions. System level software maintenance including upgrades and new installations. Support hardware upgrades and maintenance. Anticipate needs for hardware parts and supplies. Insure data integrity via backups and proper storage procedures. Maintain currency with changing trends in IRM via training, magazines, and web information. Assist Northwest Center with yearly budget needs.

(9) Records/Mail Management: Responsible for the operation, function, maintenance and management of central files, forms, mail and information center in the Field Office. Provide orientation, training and guidance to records system users. Administer the Bureau's paperwork management subject-function classification system, temporary and permanent directive, reports control, forms management, records disposition, and mail management. Provide control for the maintenance, accessibility, safeguarding and proper disposal of all records management systems.

(10) Travel Management: Administers the program and provides guidance, direction and assistance in the applicability of the Federal Travel Regulations. Coordinates the program, including travel cards, and as requested, prepare travel authorizations, travel advances, arrange for commercial transportation and other services related to official travel and transportation.

4. Renewable Resource Staff

a. General Responsibilities: Responsible for administration and implementation of various programs including cultural, range, wilderness, recreation, forestry, riparian, fisheries, threatened/endangered species, air, wild horses, soils and hydrology.

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.22C4a(1)

- (1) Responsible for the implementation of RMP Renewable Resource decisions.
- (2) Provides technical support to other resource programs and activities as needed.
- (3) Provide support and assistance where and when needed to ensure Bureau, Colorado and White River missions are carried out.
- (4) Responsible for evaluating mitigation measures for adequacy of proposed actions.

b. Program Responsibilities

- (1) Keep abreast of the latest techniques in Renewable Resource Management.
- (2) Initiates fire planning, and assures identification of control burn areas, in coordination, with the Fire Ecologist.
- (3) Carry out all Field Office resource planning management.
- (4) Complete Resource Management Plans and environmental impact statements (EIS), environmental assessments (EA) and other related work preparatory to making use authorizations.
- (5) Conduct monitoring studies, surveys and inventories for the respective resources and use. Analyze these studies and makes recommendations to management based on the analysis.
- (6) Serve as needed, on interdisciplinary teams created to work on or review resource related projects such as EIS's, EA's and RMP amendments.
- (7) Provide technical resource management advice, after consultation with local, state and other federal agencies, as well as affected public.
- (8) Cooperate with the State Natural Heritage program.
- (9) Conduct Section 8 coordination/consultation, on actions concerning the range management program with permittees, other agencies and interested groups.

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.22C4b(10)

- (10) Conduct Section 7 consultation with U.S. Fish and Wildlife Service for Threatened and Endangered Species.
- (11) Responsible for Native American consultation.
- (12) Responsible for section 106 consultation.
- (13) Implement a noxious weed program that includes prevention, inventory and control of noxious weeds on public land.
- (14) Operating the National Atmospheric Deposition station.
- (15) Manages ACECs, and other special management areas.
- (16) Application of Land Health standards.
- (17) Provides technical expertise in the area of reclamation for the Field Office.
- (18) Provides both procedural and technical information within the Renewable Resource program regarding applicable laws and regulations.
- (19) Initiates water rights administration.
- (20) Planning and Environmental Coordination: Provides assistance, review, and guidance to all staff relative to preparing land planning and environmental documents. Works directly with other surface managing agencies to ensure that applicable land use planning and NEPA compliance meets appropriate Supplemental Program Guidance (SPG). Ensures that all documents comply with policy, procedure and legal requirements.
 - (a) Provide accurate timely information to the public about Bureau programs and projects. Maintain effective relationships with local media and officials to disseminate information concerning Bureau programs and projects.
 - (b) Responsible for coordination of compiling the requested FOIA information.

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.22C4b(21)

(21) GIS: A primary contact for questions concerning basic GIS. Provide local support for users as a super GIS user. Assists in the preparation on map manuscripts for data entry. Operate GPS receivers to collect data for incorporation into GIS database. Train local users in the operation of GPS equipment.

5. Non-renewable Resource Staff

a. General Responsibilities: Responsible for administration and implementation of various programs including lands, solids and fluid minerals.

(1) Responsible for the implementation of RMP Non-Renewable Resource decisions.

(2) Provides technical support to other resource programs and activities as needed.

(3) Provides support and assistance where and when needed to ensure Bureau, Colorado and White River missions are carried out.

(4) Responsible for evaluating mitigation measures for adequacy of proposed actions.

b. Program Responsibilities

(1) Responsible for compliance, monitoring and reclamation on all Non-Renewable Resource actions.

(2) Provides both procedural and technical information within the Non-Renewable Resource programs regarding applicable laws and regulations.

(3) Responsible for the preparation of all reports for Washington, the Colorado State Office and the State of Colorado that pertain to the Non-Renewable Resource programs.

(4) Performs drilling, production, abandonment, and surface inspections; and witness production tests which include approving gas and ACT meters and tank gauging, in accordance with priorities established in the I&E Strategy Plan.

(5) Investigates, records, negotiates and closes Non-Renewable trespass cases.

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.22C5b(6)

- (6) Processes all needed documentation for the Non-Renewable Resources programs.
- (7) Hazardous Materials Management: Responsible for initial contact on Hazardous Materials (hazmat) incident. Provides primary BLM response for hazardous materials incidents (both emergency and non-emergency incidents). Coordinate with local emergency responders on hazmat incidents. Conducts Phase I Environmental Site Assessments for the Craig Area.
- (8) Facility Management: Responsible for Field Office space issues. Responsible for maintaining and purchasing office equipment. Responsible for the maintenance of all Field Office buildings, including day to day maintenance, long term maintenance and preventative maintenance.
- (9) Responds to Minerals Management Service (MMS) regarding fifth day notices, of new ore resumed production. Responsible for reporting both Oil and Gas and Coal production verification, in response to Minerals Management Service Report Requests.
- (10) Maintains computerized data bases used by the Non-Renewable Resource programs.
- (11) Conduct mineral examinations, and prepares minerals reports on mining claims that are either contained in patent applications, proposed disposal actions where the land is needed for Federal Program, or where unauthorized use of the land and/or mineral resources is occurring.
- (12) Responsible for conducting land tenure adjustments (land exchanges, sales) and easement acquisitions with the area.
- (13) Complete Resource Management Plans and environmental impact statements (EIS), environmental assessments (EA) and other related work preparatory to making use authorizations.
- (14) Serves as needed, on interdisciplinary teams created to work on or review resource related projects such as EIS, EA, and RMP amendments.

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D. Kremmling Field Office

The Kremmling Field Office is responsible for the multiple-use management of all public renewable and non-renewable resources within its jurisdiction. This function is carried out under the guidance of the Colorado Mission Statement, applicable laws, regulations, policies and State Director's guidance.

The Kremmling Field Office is located in Kremmling, Colorado. It comprises three distinct topographic regions situated in the northern reaches of the Rocky Mountains. These regions are called North Park, Middle Park and the Laramie River Valley. This area of responsibility encompasses 1,222,880 acres of federal, state, and private lands. Of the acreage, BLM administers 398,275 surface acres and 280,891 subsurface or 56% of the land and/or its resources. The Field Office boundary primarily includes Grand and Jackson counties, portions of Larimer, Eagle, and Summit counties and the communities; Kremmling, Walden, Grand Lake, Fraser, Winter Park and Granby. Also, included within the boundary are lands managed by three National Forest, Arapaho Wildlife Refuge and Rocky Mountain National Park. The economy of this region is focused on resource extraction, recreation, land development and historical livestock and agricultural operations.

The office regularly interacts with numerous federal, state and local government agencies, including the White River, Medicine Bow-Routt and Arapaho-Roosevelt National Forests, Colorado Division of Wildlife, Colorado State Forest, Colorado State Land Board, National Park Service, U.S. Fish and Wildlife Service, all five County administrations and local and adjacent municipalities.

The Fire Management Officer (FMO) is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. The FMO coordinates with appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Field Manager on local interagency fire and aviation groups.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

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.22D1

1. Field Manager

a. General Responsibilities: The Field Manager is the principal line officer and serves as the focal point in the Field Office for providing leadership, motivation, direction and decisions required to implement and carry out multiple use management of resources consistent with the Bureau and Departmental Policies, laws, regulations and within delegated authority for the lands and resources under the Field Office's jurisdiction. The Field Office is impacted by a variety of complex environmental, political, and economic issues; accomplishment of the mission requires the use of many different and innovative processes. The Field Manager reports directly to the State Director.

(1) The Field Manager supervises an organization further subdivided into three subordinate organizations. One directed by the Field Manager, one directed by the Associate Field Manager and one directed by the non-renewable or renewable staff supervisor. The Field Manager is delegated the majority, or all of the following supervisory authorities: coordination with higher level management officials; assuring equity of performance standards; making or approving selections for subordinate supervisory and non-supervisory positions; serving as the reviewing official on evaluations of employees; recommending selection for positions; hearing and resolving group grievances or serious employee complaints; review and approving serious disciplinary actions, making decisions on non-routine or costly training needs; determining the adequacy of contractor performed work; approving expenses such as with-in grade increases; recommending awards; recommending changes in position classification.

(2) Responsible for planning, organizing, implementing and evaluation a broad array of complex resource management programs under multiple and sustained use principles. The Field Manager develops, implements, and manages a program of conservation and management of land and resource programs including planning, conducting and coordinating all of the following functions:

- (a) ecosystem management-partnerships;
- (b) range management and improvement;
- (c) land and realty operations;
- (d) outdoor recreation management;
- (e) wilderness study areas;
- (f) wildlife habitat management;
- (g) Silviculture and forest products management and development;
- (h) noxious weed program;
- (i) archeological and paleontological resource management and protection;
- (j) soil, water, and air management;

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.22D1a(2)(k)

- (k) road construction and maintenance;
- (l) land health;
- (m) fire pre-suppression and suppression;
- (n) off-road vehicle and transportation management;
- (o) data and GIS management;
- (p) program and administrative support services;
- (q) hazardous materials management and inspections;
- (r) minerals and energy management;
- (s) threatened and endangered species;
- (t) natural areas;
- (u) riparian management; and,
- (v) fisheries management;
- (w) land tenure management;
- (x) public safety.

b. Program Responsibilities

- (1) Make all resource and land-use decisions within delegated authorities, either directly or through re-delegation where allowable.
- (2) Supervise personnel in the performance of their duties: provide advice and guidance, both of a technical and administrative nature. Advise staff in career development matters and evaluate their performance.
- (3) Remain knowledgeable on ongoing projects, work tasks, and activities which take place within the assigned area of responsibility.
- (4) Provide advice and assistance to the State Director and the State Office staff on land and resource matters.

2. Immediate Staff of Field Manager

a. General Responsibilities

b. Program Responsibilities

(1) Law Enforcement

- (a) Provide a uniformed law enforcement presence, for the purpose of protecting bureau employees, the general public, permitted public land users and bureau administered resources.

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.22D2b(1)(b)

(b) Conduct high visibility patrol of public lands throughout the area. Provide assistance to resource area personnel in resolving problems associated with violations of federal laws and regulations. Assist other law enforcement agencies by providing manpower and equipment for joint operations on public lands. Support the U.S. Attorney's office in the prosecution of persons responsible for violating federal laws and regulations relating to the public lands.

(2) Planning and Environmental Coordination

(a) Provides assistance, review, and guidance to all staff relative to preparing land planning and environmental documents.

(b) Works directly with other surface managing agencies to ensure that applicable land use planning and NEPA compliance meets appropriate Supplemental Program Guidance (SPG). Ensures that all documents comply with policy, procedure and legal requirements.

(c) Provide accurate timely information to the public about Bureau programs and projects. Maintain effective relationships with local media and officials to disseminate information concerning Bureau programs and projects.

(d) Responsible for coordination of compiling the requested FOIA information.

(3) Hazardous Materials Management

(a) Responsible for initial contact on Hazardous Materials (hazmat) incident.

(b) Provides primary BLM response for hazardous materials incidents (both emergency and non-emergency incidents). 3. Coordinate with local emergency responders on hazmat incidents. Conducts Phase I Environmental Site Assessments for the Kremmling Field Office.

3. Administrative and Support Staff (supervisor-Field Manager)

a. General Responsibilities: Is the principle support element of the Kremmling Field Office. Provides administrative, technical, automation, and operational support to all Field Office program activities.

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.22D3b

b. Program Responsibilities

Provides clerical and technical administrative assistance and support to all Field Office functions.

Provides over-the-counter reception, general information and collection services to meet the public needs.

(1) Accounting Finance: Collect fees on permits, licenses, maps, etc., paid at front desk or mailed to office. Maintain and implement all necessary actions for cash register funds management and accountability in consultation with Center Accounting Tech. Prepare Accounting Advise forms and send funds collected to Accounting Officer, Grand Junction Center.

(2) Personnel: Submit request for personnel action for automated pay/pars system. Track days worked for seasonal and temporary employee appointments. Orient new employees. Prepare award actions.

(3) OWCP: Prepare/complete appropriate injury forms. Compute/track days of Continuation of Pay.

(4) Volunteers: Identify projects and funding needs for projects that can be accomplished with volunteer workforce. Recruit volunteers; respond to public inquires for individual service learning projects, group activities, etc. Provide for operational over-sight of volunteers for specific projects and actions (includes sign-up and orientation, task assignment, daily supervision, project material acquisition, record keeping). Provide volunteer statistics to Center Coordinator for Consolidation into annual and also as requested by Bureau reporting requirements. Initiate recognition (letters, non-monetary awards, receptions, etc.); prepare requisitions for refreshments, award items, etc. Conduct volunteer performance appraisal; close out agreement upon completion of project.(performed by non-renewable staff)

(5) Contracting/Procurement: Prepares requisition via PD-WEB for procurement needs over \$2,500. Submits all other purchase needs that can not be purchased via Credit Card to Center for processing. Makes purchases on credit cards within limitations and guidelines established. Provides information necessary to establish Blanket Purchase Agreements and Emergency Equipment Rentals to Center for development and processing. Forwards all necessary documentation to Center for processing of BPAs, EERs, credit cards, etc.

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.22D3b(6)

(6) Agreements: Consult with SO Agreement Coordinator on basic format, procedures, and requirements of a particular agreement you are considering. Work with potential agreement parties and develop details and funding proposals for the agreement per guidelines and procedures established. Draft agreements per format established by Center Agreement authority. Submit agreement to Center for review, approval, or modification, if necessary to meet regulatory requirements.(performed by non-renewable staff)

(7) Budget: Develop office WM spreads and Operations budgets per W.O., State Office, and Center Budget Analyst guidance from PAWP to End-of-Year. Provides information on fixed costs and fleet costs to Center for programming and tracking needs. Ensure WMs programmed are being expended as planned. Makes correction/changes as necessary per Center Budget Analyst. Provides descriptions of major projects (funding/cost codes, etc.) that the office wants tracked to the Center Budget Analyst and updates as changes occurs. Identifies need WM/OPS conversions and forwards to Center Budget Analyst for processing. Develop and submit information on contributed and reimbursable accounts timely to Center Budget Analyst for accurate tracking information. Provide budget and project information on project carry overs to Budget Analyst as they may occur. Provide support to Center Budget Analyst for budget consolidation needs as necessary (performed by renewable staff).

(8) IRM: Provide user training and support for software functions. Client level software maintenance including upgrades and new installations. Support hardware upgrades and maintenance. Anticipate needs for hardware parts and supplies. Ensure data integrity via backups and proper storage procedures. Maintain currency with changing trends in IRM via training, magazines, and web information. Assist NW Center with yearly budget needs.

(9) GIS: A primary contact for questions concerning basic GIS. Provide local support for users as a super GIS user. Assists in the preparation on map manuscripts for data entry. Operate GPS receivers to collect data for incorporation into GIS database. Train local users in the operation of GPS equipment.

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.22D3b(10)

(10) Records/Mail Management: Responsible for the operation, function, maintenance and management of central files, forms, mail and information center in the Field Office. Provide orientation, training and guidance to records system users. Administer the Bureau's paperwork management subject-function classification system, temporary and permanent directive, reports control, forms management, records disposition, and mail management. Provide control for the maintenance, accessibility, safeguarding and proper disposal of all records management systems.

(11) Travel Management: Administers the program and provides guidance, direction and assistance in the applicability of the Federal Travel Regulations. Coordinates the program, including travel cards, and as requested, prepare travel authorizations, travel advances, arrange for commercial transportation and other services related to official travel and transportation.

(12) Facility Management: Responsible for Field Office space issues. Responsible for maintaining and purchasing office equipment. Responsible for the maintenance of all Field Office buildings, including day to day maintenance, long term maintenance and preventative maintenance.

(13) Responsible for Native American consultation.

4. Renewable Resource Section- (Supervisor Associate Field Manager)

a. General Responsibilities: Responsible for administration and implementation of various programs including cultural, range, forestry, riparian, fisheries, wildlife, threatened/endangered species, air, water rights, soils, ecosystem management and hydrology.

(1) Responsible for the implementation of RMP Renewable Resource decisions.

(2) Provides technical support to other resource programs and activities as needed.

(3) Provide support and assistance where and when needed to ensure Bureau, Colorado and Kremmling missions are carried out.

(4) Responsible for evaluating mitigation measures for adequacy of proposed actions.

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.22D4b

b. Program Responsibilities

- (1) Keep abreast of the latest techniques in Renewable Resource Management.
- (2) Initiates fire planning, and assures identification of control burn areas, in coordination, with the Fire Ecologist.
- (3) Carry out all Field Office resource planning management.
- (4) Complete Resource Management Plans and environmental impact statements (EIS), environmental assessments (EA) and other related work preparatory to making use authorizations.
- (5) Conduct monitoring studies, surveys and inventories for the respective resources and use. Analyze these studies and makes recommendations to management based on the analysis.
- (6) Serve as needed, on interdisciplinary teams created to work on or review resource related projects such as EIS's, EA's and RMP amendments.
- (7) Provide technical resource management advice, after consultation with local, state and other federal agencies, as well as affected public.
- (8) Cooperate with the State Natural Heritage program.
- (9) Conduct Section 8 coordination/consultation, on actions concerning the range management program with permittees, other agencies and interested groups.
- (10) Conduct Section 7 consultation with U.S. Fish and Wildlife Service for Threatened and Endangered Species.
- (11) Responsible for section 106 consultation.
- (12) Operating the NOAA Cooperative Weather Station.
- (13) Manages ACECs, and other special management areas.
- (14) Application of Land Health standards.
- (15) Provides technical expertise in the area of watershed reclamation for the Field Office.

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.22D4b(16)

(16) Provides both procedural and technical information within the Renewable Resource program regarding applicable laws and regulations.

(17) Initiates water rights administration.

5. Non-renewable Resource Section (Supervisory Natural Resource Specialist)

a. General Responsibilities: Responsible for administration and implementation of various programs including lands, realty, recreation, geology, wilderness, hazardous materials, safety, paleontology, solids and fluid minerals.

(1) Responsible for the implementation of RMP Non-Renewable Resource decisions.

(2) Provides technical support to other resource programs and activities as needed.

(3) Provides support and assistance where and when needed to ensure Bureau, Colorado and Kremmling missions are carried out.

(4) Responsible for evaluating mitigation measures for adequacy of proposed actions.

(5) Manages ACECs, and other special management areas.

b. Program Responsibilities

(1) Responsible for compliance, monitoring and reclamation on all Non-Renewable Resource actions.

(2) Provides both procedural and technical information within the Non-Renewable Resource programs regarding applicable laws and regulations (staff).

(3) Responsible for the preparation of all reports for Washington, the Colorado State Office and the State of Colorado that pertain to the Non-Renewable Resource programs.

(4) Ensures drilling, production, abandonment, and surface inspections are performed.

(5) Investigates, records, negotiates and closes Non-Renewable trespass cases.

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.22D5b(6)

- (6) Processes all needed documentation for the Non-Renewable Resources programs.
- (7) Responds to Minerals Management Service (MMS) regarding fifth day notices, of new ore resumed production. Responsible for reporting both Oil and Gas and Coal production verification, in response to Minerals Management Service Report Requests.
- (8) Maintains computerized data bases and standards used by the Non-Renewable Resource programs.
- (9) Conduct mineral examinations, and prepares minerals reports on mining claims that are either contained in patent applications, proposed disposal actions where the land is needed for Federal Program, or where unauthorized use of the land and/or mineral resources is occurring.
- (10) Responsible for conducting land tenure adjustments (land exchanges, sales) and easement acquisitions within the area.
- (11) Complete Resource Management Plans and environmental impact statements (EIS), environmental assessments (EA) and other related work preparatory to making use authorizations.
- (12) Serves as needed, on interdisciplinary teams created to work on or review resource related projects such as EIS, EA, and RMP amendments (staff).
- (13) Implementation and management of safety and hazardous materials programs.
- (14) Implement a noxious weed program that includes prevention, inventory and control of noxious weeds on public land.
- (15) Provides assistance, review, and guidance to all staff relative to preparing land planning and environmental documents.

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E. Grand Junction Field Office

The Grand Junction Field Office is responsible for management and administration of approximately 1,300,000 acres of public lands within Mesa, Garfield, Delta, and Montrose Counties and an additional 179,000 acres of segregated mineral estate lands. It is located in an urban area and serves the largest population center on the Western Slope of Colorado. The Grand Junction Field Office operates in a highly complex and sensitive political environment due its location and visibility in the largest population center on the western slope of Colorado, the media market, active involvement of local congressional staff, active involvement of Club 20 (a Western Slope advocacy organization), local environmental organization representation, and the concentration of public lands adjacent to the urban area.

The public land is located on a diversity of landscapes ranging from high desert, grasslands, pinyon-juniper woodlands, douglas fir forested areas, red rock canyons, and also includes the Colorado River and Gunnison River drainages. The major programs of the Field Office are realty, land tenure adjustment, cultural resources, recreation, range, wild horses, watershed, wilderness, wildlife, threatened and endangered species, oil and gas, coal, mineral materials, resource protection, wildfire management, fire rehabilitation, and prescribed fire. The Field Office interacts on a regular basis with numerous federal, state, and local governments, including the National Park Service, the U.S. Forest Service, the U.S. Fish and Wildlife Service, the Bureau of Reclamation, the National Resource Conservation Service, the Colorado Department of Corrections, the Colorado Division of Wildlife, Colorado State Parks, Colorado Department of Agriculture, County governments, the Riverfront Commission, the City of Grand Junction, and various smaller communities within its boundaries.

The Fire Management Officer (FMO) is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. The FMO coordinates with appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Field Manager on local interagency fire and aviation groups.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

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1. Field Manager

a. General Responsibilities: The Field Manager is the principal Bureau line official at the Field Office level and is directly accountable to the State Director. Within the framework of applicable laws, regulations, delegations of authority, directives and other guidelines or limitations, he or she assures the performance of all necessary activities relating to the administration of the lands and resources under the Field Office's jurisdiction. The Field Manager performs as a member of the statewide management team, providing advice and information to the State Director on the integration and management of statewide programs.

b. Program Responsibilities

(1) Make all resource and land-use decisions within delegated authorities, either directly or through re-delegation where allowable.

(2) Supervise personnel in the performance of their duties, provide advice and guidance, both of a technical and administrative nature, advise staff in career development matters, and evaluate their performance. Initiate SF-52's for a variety of personnel actions.

(3) Proposed actions. Assign work based on national, state, and Field Office objectives and priorities.

(4) Remain knowledgeable on ongoing projects, work tasks, and activities which take place within the assigned area of responsibility.

(5) Ensure that a participative management and interdisciplinary approach is used.

(6) Ensure that a high degree of quality is maintained for all work including that which is to be reviewed at a higher level in the organization.

(7) Provide advice and assistance to the State Director and the State Office staff on land and resource matters in general.

(8) Responsible for development and implementation of the Field Office budget, preliminary annual work plan, and annual work plan, ensures that budget allocations are not exceeded.

(9) Keep the State Director specifically informed of field-related activities.

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(10) Keeps informed of economic trends, environmental impacts, and other local, state or regional developments and conditions which affect Bureau work.

(11) Ensure that all necessary coordination is undertaken with other federal and state government agencies, local governments, congressional staff offices, BLM Resource Advisory Councils, resources users, interest groups and the general public.

(12) Initiates workload analyses and establishes organization and staffing priorities in response to workload demands and make adjustments accordingly.

(13) Performs as a member of the Colorado management team, contributing information, insight, and recommendations to the State Director on statewide issues and health of the organization.

(14) Ensures development of public consensus on resource allocations and management of BLM lands. Ensures implementation of cooperative management working relationships with local planning efforts for Mesa County, the Ruby Canyon/Black Ridge Ad Hoc Committee, Grand Mesa Slopes Advisory Committee, and other landscape specific working groups.

(15) Develops and implements Service First with local Grand Junction and Collbran Forest Service Ranger Districts.

2. Immediate Staff of Field Manager

a. General Responsibilities: The immediate staff of the Field Manager includes the Law Enforcement Rangers, the Associate Field Manger, the National Conservation Area (NCA) Manager, the Use Authorization Staff Supervisor, and the Recreation Staff Supervisor. Staff personnel who report to the Field Manager do not share delegated line management decision-making authority. These personnel are responsible for providing ongoing program direction, coordination, and expertise in the processes involved and special planning or environmental assessment product.

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(1) Law Enforcement - Field Ranger

(a) General Responsibilities: The Field Office Rangers provide a uniformed law enforcement presence within the Grand Junction Field Office and the Colorado Canyons NCA for the purpose of protecting Bureau employees, the general public, permitted public land users and Bureau administered resources.

(b) Program Responsibilities

- i. Conduct high visibility patrol of public lands throughout the jurisdiction of the Grand Junction Field Office and the Colorado Canyons NCA.
- ii. Provide assistance to Field Office personnel in resolving problems associated with violations of federal laws and regulations.
- iii. Assist other law enforcement agencies by providing staff and equipment for joint operations on public lands.
- iv. Support the U.S. Attorney's office in the prosecution of persons responsible for violating federal laws and regulations relating to the public lands.

3. Resources Staff

a. General Responsibilities: The Associate Field Manager is a staff official reporting directly to the Field Manager. The Associate Field Manager supervises the Resources Staff whose responsibilities include wildlife habitat, grazing, public land health, wild horses, exchange and acquisition of lands, interpretive, and wilderness.

b. Program Responsibilities

- (1) Carry out all Field Office resource management work for land exchanges and acquisitions, grazing, public land health, wild horses, and wildlife habitat.
- (2) Complete activity plans to prescribe on-the-ground management actions; prescribed fire and wildfire rehabilitation plans or integrated resource management plans and coordinated resource management plans, which encompass many of the resources included in allotment management plans, habitat management plans, and ACEC management plans.

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- (3) Implement on-the-ground actions prescribed in the plans and complete environmental documentation for work related to implementing project and activity plans or approving use authorizations.
- (4) Serve, as needed, on interdisciplinary teams working on resource-related projects such as Environmental Impact Statements, Environmental Assessments, or Resource Management Plans for either local or regional projects.
- (5) Provide support for BLM programs through the effective use of volunteers and partnerships.
- (6) Recommend innovative and new solutions for management regarding resource issues posing special difficulty. Make recommendations for the enhancement of resource values and ensure compliance with all regulations, policies, and stipulations pertaining to those resources.
- (7) Provide liaison and coordination for AWP and budgetary submissions for on-the-ground applications.
- (8) Provide technical resource management advice, after consultation with local, state, and other federal agencies as well as affected publics.
- (9) Work with the public in a variety of situations including environmental education, coordinating volunteer work projects, answering inquiries, speaking to organized clubs, and dealing with use authorizations.
- (10) Conduct rangeland resources inventory, which includes land health assessments, vegetative and soil typing condition transects and range improvement and wildlife habitat improvement projects. Conduct inventories and surveys of threatened and endangered (T&E) species.
- (11) Monitor effects of vegetation use by wildlife and livestock through condition, trend, utilization, actual use, and climate studies.
- (12) Provide planning and management for threatened and endangered (T&E) species, and coordinate with the U.S. Fish and Wildlife Service.
- (13) Identify and process needed rangeland improvements and conduct maintenance inspections on existing rangeland improvements. Prepare and process Cooperative Agreements.

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(14) Implement a noxious weed program that includes prevention, inventory, and control of noxious weeds.

(15) Continue to enhance relationships and establish protocol with all tribes for Native American consultation and coordination to conserve and protect cultural resources.

(16) Assure adherence with interim management guidelines in all Wilderness Study Areas.

(17) Emphasizing identified niches, maintain a wide variety of high quality settings where a diverse array of recreational opportunities, experiences, and benefits can be found.

4. Use Authorization Staff

a. General Responsibilities: The Supervisory Natural Resource Specialist is a staff official reporting directly to the Field Manager. Use Authorization staff responsibilities include lands, minerals, forestry, administration, and visitor information services.

b. Program Responsibilities

(1) Carry out all Field Office resource management work for the minerals, rights-of-way and other land use authorizations, forestry, paleontology, and soils programs.

(2) Provide professional and technical support for the Oil and Gas program for the Glenwood Springs and Grand Junction Field Offices and Grand Mesa/Uncompahgre/Gunnison and White River National Forests.

(3) Serve, as needed, on interdisciplinary teams working on resource-related projects such as Environmental Impact Statements, Environmental Assessments, or Resource Management Plans for either local or regional projects.

(4) Provide technical guidance and coordination for completion of National Environmental Policy Act (NEPA) required documents for the Field Office.

(5) Provide support for BLM programs through the effective use of volunteers and partnerships.

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- (6) Provide administrative support for the Center and Field Office staffs for travel vouchers, time and attendance reporting, mail routing, front desk visitor information services, and central file management.
- (7) Recommend innovative and new solutions for management regarding resource issues posing special difficulty. Make recommendations for the enhancement of resource values and ensure compliance with all regulations, policies, and stipulations pertaining to those resources.
- (8) Provide liaison and coordination for AWP and budgetary submissions for on-the-ground applications.
- (9) Provide technical resource management advice, after consultation with local, state, and other federal agencies, as well as affected publics.
- (10) Work with the public in a variety of situations including environmental education, coordinating volunteer work projects, answering inquiries, speaking to organized clubs, and dealing with use authorizations.
- (11) Complete casework and coordination on all lands actions for recreation and public purposes, rights-of-way, 2920 permits and leases, withdrawals, pesticide use permits, and other land use authorizations.
- (12) Complete casework on mineral sales, free-use permits, and Notice Of Intents and community pits. Review and approve plans of operation.
- (13) Promote orderly and environmentally responsible extraction of minerals as appropriate, including saleables, locatables, and leasables. Provide assistance and information to the public regarding mineral resources.
- (14) Provide fuelwood, Christmas trees and other wood products on a sustained-yield basis in a manner that will enhance wildlife habitat and watershed protection.
- (15) Coordinate BLM-initiated proposals for water rights and respond to private sector water rights proposals on public land.

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5. National Conservation Area Staff

a. General Responsibilities: The National Conservation Area Manager is a staff official reporting directly to the Field Manager. National Conservation Area staff responsibilities include recreation, wilderness, visual, interpretive, cultural resources, paleontological resources, and planning within the Colorado Canyons National Conservation Area and Black Ridge Wilderness, as directed under the Colorado Canyons National Conservation Area and Black Ridge Canyons Wilderness Act of 2000.

b. Program Responsibilities

(1) Complete the Colorado Canyons NCA plan as mandated by the Colorado Canyons National Conservation Area and Black Ridge Canyons Wilderness Act of 2000.

(2) Implement on-the-ground actions prescribed in the NCA plan and other plans covering the Colorado Canyons National Conservation Area.

(3) Ensure that the interests of local, national, and international visitors are addressed in facilities, exhibits, signs, kiosks, and brochures and that all information is culturally sensitive, accurate, and up-to-date.

(4) Responsible for the development, coordination and implementation of the Interpretive/Visitor Service and Education programs including exhibit design, fabrication and maintenance; front desk coordination; teacher/school group contact and coordination. Provides expertise in development of interpretive media for the Grand Junction Field Office.

(5) Provide support for BLM programs through the effective use of volunteers and partnerships.

(6) Recommend innovative and new solutions for management regarding resource issues posing special difficulty. Make recommendations for the enhancement of resource values and ensure compliance with all regulations, policies, and stipulations pertaining to those resources.

(7) Provide liaison and coordination for AWP and budgetary submissions for on-the-ground applications.

(8) Work with the public in a variety of situations including environmental education, coordinating volunteer work projects, answering inquiries, speaking to organized clubs, related to the NCA and Wilderness.

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(9) Continue to enhance relationships and establish protocol with all tribes for Native American consultation and coordination to conserve and protect cultural resources.

(10) Assure adherence with management guidelines and legal requirements in the Black Ridge Canyons Wilderness.

(11) Serve, as needed, on interdisciplinary teams working on resource-related projects such as Environmental Impact Statements, Environmental Assessments, or Resource Management Plans for either local or regional projects.

(12) Conduct high visibility law enforcement and visitor service patrols of public lands throughout the jurisdiction of the NCA.

6. Recreation Staff

a.. General Responsibilities: The Supervisory Outdoor Recreation Planner is a staff official reporting directly to the Field Manager. Recreation Staff responsibilities include recreation and cultural resource responsibilities for the Field Office, excluding the National Conservation Area.

b. Program Responsibilities

(1) Carry out all Field Office resource management work for recreation, wilderness, cultural, and historical programs.

(2) Complete activity plans to prescribe on-the-ground management actions; integrated resource management plans and coordinated resource management plans, which encompass many of the resources included in wilderness study area interim plans, recreation management area plans, and cultural/historical protection plans.

(3) Implement on-the-ground actions prescribed in the plans and complete environmental documentation for work related to implementing project and activity plans or approving use authorizations.

(4) Serve, as needed, on interdisciplinary teams working on resource-related projects such as Environmental Impact Statements, Environmental Assessments, or Resource Management Plans for either local or regional projects.

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- (5) Provide support for BLM programs through the effective use of volunteers and partnerships.
- (6) Recommend innovative and new solutions for management regarding resource issues posing special difficulty. Make recommendations for the enhancement of resource values and ensure compliance with all regulations, policies, and stipulations pertaining to those resources.
- (7) Provide liaison and coordination for AWP and budgetary submissions for on-the-ground applications.
- (8) Provide technical resource management advice, after consultation with local, state, and other Federal agencies as well as affected publics.
- (9) Work with the public in a variety of situations including environmental education, coordinating volunteer work projects, answering inquiries, speaking to organized clubs, and dealing with use authorizations.
- (10) Continue to enhance relationships and establish protocol with all tribes for Native American consultation and coordination to conserve and protect cultural resources.
- (11) Assure adherence with interim management guidelines in all Wilderness Study Areas.
- (12) Emphasizing identified niches, maintain a wide variety of high quality settings where a diverse array of recreational opportunities, experiences, and benefits can be found.

F. Glenwood Springs Field Office

Serves as the primary administrative unit of the Bureau at the field level for approximately 570,000 acres of public land primarily in Garfield, Eagle, and Pitkin County. Responsible for completing and implementing land use plans; monitoring land health; completing land use authorizations; managing for public lands for multiple resources, including recreation, range, oil and gas, minerals, cultural, law enforcement, forestry, lands, soil/air/water, wildlife, visual, wilderness, riparian and watershed; coordinating with local governments and other agencies and establishing partnerships to accomplish resource management goals and objectives.

The Fire Management Officer (FMO) is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. The FMO coordinates with appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Field Manager on local interagency fire and aviation groups.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. Field Manager/Assistant Field Manager

a. General Responsibilities: Provides managerial direction, oversight and quality control to all resource programs. Insures programs are accomplished consistent with applicable federal laws, regulations and Bureau policy. Prepares and implements budget, tracks and reports work progress.

b. Program Responsibilities

(1) Serves as the authorized officer within delegated authority. Makes decisions on all land use authorizations, permits and rights of way; approve applications for permits to drill, approves environmental assessments for all land treatments and on-the-ground projects. Recommends land use plan amendments.

(2) Supervises 25 - 30 employees, insuring a safe and productive work environment. Evaluates work quality and quantity, completes employee performance reviews, grants awards, performs disciplinary actions. Recruits employees consistent with affirmative action plan, ensures employees have adequate resources and training, conducts career counseling.

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(3) Resolves complex and technical land management issues, involving stakeholders and coordinating with local agencies and other units of government.

(4) Maintains accountability for the office building, major capital and other equipment, supplies, materials, vehicles and government property assigned to the Field Office.

2. Field Manager's Staff

a. General Responsibilities: Responsible for administration, implementation and monitoring of programs in law enforcement, cultural resources and community relations.

b. Program Responsibilities

(1) Provides law enforcement support to accomplish visitor patrols, compliance, search and rescue assistance. Coordinates with local law enforcement. Utilizes law enforcement authority to issue citations in support of resource management programs.

(2) Plans, implements and monitors the cultural/historic and paleontological resources programs. Completes or oversees cultural resource inventories. Coordinates with SHPO. Performs Native American Consultation.

(3) Provides liaison with other agencies, communities and local governments, reviews development proposals from towns and counties, forms partnerships to address rural-urban interface issues.

3. Support Services Team

a. General Responsibilities: Responsible for providing administrative, clerical, reception and automation support.

b. Program Responsibilities

(1) Provides clerical and technical administrative assistance and support to all Field Office functions. Serves as building lease COR. Provides in-office mail, file, document preparation, training, purchasing and supply services. Tracks expenditures, issues BPAs, conducts data entry for FFS and T&As. Provides primary accounting/business services for the Field Office.

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(2) Operates the public room. Provides over-the-counter reception, customer service, general information, and collection services. Responds to information requests from the public, assists with preparation of written correspondence, assists with database management, provides information as requested from other Bureau offices.

(3) Provides office automation support. Installs and maintains office automation systems and provides user support for a variety of hardware and numerous software applications. Recommends equipment upgrades and purchases. Coordinates office automation equipment life cycle management plan.

4. Visitor Services Team

a. General Responsibilities: Responsible for administration, implementation and monitoring of programs in recreation, facilities maintenance and volunteer services.

b. Program Responsibilities

(1) Plans, implements and monitors programs in recreation resources, recreation operations, facilities construction and maintenance, and wilderness

(2) Conducts environmental assessments for associated management activities. Prepares and administers special recreation permits (SRP), conducts compliance and monitoring for SRPs, travel management, camping limitations, wilderness, visitor use and other public use related activities. Maintains recreation facilities, prepares activity plans, conducts resource inventories and assessments, performs visitor surveys, maintains information databases. Prepares and distributes visitor information (maps, brochures) installs and maintains signs, manages transportation system (roads and trails).

(3) Provides customer service, responds to information requests, processes applications, completes billings, coordinates with other agencies, attends public meetings, prepares written correspondence, provides information as requested from other Bureau offices.

(4) Provides technical support to other resource programs and activities as needed.

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5. Land Health Team

a. General Responsibilities: Responsible for administration, implementation and monitoring of a variety of natural resource programs.

b. Program Responsibilities

(1) Plans, implements and monitors programs in soil/water/air, range, riparian, noxious weed management, wildlife, fisheries, Threatened and Endangered (T&E) Species. Prepares environmental assessments for associated management activities.

(2) Monitors land health, conducts land health assessments, conducts a variety of resource inventories, maintains resource information databases. Conducts land use planning and implements a variety of land health treatments, including watershed, range, riparian, wildlife and fisheries habitat improvements. Conducts or oversees T&E species inventories and consults with U.S. Fish and Wildlife Service.

(3) Processes grazing applications, completes billings and transfers, directs adjustments to on-the-ground grazing management practices to insure compliance with permit terms and conditions, recommends grazing management decisions. Responds to unauthorized grazing trespass, coordinates with Grazing Board of Advisors, plans and implements grazing improvement practices.

(4) Provides customer service, responds to information requests, coordinates with other agencies, attends public meetings, prepares written correspondence, provides information as requested from other Bureau offices. Provides technical and professional support to other resource programs and activities as needed.

6. Lands/Minerals Team

a. General Responsibilities

b. Program Responsibilities

(1) Plans, implements and monitors programs in oil and gas management, minerals, lands and realty management. Conducts environmental assessments for associated management activities.

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(2) Prepares lease, R&PP and right-of-way grants, researches land records, manages communication sites, processes applications for permit to drill (APD), processes land exchanges, issues minerals materials permits, completes minerals reports and valuations, resolves trespass, completes resource inventories, maintains information databases. Conducts permit compliance. Directs adjustments to on-the-ground permitted activities to insure compliance with permit terms and conditions.

(3) Manages LR2000 data base, completes land and minerals data base entry, establishes case files, completes right-of-way billings.

(4) Provides customer service, responds to information requests, attends public meetings, prepares written correspondence, provides information as requested from other Bureau offices.

(5) Provides technical support to other resource programs and activities as needed.

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G. Uncompahgre Field Office

The Uncompahgre Field Office manages approximately 950,000 acres of public lands for a full range of multiple uses in West-Central Colorado. Portions of counties within the Field Office jurisdiction include: Montrose, Delta, San Miguel, Ouray, Gunnison and Hindsdale. The Uncompahgre Field Office is located in Montrose, Colorado and closely interacts with the 5 Ranger Districts on the Grand Mesa/Uncompahgre/Gunnison National Forest in managing public land resources.

The Uncompahgre Field Office also manages the Gunnison Gorge National Conservation Area, which includes a congressionally designated wilderness area. The NCA staff manages 57,727 acres of public land according to legislation mandate and the Bureau's National Landscape Conservation System objectives.

The Fire Management Officer (FMO) for the Field office is located in the Western Slope Center and is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. With direction and coordination from the Field Manager, the FMO coordinates with the appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Field Manager as needed on local interagency fire and aviation groups.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. Field Manager

a. General Responsibilities: The Field Manager is the line official at the Field Office level and is directly accountable to the State Director. Provides leadership and managerial direction to Field Office staff, including the NCA staff. Functions as management representative of Field Office on the BLM/U.S. Forest Service interagency fire board.

b. Program Responsibilities

(1) Makes or delegates land-use and personnel decisions within scope of authority.

(2) Supervises personnel in the performance of their duties. Assists them on technical and administrative matters and career development. Evaluates their performance.

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(3) Provides assistance and information for the State Director and the State Office staff.

2. Associate Field Manager

a. General Responsibilities: Assists in the day to day supervision of the Field Office staff and provides managerial direction, assists in budget preparation and tracking, and represents the Field Manager when required.

3. Administrative and Support Staff

a. General Responsibilities: Provides the front line of public service for the BLM, U.S. Forest Service and National Park Service.

(1) The Field Office provides support for a shared front-desk position which is responsible for issuing use permits, answering phones and directing inquiries to the correct specialist.

(2) Administrative services are shared with the Western Slope Center. Certain support functions such as collections, procurement, property, and personnel will remain with the support center. The Field Office staff assistant also provides other administrative functions such as records management, safety program coordination, and staff support. The Field Office is entirely responsible for budget execution and monitoring.

4. National Conservation Area Staff (NCA)

a. General Responsibilities: An NCA Manager directs the efforts of this staff and coordinates all aspects of on-the-ground NCA management including the supervision of seasonal and permanent NCA staff.

b. Program responsibilities: The NCA staff manages the Gunnison Gorge National Conservation Area and wilderness according to legislative direction and BLM's National Landscape Conservation System goals. The NCA staff provides on the ground resource management in a multiple use setting and a field presence in the NCA. The staff also works closely with surrounding communities and the National Park Service, which manages the adjoining Black Canyon National Park.

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5. Field Office Resources Staff

a. General Responsibilities: This staff includes all facets of multiple-use resource management. Subordinate supervisors are the Associate Field Manager, the NCA Manager, and the Recreation Staff Supervisor. An overall team concept focused on landscape health is the operating procedure. Individual staff specialists provide BLM program and subactivity leadership.

b. Program Responsibilities

(1) Cultural and paleontology resources are managed from the standpoint of interpretation, public education and outreach, appropriate section 106 consultation, and building partnerships to help protect and learn from these resources.

(2) Ecologist functions provide natural resource monitoring, inventory, analysis and the application of data to meet landscape health objectives. This is the catalyst to help bring different disciplines together, bridging the gap between biological and physical resources. An ecologist specifically provides the knowledge and interdisciplinary coordination necessary for a successful fuels management program and implementation of fire plans. NEPA compliance functions are included.

(3) A mining engineer provides coal program functions for the Field Office and assists the Grand Junction Field Office and San Juan Public Lands Center of the BLM and U.S. Forest Service, and functions as the Field Office coal and mineral leasing expert.

(4) Two positions provide wildlife functions that include both the traditional program management and biologist role which provides habitat management, project development and planning; a position also functions as a wildlife ecologist. These functions include T&E species and the use of remote sensing and satellite data interpretation as well as coordinates science application and research needs.

(5) Responsible for outdoor recreation and wilderness management, OHV and travel management, and the implementation of a safe program including permit issuance, tracking, fee site implementation, partnerships, site design for public enjoyment, health and safety and all facets of recreation operations, including facilities construction and maintenance. The recreation staff supervisory oversees these functions and supervises seasonal and permanent recreation staff in the Field Office.

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(6) Administration of the realty program including processing, implementing and monitoring of casework. Functions in the Field Office would include trespass resolution, some exchanges and a very heavy land use authorization and compliance workload.

(7) Responsible for administration and implementation of range management functions on 240 allotments within the Field Office. Management consistent with the Standards and Guidelines for rangeland health is the principle function. This requires intense interdisciplinary coordination and cumulative knowledge of all natural and man-caused factors at work on the landscape. Outreach, education, compliance monitoring, building partnerships and the administrative components are all important functions. A BLM Range mgt specialist is stationed in U.S. Forest Service offices in Norwood as part of the Service First initiative.

(8) Provide procedural and technical minerals expertise for the Field Office including pre-lease analysis, processing and compliance. This includes both locatable and mineral materials.

(9) Responsible for all transportation and road maintenance coordination, Field Office hazardous material (hazmat) needs, surface protection/compliance work in coordination with staff specialists and U.S. Forest Service. Provides Forestry and other wood harvest expertise.

(10) Provides input and assistance to the maintenance of a joint BLM/U.S. Forest Service/National Park Service center for all GIS functions.

(11) Jointly with the U.S. Forest Service shares staff when need arises, jointly fund positions, share equipment and continuously look for ways to improve management of seamless landscapes.

(12) Provides uniformed law enforcement presence for both the Uncompahgre Field Office and Gunnison Field Office, as well as the Gunnison Gorge National Conservation Area. Two positions are located in the Uncompahgre Field Office.

(13) The Field Office is responsible for a multitude of community, regional outreach, multi-jurisdictional planning, and public affairs efforts, all of which build public confidence in BLM and greatly assist the Field Office in mission accomplishment.

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(14) Provides for office building and public land office complex management. Includes office condition, appropriate security for the complex and both employee and public health and safety.

(15) Relies on Center for assistance in specific scarce skills which will remain there to serve multiple offices. Assistance functions include hydrology, Hazardous material (hazmat), Webmaster and Land Law Examining.

(16) Carries out the Bureau's fire/fuel management program and also provides fuels/fire project planning and biological expertise and support to the fuels management program in the Gunnison Field Office and San Juan Public Lands Center through the SW Projects team.

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H. Gunnison Field Office

The Gunnison Field Office is responsible for the multiple-use management of all public renewable and non-renewable resources within its jurisdiction. This function is carried out under the guidance of the Colorado Mission Statement, applicable laws, regulations, policies and State Director's guidance. The Gunnison Field Office is located in Gunnison, Colorado and administers approximately 600,000 acres of public land. The Field Office encompasses parts of Gunnison, Saguache, Hinsdale, Montrose and Ouray Counties. The office regularly interacts with numerous federal, state and local government agencies, including the Grand Mesa, Uncompahgre and Gunnison National Forest, the Colorado Division of Wildlife, the Colorado State Forest Service, the National Park Service, the U.S. Fish and Wildlife Service, as well as the Counties and local municipalities.

The Fire Management Officer (FMO) is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. The FMO coordinates with appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Field Manager on local interagency fire and aviation groups.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. Field Manager

a. General Responsibilities: The Field Manager is the principal line officer and serves as the focal point in the Field Office for providing leadership, motivation, direction and decisions required to implement and carry out multiple use management of resources consistent with the Bureau and Departmental Policies within delegated authority. The Field Office is impacted by a variety of complex environmental, political, and economic issues; accomplishment of the mission requires the use of many different and innovative processes. The Field Manager reports directly to the State Director.

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The Field Manager supervises an organization further subdivided into two subordinate organizations. One directed by the Field Manager and the other directed by the Associate Field Manager. The Field Manager is delegated the majority, or all of the following supervisory authorities: coordination with higher level management officials; assuring equity of performance standards; making or approving selections for subordinate supervisory and non-supervisory positions; serving as the reviewing official on evaluations of all employees; recommending selection for all positions; hearing and resolving group grievances or serious employee complaints; reviewing and approving serious disciplinary actions, making decisions on non-routine or costly training needs; determining the adequacy of contractor performed work; approving expenses such as with-in grade increases; recommending awards; recommending changes in position classification.

Responsible for planning, organizing, implementing and evaluating a broad array of complex resource management programs under multiple and sustained use principles. The Field Manager develops, implements, and manages a program of conservation and management of all lands and resources within the Field Office

b. Program Responsibilities

Make all resource and land-use decisions within delegated authorities, either directly or through re-delegation where allowable. Supervise personnel in the performance of their duties: provide advice and guidance, both of a technical and administrative nature. Advise staff in career development matters and evaluate their performance. Remain knowledgeable on ongoing projects, work tasks, and activities which take place within the assigned area of responsibility. Provide advice and assistance to the State Director and the State Office staff on land and resource matters.

2. Immediate Staff of Field Manager

a. General Responsibilities

(1) Law Enforcement Officer

(a) General Responsibilities: Provide a uniformed law enforcement presence, for the purpose of protecting Bureau employees, the general public, permitted public land users and bureau administered resources.

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.22H2a(1)(b)

(b) Program Responsibilities

Conduct high visibility patrol of public lands throughout the area. Provide assistance to resource area personnel in resolving problems associated with violations of federal laws and regulations. Assist other law enforcement agencies by providing manpower and equipment for joint operations on public lands. Support the U.S. Attorney's office in the prosecution of persons responsible for violating federal laws and regulations relating to the public lands.

(2) Planning and Environmental Coordination

(a) General Responsibilities: Provides assistance, review, and guidance to all staff relative to preparing land planning and environmental documents.

(b) Program Responsibilities

Works directly with other surface managing agencies to ensure that applicable land use planning and NEPA compliance meets appropriate Supplemental Program Guidance (SPG). Ensures that all documents comply with policy, procedure and legal requirements.

Provide accurate timely information to the public about Bureau programs and projects. Maintain effective relationships with local media and officials to disseminate information concerning Bureau programs and projects.

Responsible for coordination of compiling the requested FOIA information.

(3) Hazardous Materials Management

(a) General Responsibilities: Responsible for initial contact on Hazardous Materials incident.

(b) Program Responsibilities

Provides primary BLM response for hazardous materials (hazmat) incidents (both emergency and non-emergency incidents). Coordinate with local emergency responders on hazmat incidents.

Conducts Phase I Environmental Site Assessments for the Gunnison Field Office.

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3. Administrative and Support Staff (supervisor-Field Manager)

a. General Responsibilities: Is the principle support element of the Gunnison Field Office. Provides administrative, technical, automation, and operational support to all Field Office program activities.

Provide clerical and technical administrative assistance and support to all Field Office functions.

Provides over-the-counter reception, general information and collection services to meet the public needs.

b. Program Responsibilities

(1) Accounting Finance: Collect fees on permits, licenses, maps, etc., paid at front desk or mailed to office. Maintain and implement all necessary actions for cash register funds management and accountability in consultation with Center Accounting Tech. Prepare Accounting Advise forms and send funds collected to Accounting Officer, Montrose Center.

(2) Personnel: Submit request for personnel action for automated pay/pars system. Track days worked for seasonal and temporary employee appointments. Orient new employees. Prepare award actions.

(3) OWCP: Prepare/complete appropriate injury forms. Compute/track days of Continuation of Pay.

(4) Volunteers: Identify projects, secure funding and complete projects utilizing volunteers.

(5) Contracting/Procurement: Prepare requisition via PD-WEB for procurement needs over \$2,500. Submits all other purchase needs that can not be purchased via Credit Card to Center for processing. Make purchases on credit cards within limitations and guidelines established. Provides information necessary to establish Blanket Purchase Agreements and Emergency Equipment Rentals to Center for development and processing. Forwards all necessary documentation to Center for processing of BPAs, EERs, credit cards, etc.

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.22H3b(6)

(6) Agreements: Consult with Agreement Coordinator on basic format, procedures, and requirements of a particular agreement you are considering. Work with potential agreement parties and develop details and funding proposals for the agreement per guidelines and procedures established. Draft agreements per format established by Center Agreement authority. Submit agreement to Center for review, approval, or modification, if necessary to meet regulatory requirements.(performed by non-renewable staff)

(7) Budget: Develop office WM spreads and Operations budgets per W.O., State Office, and Center Budget Analyst guidance from PAWP to End-of-Year. Provides information on fixed costs and fleet costs to Center for programming and tracking needs. Ensure WMs programmed are being expended as planned.

(8) IRM: Provide user training and support for software functions. Client-level software maintenance including upgrades and new installations. Support hardware upgrades and maintenance. Anticipate needs for hardware parts and supplies. Ensure data integrity via backups and proper storage procedures. Maintain kiosks and electronic records through creation, maintenance, and disposition.

(9) GIS: A primary contact for questions concerning basic GIS. Provide local support for users as a super GIS user. Assists in the preparation on map manuscripts for data entry. Operate GPS receivers to collect data for incorporation into GIS database. Train local users in the operation of GPS equipment.

(10) Records/Mail Management: Responsible for the operation, function, maintenance and management of central files, forms, mail and information center in the Field Office.

(11) Travel Management: Administers the program and provides guidance, direction and assistance in the applicability of the Federal Travel Regulations.

(12) Facilities Management: Responsible for Field Office space issues including maintaining and purchasing office equipment.

4. Renewable Resource Staff (Supervisor Associate Field Manager)

a. General Responsibilities: Responsible for administration and implementation of various programs including range, forestry, riparian, fisheries, wildlife, T&E species, air, water rights, soils, ecosystem management and hydrology.

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.22H4a(1)

- (1) Responsible for the implementation of RMP Renewable Resource decisions.
- (2) Provides technical support to other resource programs and activities as needed.
- (3) Provide support and assistance where and when needed to ensure Bureau, Colorado and Gunnison missions are carried out.
- (4) Responsible for evaluating mitigation measures for adequacy of proposed actions.

b. Program Responsibilities

- (1) Keep abreast of the latest techniques in Renewable Resource Management.
- (2) Initiates fire planning, and assures identification of control burn areas, in coordination, with the Fire Ecologist.
- (3) Carry out all Field Office resource planning management.
- (4) Complete Resource Management Plans and environmental impact statements (EIS), environmental assessments (EA) and other related work preparatory to making use authorizations.
- (5) Conduct monitoring studies, surveys and inventories for the respective resources and use. Analyze these studies and makes recommendations to management based on the analysis.
- (6) Implement a noxious weed program that includes prevention, inventory and control of noxious weeds on public land.
- (7) Serve as needed, on interdisciplinary teams created to work on or review resource related projects such as EIS's, EA's and RMP amendments.
- (8) Provide technical resource management advice, after consultation with local, state and other federal agencies, as well as affected public.
- (9) Cooperate with the State Natural Heritage program.

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.22H4b(10)

- (10) Conduct Section 8 coordination/consultation, on actions concerning the range management program with permittees, other agencies and interested groups.
- (11) Conduct Section 7 consultation with U.S. Fish and Wildlife Service for Threatened and Endangered Species.
- (12) Operating the NOAA Cooperative Weather Station.
- (13) Manages ACECs, and other special management areas.
- (14) Application of Land Health standards.
- (15) Provides technical expertise in the area of watershed reclamation for the Field Office.
- (16) Provides both procedural and technical information within the Renewable Resource program regarding applicable laws and regulations.
- (17) Initiates water rights administration.

5. Non-renewable Resource Staff (Supervisor-Field Manager)

a. General Responsibilities: Responsible for administration and implementation of various programs including lands, realty, recreation, cultural, geology, wilderness, paleontology, solids and fluid minerals.

- (1) Responsible for the implementation of RMP Non-Renewable Resource decisions.
- (2) Provides technical support to other resource programs and activities as needed.
- (3) Provides support and assistance where and when needed to ensure Bureau, Colorado and Gunnison missions are carried out.
- (4) Responsible for evaluating mitigation measures for adequacy of proposed actions.

b. Program Responsibilities

- (1) Responsible for compliance, monitoring and reclamation on all Non-Renewable Resource actions.

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.22H5b(2)

- (2) Provides both procedural and technical information within the Non-Renewable Resource programs regarding applicable laws and regulations (staff).
- (3) Ensures production, abandonment, and surface inspections are performed.
- (4) Investigates, records, negotiates and closes Non-Renewable trespass cases.
- (5) Processes all needed documentation for the Non-Renewable Resources programs.
- (6) Maintains computerized data bases used by the Non-Renewable Resource programs.
- (7) Conduct mineral examinations, and prepares minerals reports on mining claims that are either contained in patent applications, proposed disposal actions where the land is needed for Federal Program, or where unauthorized use of the land and/or mineral resources is occurring.
- (8) Responsible for conducting land tenure adjustments (land exchanges, sales) and easement acquisitions with the area.
- (9) Complete Resource Management Plans and environmental impact statements (EIS), environmental assessments (EA) and other related work preparatory to making use authorizations.
- (10) Serves as needed, on interdisciplinary teams created to work on or review resource related projects such as EIS, EA, and RMP amendments (staff).
- (11) Responsible for Native American consultation

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I. San Juan Public Lands Center

The San Juan Public Lands Center (SJPLC) manages approximately 700,000 surface acres of public lands for a full range of multiple uses in Southwest Colorado. In addition, San Juan Public Lands Center manages nearly 2.5 million acres of subsurface mineral estate with responsibility for the administration of oil and gas operations on federal leases beneath National Forest System lands and two Indian Reservations. Portions of counties within the Center jurisdiction include: La Plata, Archuleta, Montezuma, Dolores, San Miguel, Montrose and San Juan.

The Center is a unique 3-tiered organization that is administratively integrated and co-managed with the San Juan National Forest, under Service First. The Forest and Center are managed by a Center Manager/Forest Supervisor and Associate Center Manager/Forest Supervisor. The Center Manager/Forest Supervisor is the principal line officer responsible for all functions or actions taken and is directly accountable to the State Director and Regional Forester. The role of the Center is to provide program, policy, budgeting and technical leadership and oversight to four subordinate field units. The Center is responsible for issues that transcend a single field unit or are of a broader regional nature or that are best administered from a central location. The Center also provides administrative and scarce skill support to the field units.

The integrated San Juan Public Lands Center and San Juan National Forest are organized into three (3) field units (Field Office/Ranger Districts) that are comprised of both BLM and National Forest lands and the Canyons of the Ancients National Monument, which includes the Anasazi Heritage Center. From east to west, the field units contain the following mix of BLM and National Forest lands.

<u>Field Unit</u>	<u>Approximate Acreage</u>		
	<u>BLM</u>	<u>FS</u>	<u>Total Acreage</u>
Pagosa Field Office/Ranger District	5,500	584,000	589,500
Columbine Field Office/Ranger District	71,000	687,000	758,000
Dolores Field Office/Ranger District	440,000	610,000	1,050,000
Canyons of the Ancients Nat'l Monument	164,000	0	164,000

The three (3) Field Office/Ranger Districts are each managed by a cross-delegated line officer responsible for the work of both agencies, directly accountable to the Center Manager. Canyons of the Ancients are managed by a Monument Manager with solely BLM responsibilities, directly accountable to the Center Managers.

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1. Center Manager & Associate Center Manager

a. General Responsibilities: The Center Manager is the principal line official at the landscape/watershed level for the BLM and U.S. Forest Service and is directly accountable to the State Director and Regional Forester. Provides leadership and managerial direction to subordinate Field Managers, Assistant Center Managers, Monument Manager, and Center staff. Integrates BLM and U.S. Forest Service management objectives to provide for management on a landscape/watershed basis. The Associate Center Manager shares responsibility and authority with the Center Manager for accomplishing objectives of the BLM and U.S. Forest Service at the landscape/watershed level. The Associate has cross-delegated U.S. Forest Service authority and generally provides day-to-day coordination and direction of Center staff and activities, in conjunction with Assistant Center Managers. The Assistant Center Managers (ACM) have direct technical leadership responsibilities for BLM and U.S. Forest Service programs across landscapes and watersheds. The ACMs work with Field Managers and the Monument Manager to ensure high quality results on the ground.

b. Program Responsibilities

Makes or delegates land use and personnel decisions within scope of authority. Supervise personnel in the performance of their duties. Assists them on technical and administrative matters and career development. Evaluates their performance. Assigns work based on national, State, and Field Office objectives and sets priorities. Provides for uniformed law enforcement presence for the San Juan Public Lands Center. Provides assistance and information for the State Director and the State Office staff.

(1) Fire Management

(a) General Responsibilities: The Center Fire Management Officer (FMO) is responsible and accountable to provide leadership for the BLM and U.S. Forest Service fire and aviation management program across the joint 2.6 million acre landscape. The FMO coordinates with appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Center Manager on local interagency fire and aviation groups.

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(2) Law Enforcement

(a) General Responsibilities: Provide a uniformed law enforcement presence, for the purpose of protecting Bureau employees, the general public, permitted public land users and Bureau administered resources. Conduct high visibility patrol of public lands throughout the area. Provide assistance to field unit managers and personnel in resolving problems associated with violations of Federal laws and regulations. Assist other law enforcement agencies by providing manpower and equipment for joint operations on public lands. Support the U.S. Attorney's office in the prosecution of persons responsible for violating Federal laws and regulations relating to the public lands.

(3) Planning

(a) General Responsibilities: Works directly with field unit managers, other surface managing agencies, local governments and the public to ensure that land use planning is consistent with overall landscape and community objectives and meets legal requirements. Leads rural community assistance program. Provides assistance, review, and guidance to all staff relative to preparing planning and environmental documents. Ensures that all NEPA documents comply with policy, procedure and legal requirements.

(b) Program Responsibilities: Provide accurate timely information to the public about Bureau programs and projects. Maintain effective relationships with local officials and media to disseminate information concerning Bureau programs and projects.

(4) Abandoned Mine Lands

(a) General Responsibilities: Responsible to initiate clean up of abandoned mine sites on land within its jurisdiction. The Upper Animas Basin Pilot Project is the primary effort associated with the initiative. A watershed approach is being utilized to identify, characterize, and clean up sites that are negatively affecting water quality and aquatic life. Reduce federal liability under CERCLA.

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(b) Program Responsibilities

- i. Works with the Animas River Stakeholders Group, and other agencies and Departments to identify issues and concerns with specific Abandoned Mine Lands (AML) sites and to determine appropriate course of action.
- ii. AML Project Manager works with State Office and engineering Field Office to initiate and complete appropriate cleanup actions and oversees activities on-the-ground. Tracks project activities and provide briefings and updates to management. Prepares progress reports and tracks budget expenditures.
- iii. Ensures activities are effective in improving water quality and proper restoration of impacted mine sites is accomplished.
- iv. Prepares and reviews CERCLA and NEPA documents to ensure compliance with governing laws and regulations. Reduces and minimizes liability of U.S. government by compliance with administrative procedures and conducting technically sound field operations.

(5) Information Resource Management

(a) General Responsibilities: Provides guidance, direction and coordination for all information systems functional responsibilities to assure conformance with bureau-wide standards and long range strategic planning. Recommends policy and procedural changes for automated methods developed or upgraded within the scope of Bureau, State, Center and Field Office programs.

(b) Program Responsibilities

- i. Administers the data network and all related peripheral devices. Administers the Automated Fluid Minerals Support System (AFMSS) and all other databases that reside on multi-user systems. This includes data collection, verification and security.
- ii. Administers the computer communication equipment; maintain all computer hardware; develops local application programs; procures additional hardware, software and upgrades to existing systems and specialized computer related supplies; and develops and/or conduct in-house training sessions on telecommunication uses and equipment.

2. Administrative and Support Staff

a. General Responsibilities: Provides clerical and technical administrative assistance and support to all Field Offices, Canyons of the Ancients National Monument, and the San Juan Public Lands and Anasazi Heritage Centers. Provides the front line of public service for the BLM and U.S. Forest Service. This function is performed in conjunction with The San Juan Mountains Association, a nonprofit organization chartered, at least in part, to assist the U.S. Forest Service and BLM with visitor contact and environmental education programs.

b. Program Responsibilities

(1) Responsibilities include map sales, providing service to “walk-ins”, issuing use permits, answering phones and directing inquiries to the correct specialist.

(2) Accounting Finance: Collect fees on over the counter sales of permits, licenses, maps, etc., and collects monies for use authorization fees such as grazing permits, ROW’s, and leases. Maintain and implement all necessary actions for cash register funds management and accountability. Prepare Accounting Advise forms and send funds collected to Accounting Officer.

(3) OWCP: Prepare and complete appropriate injury forms. Compute and track days of Continuation of Pay.

(4) Volunteers: Identify projects and funding needs for projects that can be accomplished with volunteer workforce. Recruit volunteers; respond to public inquires for individual service learning projects, group activities, etc. Provide for operational oversight of volunteers for specific projects and actions (includes sign-up and orientation, task assignment, daily supervision, project material acquisition, record keeping). Provide volunteer statistics to Center Coordinator for Consolidation into annual and also as requested by Bureau reporting requirements. Initiate recognition (letters, non-monetary awards, receptions, etc.); prepare requisitions for refreshments, award items, etc. Conduct volunteer performance appraisal; close out agreement upon completion of project.

(5) Contracting/Procurement: Prepares requisition via SMART IDEAS for procurement needs over \$2,500. Make purchases on credit cards within limitations and guidelines established. Establishes Blanket Purchase Agreements and Emergency Equipment Rentals as needed. Processes BPAs, EERs, credit cards, etc.

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.2212b(6)

(6) Agreements: Center Agreement Coordinator consults with specialists on basic format, procedures, and requirements of a particular agreement being considered. Works with potential agreement parties and develop details and funding proposals for the agreement per guidelines and procedures established. Draft agreements per format established by Federal Grant and Cooperative Agreement Act of 1977. Submit agreement to State Office for review, approval, or modification, if necessary, to meet regulatory requirements.

(7) Budget: Develops WM spreads and Operations budgets for the Center and field units per W.O., Colorado State Office, U.S. Forest Service Regional Office, and Center Budget Analyst guidance from PAWP to End-of-Year. Tracks labor, fixed costs and fleet costs. Ensures WMs programmed are being expended as planned. Makes correction and changes as necessary. Tracks major projects (funding, cost codes, etc) and updates as changes occur. Develops and tracks contributed and reimbursable accounts.

(8) MIS: Inputs workload measures at the beginning of the FY and updates accomplishments in a timely manner. Utilizes MIS data to manage budgets and projects.

(9) Personnel: Submit request for personnel action for automated pay/pers system. Track days worked for seasonal and temporary employee appointments. Orient new employees. Prepare award actions.

(10) Records/Mail Management: Responsible for the operation, function, maintenance and management of central files, forms, mail and information for the Center. Provide orientation, training and guidance to records system users. Administer the Bureau's paperwork management subject function classification system, temporary and permanent directive, reports control, forms management, records disposition, and mail management. Provide control for the maintenance, accessibility, safeguarding and proper disposal of all records management systems.

(11) Travel Management: Administers the program and provides guidance, direction and assistance in the applicability of the Federal Travel Regulations. Coordinates the program, including travel cards, and as requested, prepare travel authorizations, travel advances, arrange for commercial transportation and other services related to official travel and transportation.

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.22I2b(12)

(12) Facility Management: Responsible for Office space issues. Responsible for maintaining and purchasing office equipment. Responsible for the maintenance of all office buildings, including day-to-day maintenance, long term maintenance and preventative maintenance, in coordination with Colorado State Office.

3. Minerals

a. General Responsibilities: The Minerals Staff of the San Juan Public Lands Center accomplishes all mineral associated Field, State and Bureau missions and initiatives. The Staff directs the processing of applications and requests submitted by industry, the public and other governmental agencies. The Staff is responsible for the programs of Indian Mineral Trust Responsibility, petroleum management, solid minerals management, environmental compliance, and Inspection and Enforcement. These programs are implemented for federal lands within southwest Colorado, including public lands and U.S. Forest Service lands. These Indian Mineral Trust Responsibilities also apply to the Southern Ute Reservation and the Ute Mountain Ute Reservation lands in the states of Colorado, New Mexico, and Utah.

(1) The Staff ensures all decisions pertaining to mineral resources and programs are implemented and direct the development to ensure uniformity in carrying out minerals program responsibilities. The Staff makes recommendations to the Center, Field Office, and Monument Managers on sensitive issues and/or problems, and technical mineral resource matters. The Staff represents the various managers as required, at meetings with other Bureau offices and outside entities to explain and/or coordinate mineral programs, policies, goals and objectives.

(2) The Staff provides guidance and leadership to ensure effective and consistent application of existing policies, laws and regulations for the use, allocation, conservation and protection of mineral resources and programs. The Staff ensures current application of Bureau instructions, guidelines and technical standards for implementing the minerals programs on the ground.

(3) The Minerals Staff provides program specific support to Center, Field Office and Monument Managers in the development of short and long range objectives, implementation schedules, program strategy and problem solving. Ensures a coordinated effort is established and maintained to make maximum use of limited resources, staffing and funds. Stresses interaction by and between team members in managing both mineral and renewable resources.

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(4) The Staff oversees the planning of mineral data and standards acquisition and establishment of mineral resource information programs consistent with the Bureau's automation system.

(5) The Staff is the principal liaison or contact for technical aspects of minerals coordination (Indian Trust Responsibilities) between BLM, BIA, Minerals Management Service (MMS), and the Southern Ute and Ute Mountain Ute Tribes. Program emphasis is with Indian oil and gas lease operations, Indian field verification of production accountability for oil and gas leases requiring Monthly Reports of Operations, and the Inspection and Enforcement (I&E) aspects of the program associated with the Automated Inspection Record System (AIRS). The Staff provides general oversight of Indian mineral resource development activities within the Center jurisdiction encompassing the Southern Ute Reservation in Colorado and the Ute Mountain Ute Reservation in Colorado, Utah and New Mexico.

(6) The Staff ensures there is an effective working relationship and cooperation with other agencies and organizations to accomplish operational responsibilities and foster an effective interchange of ideas, data, services and skills. Program diversity requires coordination and effective working relationships with the Southern Ute and Ute Mountain Ute Indian Tribes, the BIA, MMS, U.S. Environmental Protection Agency (EPA), Colorado Oil and Gas Conservation Commission (COGCC), New Mexico Oil Conservation Division (NMOCD), as well as local county and city governments.

(7) The Staff coordinates and oversees the development of mineral program packages, PTA and AWP input into the Center and Field Office budget submissions. The Staff monitors and oversees the minerals budget and implements adjustments required by changing priorities and funding limitations.

b. Program Responsibilities

(1) Native American Trust Responsibilities

(a) Responsible for coordination, oversight and supervision of all work performed by the Tribal Inspector(s), and provides progress assessment to the respective Tribal Energy Departments

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(b) Represents the Center Manager at meetings with federal, Indian, Bureau staff, and state and other outside entities to explain mineral resource policies, objectives and programs. Attends Southern Ute and Ute Mountain Ute quarterly coordination meetings to provide information and to discuss all aspects of Tribal energy development.

(c) Provides oversight, in conjunction with I&E to assure uniformity in carrying out lease inspections for data entry into AFMSS. Coordinates data exchanges and inspection records among BLM, MMS and BIA. Ensure systematic and efficient use of field derived information that could affect royalty payments for federal and Indian oil and gas leases. Responds to MMS, the Tribes and BIA on queries submitted by oil and gas lessees and operators.

(d) Coordinates special I&E inspection schedules for any leases identified for special investigation by the Tribes, MMS or BIA. Coordinates and participates, as needed in complex production accountability audits and/or investigations to assure accurate production accountability.

(e) Coordinates, develops and/or prepares reports and plans concerning minerals activities for tribal minerals and submits reports as requested and allowed by regulations. Establishes monthly "zero-production" reports on Indian leases to identify leases not producing during the reporting period.

(f) Conducts reservoir drainage studies of wells offending Indian lands. Independent reservoir engineering and geologic analysis are done to determine drainage area and configuration of wells offending Indian lands to determine recoverable reserves of wells, reservoir characteristics, recovery factors, drainage areas and drainage configurations. Economic evaluation of wells is performed to determine profitability of drilling protective wells.

(g) Diligence reviews of producing Indian leases and agreements are prepared. Reservoir engineering and geologic analysis are done to determine remaining reserves, reservoir characteristics and well production modeling. Economic evaluation of drilling additional wells on the producing Indian leases is performed to determine if additional diligent development is warranted.

(h) Maintains all Indian trust data and information in a safe and secure manner.

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(2) Petroleum Management

(a) Manages oil and gas related activities on public lands and U.S. Forest Service lands in southwestern Colorado as well as the Southern Ute Indian Reservation, and the entire Ute Mountain Ute Reservation in Colorado, New Mexico and Utah. Uses the permitting process to assure federal and Indian oil and gas reserves are developed in a safe and orderly manner with consideration for public safety, protection of surface and subsurface environments and maximum reserves recovery. Assures protection of correlative rights, proper reporting, prudent development and responsible use of public and Indian lands. Fulfills Native American trust responsibilities regarding the development of oil and gas minerals for both Ute Tribes and their allottees. Prepares comprehensive technical reports with supporting documents for state

(b) Director and Interior Board of Land Appeals (IBLA) reviews. Provides technical assistance and/or advice to Center Management, other field unit staffs, other agencies, operators and the general public. Maintains a high level of professionalism through continuing education and practical application of existing and new technology. Represents the Center and Field Offices at meetings, conferences and hearings held at local, state and national levels. Promotes cooperation and maintain good working relationships with other state and federal agencies. Employs staff members to maximize individual expertise. Provides courteous and professional service to internal and external customers.

(c) Provides operational management expertise such as reviewing, evaluating and modifying permit applications and providing technical review of geologic and engineering aspects for all down-hole operations concerned with APDs, Sundry Notices, Intent to do work, Plugging and Abandonment (P&A) and Subsequent reports of work relative to the drilling, completion, production, work over and remedial actions for oil and gas wells in conventional and unconventional reservoirs. Recommends approval or rejection in accordance with federal regulations, Notices to lessee, Onshore Orders and other guidance. Compiles and prepares geologic references, reports and maps on fresh water aquifers, areas of high pressure, geologic hazards and other geologic data for protection of the surface and subsurface environment. Reviews and evaluates available data and prepares mineral reports for proposed land exchanges and disposal.

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.22I3b(3)

(3) Solid Minerals

(a) Responsible for managing solid leasable minerals, non-energy leasable minerals and locatable minerals allowed by mining claim laws, and saleable minerals (e.g., public land sand and gravel); in compliance with laws and regulations. Promotes cooperation and maintains good working relationships with the Colorado Division of Minerals and Geology, as well as other state and federal agencies.

(b) Performs the various activities related to mining operations on public lands and U.S. Forest Service lands within the Field Office area to ensure compliance with the various mining laws, applicable regulations, manuals, permit or lease terms, approved plans and other guidelines relating to solid leasable, saleable and locatable minerals. Work directly with the State of Colorado Division of Minerals and Geology on mining and reclamation plan reviews and approvals, and monitoring of surface impacts.

(c) Prepares and transmits material required for appeal(s) actions. Assist in the preparation of material, analysis and statement of reasons in cases before IBLA.

(d) Advises and provides information to the general public, corporations and legal or technical representatives in response to inquiries concerning mining activities on public lands and U.S. Forest Service lands in southwestern Colorado.

(4) Inspection and Enforcement (I&E)

(a) Provides petroleum technical expertise in drilling inspections, production and abandonment operations in accordance with the I&E strategy and applicable orders and notices to assure the protection of the public and environment. Ensures proper measurement of produced hydrocarbons; fresh water aquifers and oil and gas zones are properly protected; and fresh water aquifers and oil and gas zones are properly abandoned to prevent any contamination.

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.2213b(4)(b)

(b) Ensures compliance by operators and/or lessees in oil and gas field activities on federal (BLM and U.S. Forest Service) oil and gas leases in southwestern Colorado and Indian oil and gas leases within the Southern Ute and Ute Mountain Ute Reservations. Ensures accurate measurement and reporting compliance with all federal regulations, Onshore Oil and Gas Orders, NTLs and current instruction memorandums. Anomalies are identified through audit, non-compliance incidents, inspections and/or other agencies or individuals. Identifies lost and/or unreported oil and gas volumes, through anomalies, where royalties are due the public, Indian tribes and Native American allottees. Conducts field inspections on federal and Indian producing to ensure compliance with established guidelines. Provides support, training and guidance to Ute Mountain Ute Tribal and BIA inspectors. Promote cooperation, professionalism and good working relationships with other state and federal agencies.

(c) Documents, monitors, investigates, organizes, analyzes and coordinates issues related to production accountability on federal or Indian fluid mineral resources. Support MMS in production related activities involving both agencies.

(d) Provide petroleum technical expertise in drilling inspections, production and abandonment operations in accordance with the I&E strategy and applicable orders and notices to assure the protection of the public and environment.

(e) Documents and issues Incidents of Non-Compliance (INCs), assessments and penalties to the operator and/or lessee for technical engineering violations of the terms of approved documents. Monitors field inspections and investigates undesirable events and reports results.

(f) Reviews and evaluates oil and gas condensate theft and spill reports and determines appropriate course(s) of action, type of inspection, and investigation or audit needed. Reviews and recommends approval or disapproval of complex oil or gas metering systems and Site Security Plans.

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.22I3b(4)(g)

(g) Witnesses natural gas meter calibrations, lease automatic custody transfer meter proving, and oil sales by third party purchasers to ensure proper measurement; primary and remedial cementing of oil and gas well bores to ensure fresh water aquifers and oil and gas zones are properly protected in accordance with approved plans; abandonment of dry holes or depleted producing wells to ensure all fresh water aquifers and oil and gas zones are properly abandoned to eliminate any future contamination to these zones in the future.

(5) Environmental Protection

(a) Under Notice to Lessees - MDO-91-1, the San Juan Public Lands Center aggressively monitors annual Braden head testing for the identification of potentially defective gas well bores. Gas wells exhibiting excessive surface casing pressure are tested for quantity of gas/fluid flow and gas/fluid compositions are analyzed to assist in remedial action plans. Gas wells exceeding threshold requirements are subject to remediation requirements.

(b) Northern San Juan Basin groundwater quality monitoring of domestic water wells is actively pursued in cooperation with the Colorado Oil and Gas Conservation Commission (COGCC) in areas of specific concern, in addition to the area stipulated for testing in the HD Mountain EIS.

(c) Soil vapor is monitored (methane, carbon monoxide, oxygen, hydrogen sulfide) in the northern San Juan Basin in coordination with the COGCC, Southern Ute Indian Tribe, La Plata County and industry. These soil vapor monitoring stations serve to warn of increased soil gas emissions that may reflect the influence of produced water withdrawal in the process of coalbed methane production and allow for prompt remediation efforts.

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.2213b(5)(d)

(d) Responsible for providing technical expertise necessary for environmental compliance, surface inspection, reclamation and NEPA compliance programs, as related to all mineral development programs and activities on the Southern Ute and Ute Mountain Ute Tribal lands. Assures BLM's Indian mineral trust responsibility is met for all NEPA and environmental aspects related to Indian mineral development. Processes environmental compliance actions and provides expertise in the development of all EAs and EISs related to Indian mineral development proposals. Coordinates surface inspection and the reclamation program for proposed and abandoned Indian wells, and associated roads and pipelines throughout the Southern Ute and Ute Mountain Ute Tribal lands in Colorado as well as on the Ute Mountain Ute Reservation in Colorado, Utah and New Mexico. Responsible for environmental compliance and reclamation of all actions in the field. Coordinates program activities with BIA, USFWS, EPA Region IV and the Southern Ute and Ute Mountain Ute Minerals Departments.

(e) For Indian mineral development and federal non-oil and gas development, provides information, guidance, leadership and assistance in the planning and environmental programs, projects and documents. Reviews EAs, EISs and planning documents as appropriate, for compliance with federal regulations, Bureau policy and manual requirements.

(f) Provides NEPA policy interpretation for the Field Office staff, operators and/or lessees, Southern Ute and Ute Mountain Ute, and BIA staffs. Coordinates mineral actions and activities with appropriate staff members. As necessary, coordinates program activities with internal and external public including interested public, federal, state, local county and city governments.

(g) Receives and processes Notices of Intent and completions associated with geophysical exploration for oil and gas and other mineral actions. Coordinates the surface inspection and reclamation programs and associated mineral NEPA compliance with other Field Office programs and staff.

(h) Reviews Notices of Staking and the surface use plan of Indian APDs, and coordinates and participates in joint inspections with operators/lessee and other surface managing agencies, including the Tribes, and BIA.

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.22I3b(5)(i)

- (i) Monitors field compliance related to environmental concerns.
- (j) Reviews water disposal plans and plans of development to ensure the environment is protected, regulations are met and other surface uses are appropriately protected.
- (k) Investigates undesirable events on public lands, U.S. Forest Service and Indian lands as related to mineral actions such as fluid mineral drilling, production, blow-outs, fires, gas venting, injuries and fatalities; and the surface impacts such as spills, to ensure the surface is cleaned up and/or such events are avoided in the future.
- (l) Prepares surface rehabilitation stipulations for seismic lines, mineral exploration, proposed, producing, and abandoned wells, roads, and on-lease pipelines and borrow pits. Makes follow up field inspections until the surface has been satisfactorily rehabilitated. Recommends acceptance of abandonment measures.
- (m) Conducts field inspections to ensure the environment is protected. Documents and issues Incidents of Non-Compliance (INCs), assessments and penalties to the operator and/or lessee for environmental term violations.

4. Lands

a. General Responsibilities: Provides professional and technical expertise on all realty, public land and adjudication issues. Integrates these programs with other related activities and resource programs to achieve multiple use management goals and objectives. Promotes cooperation and good working relationships with field units and external entities and provides courteous and professional service to customers. Employs other staff members to maximize individual expertise. Assures compliance with all federal laws and regulations and land use actions.

b. Program Responsibilities

- (1) Recommends approval or disapproval for the issuance of rights-of-way, temporary use permits, leases and permits; exchanges, recreation and public purpose leases and patents; and, review existing withdrawals and initiate and complete new withdrawals.
- (2) Coordinates and participates in field examinations to determine potential environmental impacts and necessary mitigating measures for a variety of proposed public land actions. Conduct compliance checks during and after construction to determine compliance.

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.2214b(3)

(3) Assures compliance on all land use authorizations. Handle a variety of unauthorized or trespass lands actions and initiates procedures for removal of trespass, recovery of costs or eventual authorization of trespass

(4) Provides adjudication functions for lands and realty actions. Provides acquisition support for realty and resource management actions for field units. Serves on interdisciplinary teams working on resource related projects.

5. Field Office and Monument Functions

The Field Offices and Monument operate as subordinate field units to the San Juan Public Lands Center, providing for a full range of multiple uses on the public lands they administer, in accordance with the San Juan/San Miguel Resource Management Plan.

Canyons of the Ancients National Monument was established by Presidential Proclamation on June 9, 2000, effectively providing new over-arching direction for management of the area. Interim State Director Guidance was issued in November 2000, which will be in effect until a Canyons of the Ancients National Monument management plan is completed. The Canyons of the Ancients National Monument focuses on the preservation and interpretation of cultural resources in a multiple use context.

a. Field Manager & Monument Manager

(1) General Responsibilities: The Field Manager/Monument Manager is the principal line official at the field unit level and is directly accountable to the Center Manager. Provides leadership and managerial direction to subordinate supervisors and staff. Integrates BLM and U.S. Forest Service management objectives to provide for management on a field unit basis, as appropriate. Is responsible for community outreach, public involvement and coordination with local governments, tribes and other public agencies.

The Associate Field Office Manager shares responsibility and authority with the Field Manager for accomplishing field level objectives. The Associate generally provides day-to-day coordination and direction of Field Office activities.

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.22I5a(2)

(2) Program Responsibilities

Makes or delegates land use and personnel decisions within scope of authority. Supervise personnel in the performance of their duties. Assists them on technical and administrative matters and career development. Evaluates their performance. Assigns work based on National, State, Center, Field Office, and Monument objectives and sets priorities for all programs except minerals. Minerals priorities are negotiated with Center Manager.

Ensures decisions of the Center Manager pertaining to all programs are implemented. Makes decisions about sensitive issues and/or problems and technical resource matters. May represent the Center Manager at meetings when assigned to explain and/or coordinate resource programs, policies, and objectives. Ensures day-to-day and long range functions are completed.

Ensures a coordinated effort is established and maintained to make maximum use of limited resources, staffing, and funds. Stresses coordination efforts for effective interaction by and between staff members, the minerals staff, and other internal and external public to manage both renewable and mineral resources.

Ensures complete and unbiased considerations are given to competing programs and recommendations are fully supportable and justified in accordance with existing policies, laws, and regulations applicable to each program.

Coordinates and oversees development of field unit program packages and AWP input into SJPLC submissions. Monitors and oversees program budgets and implements adjustments as necessary.

(a) Cultural Resources

i. General Responsibilities: Provides policy and technical direction, expertise, guidance, quality control, program compliance and training for all aspects of the cultural program. Maintain close coordination among staff specialists to implement management decisions and multiple use management in the highly complex, controversial and active cultural program. Reviews proposed and ongoing projects to ensure adequate protection and compliance with federal regulations.

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.2215a(2)(a)ii

ii. Program Responsibilities:

(i) Serves on interdisciplinary teams created to work on or review resource related projects. Provides technical direction, in accordance with the Antiquities Act of 1906, National Historic Preservation Act (NHPA), Archaeological Resources Protection Act (ARPA) and Native American Graves Protection and Repatriation Action.

(ii) Coordinates with Native American tribes and groups affected by the issuance of ARPA permits. Consults with local and regional Native American groups on excavations, burials, repatriation and other Bureau actions. Conducts policy, program and project coordination with other Bureau offices and external entities.

(iii) Promotes scientific research and educational and protection opportunities of historical and cultural resources managed by SJPLC. Coordinates site patrols and develops interpretive displays and public outreach programs to support cultural programs.

(iv) Conducts cultural inventories, record and map all cultural resource sites and prepare written reports and reviews those prepared by SJPLC staff and outside entities.

(v) Oversees and assesses stabilization and maintenance needs at prehistoric and historic sites at SJPLC, other Field Offices or agencies, as requested.

(vi) Prepares documents to protect and/or support special management areas and areas of critical environmental concern (ACEC) designations and/or nominations of sites to the National Register of Historic Places.

(b) Outdoor Recreation

i. General Responsibilities: Provides professional and technical expertise for the planning, direction and execution of the recreation, wilderness, recreation operations, paleontology, interpretation and visual resource programs. Respond to user needs with balanced resource protection, visitor services, facilities management and administrative actions that provide specific types of recreation that are the most valued and in the greatest demand.

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.2215a(2)(b)ii

ii. Program Responsibilities

- (i) Prepares, coordinates and implements activity plans to support other resources and on-the-ground management actions. Recommends to the Center Manager and other employees innovative solutions regarding special resource problems. Serve on interdisciplinary teams created to work on or review resource related projects.
- (ii) Continues to develop, manage and implement plans for recreation sites and manages wilderness study areas consistent with the interim guidance directives. Promotes a diverse array of recreational and educational opportunities to the public land user, while providing protection to wilderness values and other natural resources.
- (iii) Serves as a public contact and BLM representative for numerous recreational groups, representing a wide variety of recreational uses of the public lands. Provides assistance in recruiting, training and managing volunteers. Issue Special Recreation Use Permits and monitor authorized recreational events for compliance with permitted uses and stipulations.

(c) Physical and Biological Resources

i. General Responsibilities: Physical and biological resources include air, soil and water, range, wildlife habitat, threatened and endangered species protection, woodland management, riparian, range, fire/fuels, minerals, and the wild horse and burro program. Staff members provide the expertise to develop major Environmental Assessments (EA), Environmental Impact Statements (EIS), support for planning efforts, and survey, design and engineering and maintenance of facilities. Promotes cooperation and maintain good working relationships with other internal and external entities and promotes courteous and professional services to customers.

ii. Program Responsibilities:

- (i) Responsible for the rangeland management and improvement program, wild horse and burro management, and the overall administration of the grazing program for the field unit.

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.2215a(2)(c)ii(ii)

(ii) Administers the woodland, riparian, wildlife, hazardous fuel reduction and prescribed fire programs.

(iii) Provide information, guidance, leadership and assistance in the soil, water and air programs. Implement these programs by coordinating with, providing information to and instruction to management and resource specialists in other programs. Coordinate with the State, Tribes, other agencies, industry and the public, as necessary, to carry out program implementation.

(iv) Provides information, guidance, leadership and assistance in planning and environmental documents. Prepares EAs, EISs and planning documents, as appropriate, for compliance with federal regulations, Bureau policy and manual requirements.

(v) Coordinates with Center minerals staff to develop and prepare NEPA documents associated with minerals including, e.g., geophysical exploration for oil and gas development, APDs, mining plans of operation, and use permits and contracts for sand and gravel.

(vi) Reviews Notices of Staking and the surface use plan of APDs and coordinate and participates in joint inspections with operators/lessee and other surface managing agencies.

(vii) Develops stipulations to mitigate detrimental environmental surface impacts for inclusion in surface use plans. Monitor field compliance related to environmental concerns.

(viii) Develops surface rehabilitation stipulations for seismic lines, mineral exploration, proposed, producing, and abandoned wells, roads, and on-lease pipelines and borrow pits. Makes follow up field inspections until the surface has been satisfactorily rehabilitated. Recommend acceptance of abandonment measures.

(ix) Develops Pesticide Use Proposals (PUPs). Develops stipulations and updates EAs, as needed, for PUPs. Conducts field inspections and contractor oversight to ensure employee health and safety, that the environment is protected, and compliance with federal and state requirements. Ensures that the appropriate field staff and subordinate supervisors are certified in the use and application of pesticides.

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.22I5a(2)(c)ii(x)

- (x) Works with the minerals staff to process rights-of-way applications for access roads to oil and gas locations.
- (xi) Ecologist functions provide natural resource monitoring, inventory, analysis and the application of data to meet landscape health objectives.
- (xii) Coordinates with U.S. Forest Service counterparts in all programs to further objectives of management of resources on a landscape/watershed basis.
- (xiii) Responsible for transportation planning and road maintenance coordination with Engineering Field Office.

6. Anasazi Heritage Center Functions

The Anasazi Heritage Center (AHC) is a subunit of Canyons of the Ancients National Monument, under the direction of the Monument Manager. The AHC is a museum, repository and interpretive center for the prehistory, history and culture of the Four Corners region including the Canyons of the Ancients National Monument. The AHC's films, hands-on discovery area, and exhibits explore archaeology, local history and Pueblo, Ute, and Navajo life ways. The AHC is responsible for the preservation of over 3 million objects and associated documents from southwest Colorado. It is the curation facility for the SJPLC, Uncompahgre Field Office, and Gunnison Field Office; the San Juan National Forest; and, the Bureau of Reclamation-Durango office. The collections are made accessible to the public for research, education, and interpretation. Escalante and Dominguez pueblos are open to the public and are accessible from a ½-mile paved interpretive trail.

a. Monument Manager/Supervisory Museum Coordinator

(1) General Responsibilities

Ensures that day-to-day facility operations are carried out smoothly and that needs of all visitors are addressed in a courteous and professional manner. Ensures that the interests of local, national and international visitors are addressed in exhibits, films, signs, and brochures and that information is culturally sensitive, accurate, and up-to-date. Ensures that all public areas are accessible and safe for visitors. Ensures that a secure environment is maintained for all museum property to prevent theft, vandalism or damage. All work is in compliance with 36 CFR 71.

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.22I6a(1)

Ensures that programs make maximum use of limited resources, staffing, and funds. Coordinates and oversees development of program packages and AWP input into SJPLC submissions. Monitors and oversees program budgets and implements adjustments as necessary. Establishes and maintains grants and partnerships for management and development of funding needs.

Fosters volunteer and intern opportunities to assist in mission functions.

b. Administrative Staff

(1) General Responsibilities: Responsible for public contact assistance, visitor services, payroll, finance, procurement, collections, budget tracking, office management, supply management, records and mail, training, travel.

c. Collections Management Staff

(1) General Responsibilities: Responsible for receiving, accessioning, cataloguing, monitoring and managing automated data of all museum property and archives. Ensures public access to collections and archives for research, education, and interpretation. Identifies collections in non-federal repositories that are threatened because of inadequate storage conditions, staffing, or security. Provides collections management expertise within Colorado and agency wide. Ensures compliance with NAGPRA through collections inventory and Native American consultation.

Administers and maintains the ARGUS data management system for collections comprised of over 3 million objectives.

d. Interpretation Staff

(1) General Responsibilities: Responsible for the planning, development, coordination and implementation of the Interpretive/Visitor Service and Education programs including exhibit design, fabrication and maintenance; front desk operations; teacher and school group contact and coordination; and curriculum development public programs, library and “non-sensitive” public research requests. Ensures universal accessibility for all AHC visitors. Provides expertise in development of interpretive media for SJPLC.

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e. Maintenance Staff

(1) General Responsibilities: Responsible for maintenance of 40,000 square foot building including HVAC, electrical, lighting, plumbing, sewer plant, landscaping, roof and exterior; special furniture and equipment installation; trails; parking lot; etc. Serves as AHC safety officer.

Responsible for maintenance of intern and volunteer residence and 65 acres of grounds.

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J. Royal Gorge Field Office

The Royal Gorge Field Office is responsible for management and administration of public lands in 37 counties in the eastern half of Colorado. The major metropolitan areas of Denver, Fort Collins, Colorado Springs, and Pueblo are all located within this Field Office's area of responsibility. The office manages approximately 700,000 surface acres and 3 million acres of subsurface mineral estates. The Salida Field Station supports management of recreational activities within the Arkansas River corridor in partnership with the Colorado Division of Parks and Outdoor Recreation (DPOR). The Royal Gorge Field Office interacts on a regular basis with numerous federal, state and local government agencies including the U.S. Forest Service, DPOR, the Colorado Department of Corrections, the Colorado Division of Wildlife, Colorado State Forest Service, the Natural Resource Conservation Service, the Bureau of Reclamation, the State Land Board, county commissioners, school districts, and city planning/zoning offices. The Field Office promotes Service First initiatives to achieve improved customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. Field Manager

a. General Responsibilities: The Field Manager is the line official at the Field Office level and is directly accountable to the State Director. Within the framework of applicable laws, regulations, delegations of authority, directives and other guidelines or limitation, he or she assures the performance of all necessary activities relating to the administration of the lands and resources under the Field Office's jurisdiction.

The Field Manager is the official responsible for ensuring that the strategic plan developed for Colorado is followed and implemented. Thus, programs will emphasize maintaining and improving the health of rangelands and watershed; preserving, promoting, and protecting cultural and historic resources and American Indian relationships; and promoting environmentally and fiscally responsible minerals management. The Field Manager also develops the Field Office's budget in accordance with Washington and State Office directives and guidelines and ensures that the Field Office stays within the budget allocation as set in the Annual Work Plan.

b. Program Responsibilities

(1) Make all resources and land-use decisions within delegated authorities, either directly or through re-delegation where allowable.

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- (2) Supervise personnel in the performance of their duties; provide advice and guidance, both of a technical and administrative nature, advise staff in career development matters, and evaluate their performance. Initiate SF-52's for a variety of personnel actions.
- (3) Assign work based on national, State, and Field Office objectives and priorities.
- (4) Remain knowledgeable on ongoing projects, work tasks, and activities which take place within the assigned area of responsibility.
- (5) Ensure that a participation management and interdisciplinary approach is used.
- (6) Ensure that a high degree of quality is maintained for all work including that which is to be reviewed at a higher level in the organization.
- (7) Provide advice and assistance to the State Director and the State Office staff on land and resource matters in general.
- (8) Keep the State Director specifically informed on field-related activities.
- (9) Keep informed of economic trends, environmental impacts, and other local, state or regional developments and conditions which affect BLM work.
- (10) Ensure that all necessary coordination is undertaken with other Government agencies, Native American interests, resource users, interest groups and the general public where appropriate.
- (11) Perform workload analysis and establish organization and staffing priorities in response to workload demand.
- (12) Provide positive and continuing coordination for equal employment opportunity, affirmative action and diversity to prevent/overcome obstacles which impede equality of opportunity for applicants and employees.
- (13) Provide management supervision of wildfires following initial attack and pending containment or assignment of control to fire team manager.
- (14) Provides over-sight to the appointed members of the Front Range Resource Advisory Council by providing coordination and administrative support in addressing resource issues identified by the State and Field Office.

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.22J1b(15)

(15) Provides for the control and management of the fire management program for the Cañon City Interagency Fire Organization for fire operations. This encompasses planning and implementation of pre-suppression, suppression, and prescribe burn activities within the scope of the Fire Management Activity Plan.

2. Immediate Staff of Field Manager

a. General Responsibilities: The immediate staff of the Field Manager include the Law Enforcement Officer, the Arkansas River Manager, the Public Affairs Specialist, the Biological Resource Advisor and the four Staff Supervisors. All personnel on the Field Manager's staff are staff officials in the Field Office organization with responsibilities for providing ongoing program direction, coordination, and expertise in the processes involved and special planning or environmental assessments.

(1) Law Enforcement Officer - Field Ranger

(a) General Responsibilities: The Field Office Ranger provides a uniformed law enforcement presence within the Royal Gorge Field Office for the purpose of protecting Bureau employees, the general public, permitted public land users, and Bureau administered resources.

(b) Program Responsibilities

- i. Conduct high visibility patrol of public lands throughout the jurisdiction of the Royal Gorge Field Office.
- ii. Provide assistance to resource area personnel in resolving problems associated with violations of federal laws and regulations.
- iii. Assist other law enforcement agencies by providing manpower and equipment for joint operations on public lands.
- iv. Support the U.S. Attorney's office in the prosecution of persons responsible for violating federal laws and regulations relating to the public lands.

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(2) Arkansas River Manager

(a) General Responsibilities: The Arkansas River Manager is responsible for management of the internationally significant 148 mile long river corridor between Leadville and Pueblo Reservoir known as the Arkansas Headwaters Recreation Area (AHRA). The AHRA is jointly managed under a partnership agreement (CMA) between the BLM and the Colorado Division of Parks and Outdoor Recreation (DPOR).

(b) Program Responsibilities

i. The Arkansas River Manager (ARM) serves as BLM's authorized representative for the CMA between BLM and DPOR for management of the AHRA.

ii. The ARM functions as the principal point of contact for all activities involving the AHRA including coordination, meetings, events, media, projects, etc.

iii. Responsible for implementation of the Arkansas River Recreation Management Plan (ARRMP) in a cooperative partnership effort with the DPOR Park Manager under the guidelines of the CMA between BLM and DPOR, number CO-050-90-8372. Serves as an equal partner with DPOR's Park Manager in management of the AHRA.

iv. Works directly with DPOR Park Manager to plan and implement jointly administered duties as specified in the CMA and ARRMP including use of the Citizen Task Force.

(3) Public Affairs

(a) General Responsibilities

i. Provide liaisons with local congressional staffs, public media, and interest groups with regard to Service First initiatives, Resource Advisory Council matters, fire management, and other issues as requested by the Field Office in support of their programs.

ii. Provides Public Affairs assistance, guidance, input, technical support, and assistance to field planning and project implementation. Provides public affairs assistance and liaison with the Front Range Advisory Council.

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.22J2a(4)

(4) Resource Advisor - Biological

(a) General Responsibilities

- i. Coordinates with other resource management agencies, local and state governments, educational institutions, and the general public to foster an effective interchange of ideas, data, services, equipment, and skills to enhance Service First initiatives and to support Field Office programs.
- ii. Develop and assist partnership efforts and outreach efforts to facilitate ecosystem and program management priorities and Service First initiatives in support of field office programs.
- iii. Provide or obtain scarce skills and technical assistance not available on Field Office staff to accomplish and/or implement annual work plan commitments.
- iv. Provides support to special project teams or efforts through direct support, or assistance in obtaining needed skills.

(5) Fire Management Staff

(a) General Responsibilities

- i. Provides wild land fire suppression operations for the field office including Wild land Fire Use for Resource Benefit. Provides operational planning and support for mechanical fuels reduction and prescribed fire projects.
- ii. Coordinates interagency cooperative efforts during wild land and prescribed fire projects.
- iii. Provides a variety of program support expertise including safety, training, certification, aviation management, radio systems management and search and rescue.

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.22J2a(6)

(6) Renewable Resources Staff

(a) General Responsibilities: The Renewable Resources Staff supervisor is a staff official reporting directly to the Field Manager. This staff's responsibilities are implementation of the Field Office's Range, Wilderness, Wildlife, Recreation outside of the Arkansas River Corridor, Fisheries, Fire Ecology, Forestry, Interpretive, and Planning and Environmental Coordination Programs. Other programs which this staff is involved in are Fire Management, Wild Horse and Burro, Environmental Education, Travel Management, Maintenance, Noxious Weeds, Volunteers, Visual Resources, Budget, Riparian and Wetlands, and ACEC management.

(b) Program Responsibilities

i. Responsibilities for administration and implementation of the Forest and Woodland Management Program including inventory, sale of products, reforestation, insect and disease control, trespass, etc.

ii. Responsible for the stewardship of public land riparian and wetlands systems to ensure proper functioning and trends which meet the Bureau's Land Standards. Ensure management of these resources follows all appropriate laws, regulations and policies.

iii. Responsible for conservation and management of fishery resources to include tributary, in stream, and riparian habitat resources. This requires integrated management to assure actions within the watershed do not degrade resources. Provide opportunities to maximize public use and enjoyment of fishery resources through expanded access and improved habitat measures.

iv. Responsible for management of the Recreation Program, outside the Arkansas River corridor, including the development, coordination, planning and implementation of activities and land uses for the greatest public benefit.

v. Responsible for the management of the Wilderness Program, outside the Arkansas River corridor, including interim management of Wilderness Study Areas; i.e., the monitoring and protection of wilderness characteristics within the WSAs.

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.22J2a(6)(b)vi

- vi. Responsible for the management, coordination and implementation of the wildlife program which includes habitat for both game and non-game species. Ensure input and support is provided to other resource programs and activities.
- vii. Responsible for the planning, development coordination and implementation of the Interpretive/Visitor Service and Environmental Education Programs including development of interpretive plans and contracts, public information centers, on-site programs, training, workshops, and the design and production of interpretive media.
- viii. Responsible for administering the Visual Resource Management Program to ensure that developments and improvements minimally impact the visual resource.
- ix. Responsible for the Threatened and Endangered (T&E) Species Management Program which includes compliance with the T&E Species Act. Provides input and coordination with other resource programs, plans and projects to ensure compliance with appropriate laws, regulations and policy.
- x. Responsible for administration and implementation of the range management functions in accordance with Standards and Guidelines.
- xi. Responsible for the implementation and maintenance of the Field Office's resource management plans and the development of integrated activity plans.
- xii. Responsible for meeting compliance requirements of adopted wild horses and burros and working with volunteers to accomplish this. Occasionally provides technical support for satellite adoptions.
- xiii. Responsible for the management of areas of critical environmental concern and the development of management plans for each area.
- xiv. Responsible for the maintenance of public lands and facilities including developed recreation sites, dispersed use areas, and all improvements including recreation facilities, wildlife improvements, range improvements, signs, etc. All recreation maintenance is done outside the Arkansas River corridor.

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.22J2a(6)(b)xv

xv. Provide technical assistance to other resource programs, agencies and activities as needed.

xvi. Responsible for the planning and maintenance of Field Office's transportation systems.

xvii. Responsible for the management and implementation of the NEPA compliance program for the Field Office.

xviii. Responsible for the effective management of volunteers for on-the-ground project work in support of BLM programs. Includes recruitment, supervision, training, evaluation and recognition.

xix. Responsible for development and maintenance of collaborative partnerships with local, state and federal agencies, communities, groups and individuals to improve management of public lands and resources and to better serve the public.

xx. Responsible for management of the Noxious Weed Program to include prevention, inventory and control projects in conjunction with other land owners and managers.

xxi. Provide field support and other action necessary for management of prescribed fire. Prepare fire prescriptions evaluate support needs on prescribed fires; supervise prescribed fires, develop fire management plans and ensure compliance.

xxii. Responsible for providing budgetary input, coordination and monitoring for the Field Office AWP.

xxiii. Responsible for stewardship of all resource data (themes) not specifically assigned to another level of the organization. Stewardship means the collection, evaluation and verification for accuracy and reliability of GIS data. The GIS coordinator is responsible for input of data into the system.

xxiv. Provides fire ecological expertise to the field office in planning and implementing prescribed burns for resource benefit and for fuel reduction efforts.

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.22J2a(7)

(7) Non Renewable Resources Staff

(a) General Responsibilities: The non renewable resources staff supervisor is a staff official reporting directly to the Field Manager. The staff responsibilities are implementation of the realty, minerals, cultural, paleontological, hazardous materials and water rights functions.

(b) Program Responsibilities

i. Responsible for assuring timely processing of all pre and post leasing solid and fluid minerals actions and operations currently delegated to the Field Office. These responsibilities also include post lease fluid operations within the Rio Grande NF, the Pike-San Isabel NF, The Araphoe-Roosevelt NF, the Pawnee & Comanche National Grasslands, and the La Jara and Saguache Field Offices.

ii. Responsible for completing all case work and support for disposal of salable mineral resources.

iii. Responsible for processing all applications and filings under the mining law currently delegated to the Field Office. Coordinate all actions under the abandoned mines program.

iv. Responsible for assuring timely processing of all realty case applications and bureau motion actions delegated to the Field Office.

v. Responsible for planning, coordination, and processing of all land tenure adjustments within the Field Office as well as coordination with the Front Range Center for all third party and similar exchanges.

vi. Responsible for inspection and enforcement plans, strategies, and compliance inspections for all approvals generated by the Field Office.

vii. Responsible for completion of all RMP's, EIS's, EA's, Activity Plans, etc., required to implement the use authorizations generated by this Field Office.

viii. Participate as members of interdisciplinary teams for other resource related approvals. Provide support as required for other BLM and external agency needs as required.

ix. Responsible for providing surface reclamation expertise when required for all surface disturbing activities in the Field Office.

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- x. Acquire and maintain federal water rights on public lands in support of all activity needs under Colorado water law.
- xi. Protect public health, safety and environmental resources by minimizing environmental contamination on public lands and BLM owned or operated facilities. Identify and control imminent hazards or threats to human health and the environment from hazardous substance releases on public lands.
- xii. Responsible for conducting, organizing, and scheduling cultural resource inventories and field compliance checks for BLM initiated actions. Reviews cultural resources inventories performed by contractors for various projects and permitting activities.
- xiii. Conducts interagency consultation, coordination, and completes section 106 consultations under the National Historic Preservation Act. Coordinates with SHPO, ACHP, Indian Tribes, and other agencies.
- xiv. Promote orderly and environmentally responsible uses of the public lands and provide assistance and public information regarding resources and uses under our administration.
- xv. Responsible for providing budgetary input, coordination and monitoring for the staff.
- xvi. Work with the public, other agencies, environmental education groups, and volunteers to further public involvement in resource management.
- xvii. Recommend, and develop innovative and new solutions for management of public lands and resources.
- xviii. Responsible for development and maintenance of collaborative partnerships with state and federal agencies, communities, groups and individuals to improve management of public lands and resources to better serve the public.
- xix. Responsible for the stewardship of the public land to ensure meeting the Bureau's standards.
- xx. Responsible for Field Office paleontology program activities and coordination of the program with the zone paleontologist. Manage the Garden Park Fossil Area for scientific and public benefit.

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.22J2a(7)(b)xxi

xxi. Responsible for operation, function, maintenance, and management of all required manual and automated files and databases delegated to the staff.

xxii. Responsible for stewardship of all resource data (themes) not specifically assigned to another level of the organization. Stewardship means the collections, evaluation and verification for accuracy and reliability of GIS data. The GIS coordinator is responsible for input of data into the system.

xxiii. Responsible for providing assistance in the design, analysis, implementation and monitoring of fuels reduction projects mainly in the wildland-urban interface along the Front Range as part of the Nation's Fire Plan.

(8) Support Services Staff

(a) General Responsibilities: The Support Services Staff supervisor is a staff official reporting directly to the Field Manager. The staff's responsibilities are first and foremost that of a "Service" organization. Staff responsibilities will include the following program and/or operational functions: payroll, finance, contracting, procurement, office management, property and supply management, records and mail management, collections, space management, vehicle fleet management, training, travel, IRM, LRIS, public contact/assistance and warehouse/wareyard management, volunteer coordination, safety management, budget management for the RGFO, GIS management, credit card program administration, human resource management and tort claims representation.

(b) Program Responsibilities

i. Provides for Information Resource Management (IRM)/Information Technology (IT) implementation through system development, technical review, and direct operational services in the Royal Gorge Field Office. Serves as the principle focal point for contact with the Colorado State Office.

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.22J2a(8)(b)ii

- ii. Responsible for IRM/GIS technical skills in the Royal Gorge Field Office which includes client-level software and hardware maintenance/installation, technical support in the identification and acquisition of hardware and software needs, conduct of data integrity and storage, user training and support, computer systems design, development, and implementation, and the support of local area networks and data communications.
- iii. Management of Royal Gorge Field Office telecommunications program by the acquisition, installation, operation, and maintenance of the Bureau's telecommunications system.
- iv. Responsible for the operation, function, maintenance and management of central files, forms, and mail within the Royal Gorge Field Office. Provide orientation, training and guidance to records system users. Administer the Bureau's paperwork management subject-function classification system, temporary and permanent directive, reports control, forms management, correspondence management, records disposition and mail management. Provide for the maintenance, accessibility, safeguarding and proper disposal of all record management systems. Provide for local and long distance facsimile transmission services.
- v. Responsible for interior and exterior office space management. These responsibilities include assuring that the office environment is conducive to employee needs, that maintenance and upkeep requirements for the building are provided for, that office supplies are provided on an as needed basis and that building and grounds security is maintained.
- vi. Provides for the requisitioning, storage and issuance of all office supplies for the Royal Gorge Field Office.
- vii. Establishes and maintains a fleet management system and motor vehicle utilization plan for the Royal Gorge Field Office. This will insure for better utilization of vehicles, identification of new or replacement vehicles, monitoring of maintenance schedule and costs and submission of vehicle procurement requisitions.

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.22J2a(8)(b)viii

viii. Responsible for management of the administrative property program through maintenance of property records, conduct of periodic inventories, disposal of excess property, release from accountability for lost or stolen property and issuance of property.

ix. Responsible for the management of the real property program which includes ensuring that all acquisition are included in the real property records through on-site inventory and/or research of records. Maintains and updates real property records annually.

x. Coordinates and compiles the budget package and financial system components for the PAWP and AWP based on recommendations from resource specialists. Ensures budget submissions are in conformance with Bureau guidelines and time frames. Reviews and monitors AWP for accomplishments and assures the integrity of activity funding. Represents the Royal Gorge Field Office on the State Budget Team.

xi. Provides procurement guidance and assistance within delegated authority for the Royal Gorge Field Office. Activities to include; purchase of a wide variety of supplies and services, specialized and commercial equipment through purchase orders, government check, bankcard purchase program and provide direction and guidance to cardholders. Review cardholders' purchases to ensure compliance with regulations.

xii. Responsible for all function in the processing of accounts receivable, accounts payable, remote data entry for all financial obligation documents into the Federal Financial System, maintenance of account balances, and retrieval of automated reports.

xiii. Administers the travel management program and provides guidance, direction and assistance in the applicability of the Federal Travel Regulation. Coordinates the program, which includes travel cards issuance, preparation of travel authorizations, arrangement of commercial transportation and other services related to official travel.

xiv. Responsible for coordinating the Royal Gorge Field Office training and employee development program. Maintains the official training records for all Field Office employees.

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.22J2a(8)(b)xv

xv. Responsible for a public assistance program which is effective in providing over the counter information services in response to office visitors and/or telecommunication requests in a professional and courteous manner.

xvi. Responsible for assuring that all Field Office correspondence is in conformance with official Bureau standards. Provides the following administrative services; reproduction/duplication, maintenance of the federal registry, coordination of the satellite communications program, coordination of the uniform program, FOIA actions, payroll and maintenance of the library for the Royal Gorge Field Office.

xvii. Volunteers: Staff provides leadership for the volunteer program in the Royal Gorge Field Office and the Pike and San Isabel National Forest and the Comanche Cimarron National Grasslands. Major program responsibilities include:

(i) Serve as focal point to develop a seamless approach to the volunteer program between the two agencies.

(ii) Provides necessary guidance training, and support to the Field Office and Ranger Districts to insure an effective volunteer program.

(iii) Provides support to Royal Gorge for the recruitment, training and awards recognition of the volunteers.

(iv) Serve as the liaison between major volunteer groups and the agencies.

xviii. Provide State "Budget Team" with support in developing budget documents for Field Office and coordination with Key Field Office specialists.

xix. Provides policy and procedural guidance for the occupational safety and health programs. Implements and administers an effective accident and injury prevention program through employee training and education, promotion of safety and health awareness, hazard identification and abatement, safety inspections and awareness sessions, and actively encouraging participation and involvement at all levels of management. Provides technical support to employees and supervisors in all aspects of OWCP.

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.22J2a(8)(b)xx

xx. Responsible for providing guidance and assistance in all personnel related functions, review of position descriptions for conformance with FES of processing documents for personnel actions. Provides advisory and technical assistance in the recruitment, selection, and placement of employees.

xxi. Responsible for a public assistance program which is effective in providing over the counter information services in response to office visitors and/or telecommunication requests in a professional and courteous manner.

xxii. Provides Geographic Information System (GIS): Coordination by direct operational support in gathering, inputting, managing, and analyzing resource data within the GIS system to meet management needs. Staff provides database management using available tools/technology to manage data in a multi-user environment. Serves as focal point and lead in acquiring existing digital data from outside sources, such as satellite imagery, digital aerial photography and GIS data from other government agencies and private sectors. Ensures all acquired data meets bureau specifications and is accurate.

(i) Serves as focal point and lead in acquiring existing digital data from outside sources, such as satellite imagery, digital aerial photography and GIS data from other government agencies and private sectors. Ensures all acquired data meets bureau specifications and is accurate.

(ii) Provides expertise for inputting new data as requested by specialists.

(iii) Provides mapping support and analysis as requested by Field Office specialists to meet resource management needs.

(iv) Provides user support of software and hardware for field office and provides on-site training for staff and/or coordinates specialized training with outside vendors.

(v) Provides technical guidance and lead in procurement of hardware and software to support GIS demands. Coordinates all maintenance contracts necessary for existing equipment.

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.22J2a(8)(b)xxii(vi)

(vi) Serve as focal point for the receipt or dissemination of all GIS data requests or transfers to other local, state, and federal governmental agencies as determined by the Field Office to meet management needs.

(9) Wild Horse and Burro Staff

(a) General Responsibilities: The Colorado Wild Horse and Burro Staff, including the State Office Program Lead, is located within the Royal Gorge Field Office building. Supervision is provided by the Colorado State Office Renewable Resources Group. As a result, the Royal Gorge Field Office serves as the point of contact for the statewide adoption program including the Wild Horse Inmate Program.

(10) Cadastral Survey Staff

(a) General Responsibilities: Under the direction of the Cadastral Survey Staff in the Colorado State Office the staff is responsible for conducting Official Federal Authority Cadastral Surveys. These involve cadastral surveys and resurvey to define the boundaries of public lands, federal subsurface interests, and mineral segregation surveys to determine rights and boundaries relative to mining claims.

i. Plans and conducts surveys requiring extensive research, study and adaption of records, history and precedents.

ii. Directs multiple survey crews at temporary duty locations, providing technical guidance in evaluating survey evidence relative to legal adequacy and Federal Surveying Policies.

iii. Evaluated physical corner evidence and researches land title records at county, state and federal agencies as source material to determine acceptability for corner locations, boundary placement and resolving property boundary disputes.

iv. Serves as expert witness in litigation involving Cadastral Surveys of Federal boundary issues.

v. Provides BLM Field Offices and other Federal agencies with preliminary surveys, investigations and reports to determine need for a Cadastral Survey or resolve routine land boundary problems.

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.22J2a(10)(a)vi

vi. Provides satellite positioning (geographic positioning) support to the BLM organization. Coordinates with other Government agencies and the private sector to ensure a complete and cost-efficient program.

vii. Prepares and/or verifies complex legal land descriptions for oil and gas leasing, rights-of-ways and land acquisitions.

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K. La Jara Field Office

The La Jara Field Office is responsible for the management and administration of public lands in the Southern half of the San Luis Valley in Colorado primarily within Alamosa and Conejos Counties, serving the communities of Alamosa, Monte Vista, La Jara, and Antonito among other. The La Jara Field Office manages approximately 250,000 acres of public lands and about 400,000 acres of National Forest Lands. The La Jara Field Office maintains a close working relationship with local county governments, especially with the County Commissioners, other federal agencies, numerous state and local governments, and non-government organizations, including county planners and zoning office, the U.S. Fish and Wildlife Service, the Bureau of Reclamation, the Division of Wildlife, Colorado State Forest Service, Colorado Division of Water Resources, State Land Board, Colorado Parks and Recreation, the Nature Conservancy, etc.

The Fire Management Officer (FMO) is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. The FMO coordinates with appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Field Manager on local interagency fire and aviation groups.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. Field Manager

a. General Responsibilities: The Field Manager is the principal Bureau line official at the field level, and is directly accountable to the State Director. Within the framework of applicable laws, regulations, delegations of authority, directives, and other guidelines or limitations, the Field Manager assures the performance of all necessary activities relating to the administration of the lands and resources under Field Office jurisdiction. The Field Manager performs as a member of the statewide management team, providing advice and information to the State Director on the integration and management of statewide programs.

The Field Manager is the official responsible for ensuring that the strategic plan developed for Colorado is followed and implemented. Thus, programs will emphasize maintaining and improving the health of protecting cultural and historic resources and American Indian relationships; and promoting environmental and fiscally responsible minerals management. The Field Manager also develops the Field Office directives and guidelines and ensures that the Field Office stays within the budget allocation as set in the Annual Work Plan.

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.22K1b

b. Program Responsibilities

- (1) Make all resources and land-use decisions within delegated authorities, either directly or through re-delegation where allowable.
- (2) Supervise personnel in the performance of their duties; provide advice and guidance, both of a technical and administrative nature, advise staff in career development matters, and evaluate their performance. Initiate SF-52's for a variety of personnel actions.
- (3) Assign work based on national, state, and Field Office objectives and priorities.
- (4) Remain knowledgeable on ongoing projects, work tasks, and activities which take place within the assigned area of responsibility.
- (5) Ensure that a participative management and interdisciplinary approach is used.
- (6) Ensure that a high degree of quality is maintained for all work including that which is to be reviewed at a higher level in the organization.
- (7) Provide advice and assistance to the State Director and the State Office staff on land and resource matters in general.
- (8) Keep the State Director specifically informed on field-related activities.
- (9) Keep informed of economic trends, environmental impacts, and other local, state or regional developments and conditions which affect BLM work.
- (10) Ensure that all necessary coordination is undertaken with other Government agencies, Native American interests, resource users, interest groups and the general public where appropriate.
- (11) Initiate actions and make adjustments accordingly.
- (12) Perform workload analysis and establish organization and staffing priorities in response to workload demand.

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.22K2

2. Immediate Staff of Field Manager

a. General Responsibilities: The immediate staff of the Field Manager are the Associate Field Manager, the Realty Specialist, the Minerals Specialist, the Wetland Biologist, the Rangeland Specialist, and the Natural Resource Specialist. The Associate Field Manager is delegated full line management decision-making authority in the absence of the Field Manager. Other staff personnel who report to the Field Manager do not share this authority. All personnel on the Field Manager's staff are staff officials in the Field Office organization with responsibilities for providing ongoing program direction, coordination, and expertise in the processes involved and special planning or environmental assessments.

3. Associate Field Manager

a. General Responsibilities: The Associate Field Manager shares responsibilities and authority with the Field Manager for accomplishing objectives of the Bureau at the field level. The Associate Field Manager participates with the Field Manager in the formation and implementation of policies and programs for the Field Office area of jurisdiction. The Associate assists the Field Manager in the accomplishment of assigned functions with varying degrees of involvement as directed by the Field Manager and normally provides day-to-day coordination and direction of Field Office activities.

b. Program Responsibilities: Same as outlined for Field Manager.

4. Law Enforcement Officer - Field Ranger

a. General Responsibilities: The Field Office Ranger provides a uniformed law enforcement presence within the San Luis Valley Field Offices for the purpose of protecting Bureau employees, the general public, permitted public land users, and Bureau administered resources.

b. Program Responsibilities

(1) Conduct high visibility patrol of public lands throughout the jurisdiction of the San Luis Valley Field Offices.

(2) Provide assistance to resource area personnel in resolving problems associated with violations of federal laws and regulations.

(3) Assist other law enforcement agencies by providing manpower and equipment for joint operations on public lands.

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.22K4b(4)

(4) Support the U.S. Attorney's office in the prosecution of persons responsible for violating federal laws and regulations relating to the public lands.

5. Renewable Resources Staff

a. General Responsibilities: The Renewable Resources Staff responsibilities are implementation of the Field Office's Range, Recreation/Wilderness, Wildlife, Fisheries, Forestry, Interpretive, and Planning and Environmental Coordination Programs. Other programs which this staff is involved in are Fire, Environmental Education, Travel Management, Maintenance, Noxious Weeds, Volunteers, Visual Resources, Budget, Riparian and Wetlands, and ACEC management.

b. Program Responsibilities

(1) Responsibilities for administration and implementation of the Forest and Woodland Management Program including inventory, sale of products, reforestation, insect and disease control, trespass, etc.

(2) Responsible for the stewardship of public land riparian and wetlands systems to ensure proper functioning and trends which meet the Bureau's Land Standards. Ensure management of these resources follows all appropriate laws, regulations and policies.

(3) Responsible for conservation and management of fishery resources to include tributary, in stream, and riparian habitat resources. This requires integrated management to assure actions within the watershed do not degrade resources. Provide opportunities to maximize public use and enjoyment of fishery resources through expanded access and improved habitat measures.

(4) Responsible for management of the Recreation Program, including the development, coordination, planning and implementation of activities and land uses for the greatest public benefit.

(5) Responsible for the management of the Wilderness Program, including interim manage of Wilderness Study Areas; i.e., the monitoring and protection of wilderness characteristics within the WSAs.

(6) Responsible for the management, coordination and implementation of the wildlife program which includes habitat for both game and non-game species. Ensure input and support is provided to other resource programs and activities.

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.22K5b(7)

(7) Responsible for the planning, development coordination and implementation of the Interpretive/Visitor Service and Environmental Education Programs including development of interpretive plans and contracts, public information centers, kiosks content management, on-site programs, training, workshops, and the design and production of interpretive media.

(8) Responsible for administering the Visual Resource Management Program to ensure that developments and improvements minimally impact the visual resource.

(9) Responsible for the Threatened and Endangered (T&E) Species Management Program which includes compliance with the T&E Species Act. Provides input and coordination with other resource programs, plans and projects to ensure compliance with appropriate laws, regulations and policy.

(10) Responsible for administration and implementation of the range management functions in accordance with Standards and Guidelines.

(11) Responsible for the implementation and maintenance of the Field Office's resource management plans and the development of integrated activity plans.

(12) Responsible for the management of areas of critical environmental concern and the development of management plans for each area.

(13) Responsible for the maintenance of public lands and facilities including developed recreation sites, dispersed use areas, and all improvements including recreation facilities, wildlife improvements, range improvements, signs, etc.

(14) Provide technical assistance to other resource programs, agencies and activities as needed.

(15) Responsible for the planning and maintenance of Field Office's transportation systems.

(16) Responsible for the management and implementation of the NEPA compliance program for the Field Office.

(17) Responsible for the effective management of volunteers for on-the-ground project work in support of BLM programs. Includes recruitment, supervision, training, evaluation and recognition.

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.22K5b(18)

(18) Responsible for development and maintenance of collaborative partnerships (interagency agreements, data sharing agreements, MOUs) with local, state and federal agencies, communities, groups and individuals to improve management of public lands and resources and to better serve the public.

(19) Responsible for management of the Noxious Weed Program to include prevention, inventory and control projects in conjunction with other land owners and managers.

(20) Provide field support and other action necessary for management of prescribed fire. Prepare fire prescriptions evaluate support needs on prescribed fires; supervise prescribed fires, develop fire management plans and ensure compliance.

(21) Responsible for providing budgetary input, coordination and monitoring for the Field Office AWP.

6. Non-Renewable Resources Staff

a. General Responsibilities: The non-renewable resources staff responsibilities are implementation of the realty, minerals, cultural, paleontological, hazardous materials and water rights functions.

b. Program Responsibilities

(1) Responsible for assuring timely processing of all pre leasing solid and fluid minerals actions and operations currently delegated to the Field Office.

(2) Responsible for completing all case work and support for disposal of salable mineral resources.

(3) Responsible for processing all applications and filings under the mining law currently delegated to the Field Office. Coordinate all actions under the abandoned mines program

(4) Responsible for assuring timely processing of all realty case applications and bureau motion actions delegated to the Field Office.

(5) Responsible for planning, coordination, and processing of all land tenure adjustments within the Field Office as well as coordination with the Front Range Center for all third party and similar exchanges.

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.22K6b(6)

- (6) Responsible for inspection and enforcement plans, strategies, and compliance inspections for all approvals generated by the Field Office.
- (7) Responsible for completion of all RMP's, EIS's, EA'S, Activity Plans, etc., required to implement the use authorizations generated by this Field Office.
- (8) Participate as members of interdisciplinary teams for other resource related approvals. Provide support as required for other BLM and external agency needs as required.
- (9) Responsible for providing surface reclamation expertise when required for all surface disturbing activities in the Field Office.
- (10) Acquire and maintain federal water rights on public lands in support of all activity needs under Colorado water law.
- (11) Protect public health, safety and environmental resources by minimizing environmental contamination on public lands and BLM owned or operated facilities. Identify and control imminent hazards or threats to human health and the environment from hazardous substance releases on public lands.
- (12) Responsible for conducting, organizing, and scheduling cultural resource inventories and field compliance checks for BLM initiated actions. Reviews cultural resource inventories performed by contractors for various projects and permitting activities.
- (13) Conducts interagency consultation, coordination, and completes section 106 consultations under the National Historic Preservation Act. Coordinates with SHPO, ACHP, Indian Tribes, and other agencies.
- (14) Promote orderly and environmentally responsible uses of the public lands and provide assistance and public information regarding resources and uses under our administration.
- (15) Responsible for providing budgetary input, coordination and monitoring for the staff.
- (16) Work with the public, other agencies, environmental education groups, and volunteers to further public involvement in resource management.
- (17) Recommend, and develop innovative and new solutions for management of public lands and resources.

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.22K6b(18)

(18) Responsible for development and maintenance of collaborative partnerships with state and federal agencies, communities, groups and individuals to improve management of public lands and resources to better serve the public.

(19) Responsible for the stewardship of the public land to ensure meeting the Bureau's standards.

(20) Responsible for operation, function, maintenance, and management of all required manual and automated files and databases delegated to the staff.

7. Support Services Staff

a. General Responsibilities: The Support Services Staff responsibilities are first and foremost that of a "Service" organization. Staff responsibilities will include the following programs and/or operational functions: payroll, finance, contracting, procurement, office management, property and supply management, records and mail management, collections, space management, vehicle fleet management, training, travel, IRM, LRIS, and public contact/assistance.

b. Program Responsibilities

(1) Provides for Information Resource Management (IRM)/Information Technology (IT) implementation through system development, technical review, and direct operational services in the Field Office. Serves as the principal focal point for contact with the Colorado State Office and Front Range Center.

(2) Responsible for IRM/GIS technical skills in the Field Office which includes client-level software and hardware maintenance/installation, technical support in the identification and acquisition of hardware and software needs, conduct of data integrity and storage, user training and support, computer systems design, development, and implementation, and the support of local area networks and data communications.

(3) Responsible for the direct operational support of the Geographic Information System (GIS). Functions to include acquisition, data quality assurance, user support of software/hardware, training coordination, technical guidance, and coordination with private/governmental organizations concerning GIS use and data.

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.22K7b(4)

- (4) Responsible for the operation, function, maintenance and management of central files, forms, and mail. Provide orientation, training and guidance to records system users. Administer the Bureau's paperwork management subject function classification system, temporary and permanent directive, reports control, forms management, records disposition and mail management. Maintain kiosk contents, and electronic records. Provide for the maintenance, accessibility, safeguarding and proper disposal of all record management systems. Provide for local and long distance facsimile transmission services.
- (5) Responsible for interior and exterior office space management. These responsibilities include assuring that the office environment is conducive to employee needs, that maintenance and upkeep requirements for the building are provided for, the office supplies are provided on an as needed basis and that building and grounds security is maintained.
- (6) Provides for the requisitioning, storage and issuance of office supplies.
- (7) Establishes and maintains a fleet management system and motor vehicle utilization plan. This will insure for better utilization of vehicles, identification of new or replacement vehicles, monitoring of maintenance schedule and costs and submission of vehicle procurement requisitions.
- (8) Responsible for management of the administrative property program through maintenance of property records, conduct of periodic inventories, disposal of excess property, release from accountability for lost or stolen property and issuance of property.
- (9) Responsible for the management of the real property program which includes ensuring that all acquisition are included in the real property records through on-site inventory and/or research of records. Maintains and updates real property records annually.
- (10) Coordinates and compiles the budget package and financial system components for the PAWP and AWP based on recommendations from resource specialists. Ensures budget submissions are in conformance with Bureau guidelines and time frames. Reviews and monitors AWP for accomplishments and assures the integrity of activity funding.

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.22K7b(11)

(11) Provides procurement guidance and assistance within delegated authority, for the Field Office activities to include; purchase of a wide variety of supplies and services, specialized and commercial equipment through purchase orders, government check, bank card purchase program and provide direction and guidance to cardholders. Review cardholder purchases to ensure compliance with regulations.

(12) Responsible for all function in the processing of accounts receivable, accounts payable, remote data entry for all financial obligation documents into the Federal Financial System, maintenance of account balances, and retrieval of automated reports.

(13) Administers the travel management program and provides guidance, direction and assistance in the applicability of the Federal Travel Regulation. Coordinates the program, which includes travel cards issuance, preparation of travel authorizations, arrangement of commercial transportation and other services related to official travel.

(14) Responsible for providing guidance and assistance in all personnel related functions, review of position descriptions for conformance with FES format and appropriate content, and the preparation of processing documents for personnel actions. Provides advisory and technical assistance in the recruitment, selection, and placement of employees.

(15) Responsible for coordinating the Field Office training and employee development program. Maintains the official training records for all Field Office employees.

(16) Responsible for a public assistance program which is effective in providing over the counter information services in response to office visitors and/or telecommunication requests in a professional and courteous manner.

(17) Responsible for assuring that all Field Office correspondence is in conformance with official Bureau standards. Provides the following administrative services; reproduction/duplication, maintenance of the federal registry, coordination of the satellite communications program, coordination of the uniform program, FOIA actions, payroll and maintenance of the library for the Field Office.

L. Saguache Field Office

The Saguache Field Office is responsible for the management and administration of public lands in the Northern half of the San Luis Valley in Colorado primarily within Saguache County, serving the communities of Saguache, Crestone, Baca, Moffat, Hooper, Center and Villa Grove among others. The Saguache Field Office manages approximately 208,967 acres of public lands and about 520,413 acres of National Forest Lands. All BLM/FS employees in some way or another assist in the management of the integrated BLM/FS lands. The Saguache Field Office maintains a close working relationship with local county governments, especially with the County Commissioners, other federal agencies, numerous state and local governments, and non-government organizations, including county planners and zoning office, the U.S. Fish and Wildlife Service, the Bureau of Reclamation, the Division of Wildlife, Colorado State Forest Service, Colorado Division of Water Resources, State Land Board, Colorado Parks and Recreation, the Nature Conservancy, etc.

The Fire Management Officer (FMO) is responsible and accountable to provide leadership for the BLM fire and aviation management program at the local level. The FMO coordinates with appropriate agency administrators to determine the level of program required to implement land use decisions through the Fire Management Plan (FMP) to meet management objectives. The FMO negotiates interagency agreements and represents the Field Manager on local interagency fire and aviation groups.

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. Field Manager

a. General Responsibilities: The Field Manager is the principal Bureau line official at the Field level, and is directly accountable to the State Director. Within the framework of applicable laws, regulations, delegations of authority, directives, and other guidelines or limitations, the Field Manager assures the performance of all necessary activities relating to the administration of the lands and resources under Field Office jurisdiction. The Field Manager performs as a member of the statewide management team, providing advice and information to the State Director on the integration and management of statewide programs. The Field Manager is also the principal National Forest line official at the field level designated as District Ranger, and is directly accountable to the Forest Supervisor of the Rio Grande National Forest.

1212 - STATE AND FIELD OFFICES

.22L1a

The Field Manager is the official responsible for ensuring that the strategic plan developed for Colorado is followed and implemented. Thus, programs will emphasize maintaining and improving the health of protecting cultural and historic resources and American Indian relationships; and promoting environmental and fiscally responsible minerals management. The Field Manager also develops the Field Office directives and guidelines and ensures that the Field Office stays within the budget allocation as set in the Annual Work Plan.

b. Program Responsibilities

- (1) Make all resources and land-use decisions within delegated authorities, either directly or through re-delegation where allowable.
- (2) Supervise personnel in the performance of their duties; provide advice and guidance, both of a technical and administrative nature, advise staff in career development matters, and evaluate their performance. Initiate SF-52's for a variety of personnel actions.
- (3) Assign work based on national, state, and Field Office objectives and priorities.
- (4) Remain knowledgeable on ongoing projects, work tasks, and activities which take place within the assigned area of responsibility.
- (5) Ensure that a participative management and interdisciplinary approach is used.
- (6) Ensure that a high degree of quality is maintained for all work including that which is to be reviewed at a higher level in the organization.
- (7) Provide advice and assistance to the State Director and the State Office staff on land and resource matters in general.
- (8) Keep the State Director specifically informed on field-related activities.
- (9) Keep informed of economic trends, environmental impacts, and other local, state or regional developments and conditions which affect BLM work.
- (10) Ensure that all necessary coordination is undertaken with other Government agencies, Native American interests, resource users, interest groups and the general public where appropriate.
- (11) Initiate actions and make adjustments accordingly.

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.22L1b(12)

(12) Perform workload analysis and establish organization and staffing priorities in response to workload demand.

2. Immediate Staff of Field Manager

a. General Responsibilities: The immediate staff of the Field Manager are the Associate Field Manager, the Rangeland Specialist, the Wildlife Biologist, the Recreation Planner, and the Natural Resource Specialist. The Associate Field Manager is delegated full line management decision-making authority in the absence of the Field Manager. Other staff personnel who report to the Field Manager do not share this authority. All personnel on the Field Manager's staff are staff officials in the Field Office organization with responsibilities for providing ongoing program direction, coordination, and expertise in the processes involved and special planning or environmental assessments.

3. Associate Field Manager

a. General Responsibilities: The Associate Field Manager shares responsibilities and authority with the Field Manager for accomplishing objectives of the Bureau at the field level. The Associate Field Manager participates with the Field Manager in the formation and implementation of policies and programs for the Field Office area of jurisdiction. The Associate assists the Field Manager in the accomplishment of assigned functions with varying degrees of involvement as directed by the Field Manager and normally provides day-to-day coordination and direction of Field Office activities.

b. Program Responsibilities: Same as outlined for Field Manager.

4. Renewable Resources Staff

a. General Responsibilities: The Renewable Resources Staff responsibilities are implementation of the Field Office's Range, Recreation/Wilderness, Wildlife, Fisheries, Forestry, Interpretive, and Planning and Environmental Coordination Programs. Other programs which this staff is involved in are Fire, Environmental Education, Travel Management, Maintenance, Noxious Weeds, Volunteers, Visual Resources, Budget, Riparian and Wetlands, and ACEC management.

b. Program Responsibilities:

(1) Responsibilities for administration and implementation of the Forest and Woodland Management Program including inventory, sale of products, reforestation, insect and disease control, trespass, etc.

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.22L4b(2)

- (2) Responsible for the stewardship of public land riparian and wetlands systems to ensure proper functioning and trends which meet the Bureau's Land Standards. Ensure management of these resources follows all appropriate laws, regulations and policies.
- (3) Responsible for conservation and management of fishery resources to include tributary, in stream, and riparian habitat resources. This requires integrated management to assure actions within the watershed do not degrade resources. Provide opportunities to maximize public use and enjoyment of fishery resources through expanded access and improved habitat measures.
- (4) Responsible for management of the Recreation Program, including the development, coordination, planning and implementation of activities and land uses for the greatest public benefit.
- (5) Responsible for the management of the Wilderness Program, including interim manage of Wilderness Study Areas; i.e., the monitoring and protection of wilderness characteristics within the WSAs.
- (6) Responsible for the management, coordination and implementation of the wildlife program which includes habitat for both game and non-game species. Ensure input and support is provided to other resource programs and activities.
- (7) Responsible for the planning, development coordination and implementation of the Interpretive/Visitor Service and Environmental Education Programs including development of interpretive plans and contracts, public information centers, on-site programs, training, workshops, and the design and production of interpretive media.
- (8) Responsible for administering the Visual Resource Management Program to ensure that developments and improvements minimally impact the visual resource.
- (9) Responsible for the Threatened and Endangered (T&E) Species Management Program which includes compliance with the T&E Species Act. Provides input and coordination with other resource programs, plans and projects to ensure compliance with appropriate laws, regulations and policy.
- (10) Responsible for administration and implementation of the range management functions in accordance with Standards and Guidelines.

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.22L4b(11)

- (11) Responsible for the implementation and maintenance of the Field Office's resource management plans and the development of integrated activity plans.
- (12) Responsible for the management of areas of critical environmental concern and the development of management plans for each area.
- (13) Responsible for the maintenance of public lands and facilities including developed recreation sites, dispersed use areas, and all improvements including recreation facilities, wildlife improvements, range improvements, signs, etc.
- (14) Provide technical assistance to other resource programs, agencies and activities as needed.
- (15) Responsible for the planning and maintenance of Field Office's transportation systems.
- (16) Responsible for the management and implementation of the NEPA compliance program for the Field Office.
- (17) Responsible for the effective management of volunteers for on-the-ground project work in support of BLM programs. Includes recruitment, supervision, training, evaluation and recognition.
- (18) Responsible for development and maintenance of collaborative partnerships with local, state and federal agencies, communities, groups and individuals to improve management of public lands and resources and to better serve the public.
- (19) Responsible for management of the Noxious Weed Program to include prevention, inventory and control projects in conjunction with other land owners and managers.
- (20) Provide field support and other action necessary for management of prescribed fire. Prepare fire prescriptions evaluate support needs on prescribed fires; supervise prescribed fires, develop fire management plans and ensure compliance.
- (21) Responsible for providing budgetary input, coordination and monitoring for the Field Office AWP.

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.22L5

5. Non-Renewable Resources Staff

a. General Responsibilities: The non renewable resources staff responsibilities are implementation of the realty, minerals, cultural, paleontological, hazardous materials and water rights functions.

b. Program Responsibilities

(1) Responsible for assuring timely processing of all pre leasing solid and fluid minerals actions and operations currently delegated to the Field Office.

(2) Responsible for completing all case work and support for disposal of salable mineral resources.

(3) Responsible for processing all applications and filings under the mining law currently delegated to the Field Office. Coordinate all actions under the abandoned mines program

(4) Responsible for assuring timely processing of all realty case applications and bureau motion actions delegated to the Field Office.

(5) Responsible for planning, coordination, and processing of all land tenure adjustments within the Field Office as well as coordination with the Front Range Center for all third party and similar exchanges.

(6) Responsible for inspection and enforcement plans, strategies, and compliance inspections for all approvals generated by the Field Office.

(7) Responsible for completion of all RMP's, EIS's, EA'S, Activity Plans, etc., required to implement the use authorizations generated by this Field Office.

(8) Participate as members of interdisciplinary teams for other resource related approvals. Provide support as required for other BLM and external agency needs as required.

(9) Responsible for providing surface reclamation expertise when required for all surface disturbing activities in the Field Office.

(10) Acquire and maintain federal water rights on public lands in support of all activity needs under Colorado water law.

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.22L5b(11)

- (11) Protect public health, safety and environmental resources by minimizing environmental contamination on public lands and BLM owned or operated facilities. Identify and control imminent hazards or threats to human health and the environment from hazardous substance releases on public lands.
- (12) Responsible for conducting, organizing, and scheduling cultural resource inventories and field compliance checks for BLM initiated actions. Reviews cultural resources inventories performed by contractors for various projects and permitting activities.
- (13) Conducts interagency consultation, coordination, and completes section 106 consultations under the National Historic Preservation Act. Coordinates with SHPO, ACHP, Indian Tribes, and other agencies.
- (14) Promote orderly and environmentally responsible uses of the public lands and provide assistance and public information regarding resources and uses under our administration.
- (15) Responsible for providing budgetary input, coordination and monitoring for the staff.
- (16) Work with the public, other agencies, environmental education groups, and volunteers to further public involvement in resource management.
- (17) Recommend, and develop innovative and new solutions for management of public lands and resources.
- (18) Responsible for development and maintenance of collaborative partnerships with state and federal agencies, communities, groups and individuals to improve management of public lands and resources to better serve the public.
- (19) Responsible for the stewardship of the public land to ensure meeting the Bureau's standards.
- (20) Responsible for operation, function, maintenance, and management of all required manual and automated files and databases delegated to the staff.

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.22L6

6. Support Services Staff

a. General Responsibilities: The Support Services Staff responsibilities are first and foremost that of a "Service" organization. Staff responsibilities will include the following programs and/or operational functions: payroll, finance, contracting, procurement, office management, property and supply management, records and mail management, collections, space management, vehicle fleet management, training, travel, IRM, LRIS, and public contact/assistance.

b. Program Responsibilities

(1) Provides for Information Resource Management (IRM)/Information Technology (IT) implementation through system development, technical review, and direct operational services in the Field Office. Serves as the principal focal point for contact with the Colorado State Office and Front Range Center.

(2) Responsible for IRM/GIS technical skills in the Field Office which includes client-level software and hardware maintenance/installation, technical support in the identification and acquisition of hardware and software needs, conduct of data integrity and storage, user training and support, computer systems design, development, and implementation, and the support of local area networks and data communications.

(3) Responsible for the direct operational support of the Geographic Information System (GIS). Functions to include acquisition, data quality assurance, user support of software/hardware, training coordination, technical guidance, and coordination with private/governmental organizations concerning GIS use and data.

(4) Responsible for the operation, function, maintenance and management of central files, forms, and mail. Provide orientation, training and guidance to records system users. Administer the Bureau's paperwork management subject function classification system, temporary and permanent directive, reports control, forms management, records disposition and mail management. Provide for the maintenance, accessibility, safeguarding and proper disposal of all records management systems. Provide for local and long distance facsimile transmission services.

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.22L6b(5)

- (5) Responsible for interior and exterior office space management. These responsibilities include assuring that the office environment is conducive to employee needs, that maintenance and upkeep requirements for the building are provided for, the office supplies are provided on an as needed basis and that building and grounds security is maintained.
- (6) Provides for the requisitioning, storage and issuance of office supplies.
- (7) Establishes and maintains a fleet management system and motor vehicle utilization plan. This will insure for better utilization of vehicles, identification of new or replacement vehicles, monitoring of maintenance schedule and costs and submission of vehicle procurement requisitions.
- (8) Responsible for management of the administrative property program through maintenance of property records, conduct of periodic inventories, disposal of excess property, release from accountability for lost or stolen property and issuance of property.
- (9) Responsible for the management of the real property program which includes ensuring that all acquisition are included in the real property records through on-site inventory and/or research of records. Maintains and updates real property records annually.
- (10) Coordinates and compiles the budget package and financial system components for the PAWP and AWP based on recommendations from resource specialists. Ensures that budget submissions are in conformance with Bureau guidelines and time frames. Reviews and monitors AWP for accomplishments and assures the integrity of activity funding.
- (11) Provides procurement guidance and assistance within delegated authority, for the Field Office activities to include; purchase of a wide variety of supplies and services, specialized and commercial equipment through purchase orders, government check, bank card purchase program and provide direction and guidance to cardholders. Review cardholder purchases to ensure compliance with regulations.
- (12) Responsible for all function in the processing of accounts receivable, accounts payable, remote data entry for all financial obligation documents into the Federal Financial System, maintenance of account balances, and retrieval of automated reports.

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.22L6b(13)

(13) Administers the travel management program and provides guidance, direction and assistance in the applicability of the Federal Travel Regulation. Coordinates the program, which includes travel cards issuance, preparation of travel authorizations, arrangement of commercial transportation and other services related to official travel.

(14) Responsible for providing guidance and assistance in all personnel related functions, review of position descriptions for conformance with FES format and appropriate content, and the preparation of processing documents for personnel actions. Provides advisory and technical assistance in the recruitment, selection, and placement of employees.

(15) Responsible for coordinating the Field Office training and employee development program. Maintains the official training records for all Field Office employees.

(16) Responsible for a public assistance program which is effective in providing over the counter information services in response to office visitors and/or telecommunication requests in a professional and courteous manner.

(17) Responsible for assuring that all Field Office correspondence is in conformance with official Bureau standards. Provides the following administrative services; reproduction/duplication, maintenance of the federal registry, coordination of the satellite communications program, coordination of the uniform program, FOIA actions, payroll and maintenance of the library for the Field Office.

1212 - STATE AND FIELD OFFICES

.22M

M. Front Range Center

The Front Range Center is located in Cañon City, Colorado. The Center provides leadership for the Service First initiative, the Resource Advisory Council and provides scarce skill, and fire support to the three Field Offices located in Cañon City, La Jara and Saguache, Colorado. The Center staff is managed by a Center Manager who reports directly to the State Director. The Center Manager is a non-line authority position. The Center staff is a "service" orientated staff to provide direct support and assistance to the Field Offices. The staffs primary goals and objectives are to serve and support Field Office and Center customers by listening and responding to their needs in a timely manner, treating customers with a courteous, efficient, and professional manner, using expertise and experience to improve the way business is done, and seeking the best business practice to improve efficiency and to advance Service First initiatives.

The Center Manager is responsible to the State Director for the safe, effective and efficient operation of the fire management organization within their jurisdiction including supervision, training, qualifications, budget planning and tracking and work force planning. The Center Manager is responsible for coordinating with the Field Offices within their jurisdiction and providing the technical fire support necessary to meet land management goals and objectives. The Center Manager will serve as agency administrator in the absence of a qualified agency administrator for fire management activities in the Field Office. The Center Manager will meet the required elements outlined in the "Management Performance Requirements for Fire Operations."

Promote Service First initiatives to achieve dramatic increases in customer service, operational efficiency, and ultimately, quality of resource stewardship.

1. Center Manager and Immediate Staff

a. General Responsibilities: The Center Manager is responsible for the day-to-day operations of the Center staff in support of the Field Offices. The Center Manager is lead coordinator with other BLM Centers and other federal agencies in analyzing, planning, and initiating Service First operations for improved public service. Staff reporting directly to the Center Manager are a Staff Assistant (.5 FTE), three Resource Advisors, a Public Affairs Specialist, a Volunteer Coordinator, a Safety Officer, an IRS Coordinator, a GIS Coordinator, a Realty Specialist, and the Fire Organization. The Center Manager supervises these personnel in the performance of their duties, provides advice and guidance on human resource management issues, advises staff on career development and evaluates their performance, and initiates a variety of personnel actions in support of these functions.

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.22M1b

b. Program Responsibilities:

- (1) Provides over-sight to the appointed members of the Front Range Resource Advisory Council by providing coordination and administrative support in addressing resource issues identified by the State and Field Offices.
- (2) Coordinates Service First analyses, planning and initiation with the U.S. Forest Service and other federal and state agencies within the Front Range area of Colorado.
- (3) Coordinates Service First analyses, planning and initiation with other BLM Centers and Field Offices in the state and adjoining states.
- (4) Provide liaisons with local congressional staffs, public media, and interest groups with regard to Service First initiatives, Resource Advisory Council matters, fire management, and other issues as requested by Field Offices in support of their programs.
- (5) Provides Public Affairs assistance, guidance, input, technical support, and assistance to Field Office planning and project implementation as requested by Field Managers. Provides public affairs assistance and liaison with the Front Range Advisory Council.
- (6) Through the Resource Advisors, coordinates with other resource management agencies, local, and state governments, educational institutions, and the general public to foster an effective interchange of ideas, data, services, equipment, and skills to enhance Service First initiatives and to provide support to Field Office programs.
- (7) Through Resource Advisors, develop and assist partnership efforts and outreach efforts to facilitate ecosystem and program management priorities and Service First initiatives in support of Field Office programs.
- (8) Through Resource Advisors, provide State "Budget Team" with support in developing budgeting documents for Field Offices and ecosystem/geographic areas and coordination with key Field Office specialists.
- (9) Through Resource Advisors, provide or obtain scarce skills and technical assistance not available on Center staff as needed in the Field Offices to accomplish and/or implement annual workplan commitments.

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.22M1b(10)

(10) Through the Resource Advisors, provides support to Field Office special project teams or efforts through direct support, or assistance in obtaining needed skills.

(11) Provides for the control and management of the fire management program for the Cañon City Interagency Fire Organization for fire operations. This encompasses planning and implementation of preparedness, suppression, and prescribe burn activities within the scope of the Fire Management Activity Plan.

(12) Provides fire ecological expertise to the Field Offices in planning and implementing prescribed burns for resource benefit and for fire reduction efforts.

(13) Provides quality and technical control and safety guidelines for resource and search and rescue programs involving aircraft.

(14) Provides formal training and instruction for fire over-head and fire personnel for suppression and prescribed burn operations.

(15) Occupational Safety and Health: The Front Range Safety Officer, performing in support of the Field Office and Center Manager, provides support to all on policy and procedural guidance for the occupational safety and health programs through the Front Range Safety Committee. Implements and administers an effective accident and injury prevention program through employee training and education, promotion of safety and health awareness, hazard identification and abatement, safety inspections and awareness sessions, and actively encouraging participation and involvement at all levels of management. Provides technical support to employees and supervisors in all aspects of OWCP. Serves as the standing chairperson for the Front Range Safety Committee.

(16) Budget: Represents the Royal Gorge Field Office and Front Range Center on the State Budget Team. Prepares budget for the Front Range Center and provides budgetary assistance the Field Offices.

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.22M1b(17)

(17) Information Resource Management(IRM): The IRM Coordinator provides implementation of State/Bureau policy on planning, guidance, system development, technical review, and direct operational services in Information Resource Management/Information Technology (IRM/IT) functions. These functions include Life Cycle Management (LCM), Configuration Management (CM), application software development, continuity of operations planning, system administration, data administration, user support, and training. The IRM staff serves as the major focal and coordination point with the State Office in all matters related to IRM implementation and management. Major program responsibilities are:

- (a) Provide lead IRM technical skills to all Field Office and Center staffs. Includes advice and direction for software and hardware upgrades and maintenance and compliance. Assists Field Offices and Center staffs with technical software installation and hardware configuration.
- (b) Provides system level software and hardware maintenance, including upgrades and new installations.
- (c) Provides budget support to the Field Offices and Center in identification and planning of fixed costs, hardware, and software needs necessary for operations. Provides technical support and leads, or assists, in the procurement of hardware and software to meet office needs.
- (d) Implements and maintains procedures to ensure data integrity via backups and proper storage procedures and facilities for all Field Office and Center IRM systems.
- (e) Provides radio, telecommunications, records administration, electronic commerce support and kiosk maintenance.

(18) Geographic Information System(GIS): Coordinator provides direct operational support to the Field Offices and Center in gathering, inputting, managing, and analyzing resource data within the Geographic Information System to meet management needs. Staff provides database management using available tools/technology to manage data in a multi-user environment. Responsibilities include:

- (a) Manage all master spatial data files that constitute BLM official agency records. Make master data files available for use within the Field Office(s). Ensures all data are formatted and filed to bureau specifications, and maintains data standards.

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.22M1b(18)(b)

(b) Serve as focal point for the receipt or dissemination of all GIS data requests or transfers to other local, state, and federal governmental agencies to meet management needs and FOIA requests. Coordinates with SO in the development of data sharing agreements.

(c) Implement security procedures that will minimize loss and damage to spatial data records.

(d) Implement procedures that enable meta data to be collected and maintained to agency standards.

(e) Acts as data steward for selected data themes including: public land survey, WSAs, administrative boundaries, topographic and other raster data, streams and lakes, highways and roads (non-BLM), UTM, slope maps, aspect maps, and digital orthophotoquads and/or aerial photos.

(f) Provide Field Office with technical support needed for Field Office to complete training and simple to complex GIS mapping projects.

(g) Provide input to IRM staff regarding GIS software/hardware needs.

(19) Realty - Assembled Land Exchanges: Staff provides leadership and operational support to the Field Offices for assembled land exchanges, all major land exchanges, third-party exchanges, and land & water conservation fund purchases in support of ecosystem management.

(20) Volunteers: Staff provides leadership for the volunteer program in the Royal Gorge, La Jara, and Saguache Field Offices and the Pike and San Isabel National Forest and the Comanche Cimarron National Grasslands. Major program responsibilities include:

(a) Serve as focal point to develop a seamless approach to the volunteer program between the two agencies.

(b) Provides necessary guidance, training and support to the Field Offices and Ranger Districts to insure an effective volunteer program.

(c) Provides support to Field Offices for the recruitment, training and awards recognition of the volunteers.

(d) Serve as the liaison between major volunteer groups and the agencies.

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.22M1b(21)

(21) Wild Horse & Burro: Provides local oversight for the Colorado Wild Horse Inmate Program assistance agreement and has authority to reduce adoption fees for wild horses and burros.

N. Western Slope Center

The Western Slope Center provides a wide variety of support services to BLM operations across much of Colorado's Western Slope. The Center's primary Service Area includes seven Field Offices: Glenwood Springs, Grand Junction, Gunnison, Kremmling, Little Snake, White River, and Uncompahgre. The Center also may occasionally provide services to the Colorado State Office and Field Offices adjacent to the Service Area. The Western Slope Center is led by a Center Manager and three Assistant Center Managers for Fire, Support Services, and Information Technology. The Center's fire organization includes three interagency fire management units serving a number of U.S. Forest Service Ranger Districts as well as the seven BLM Field Offices. Center staff may be duty stationed throughout the Service Area, but predominantly in Craig, Montrose, and Grand Junction, Colorado.

Regional responsibilities of the Center Office include fire suppression and other fire and fuels-related support, promoting Service First activities, leading large-scale partnerships and multi-jurisdictional efforts, coordinating and supporting Resource Advisory Councils, assisting Field Offices in identifying budgetary opportunities (e.g., future funding sources, comparative advantages, economies of scale, and complimentary expenditures), and assisting Field Offices as requested in coordinating with other agencies and organizations. The Center Office serves as an extension of the Office of the State Director as assigned or otherwise delegated to provide advice or counsel to Field Offices, to manage major or very controversial projects, to serve as the liaison with congressional offices, other offices within BLM and the Department of the Interior, other federal agencies and state government, and to assist in identifying significant statewide issues and priorities.

The Center Manager is responsible to the State Director for the safe, effective and efficient operation of the fire management organization within the Service Area. The Center Manager may serve as agency administrator in the absence of a qualified agency administrator for fire management activities in limited circumstances as expressly assigned by the State Director. The Center Manager will meet the required elements outlined in the "Management Performance Requirements for Fire Operations."

1. Center Manager and Immediate Staff

- a. General Responsibilities: The Center Manager provides leadership and direction to the Western Slope Center staff, and serves as the State Director's representative for specified multi-jurisdictional, high profile or controversial issues and initiatives. The immediate staff to the Center Manager is the principal supplier of shared skill services to seven Field Offices operating on the western slope of Colorado.

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.22N1b

b. Major Functions

- (1) Provides advice and counsel on how public affairs activities can best be utilized.
- (2) Provides advice and counsel on procedures and processes to be used to involve the public, users, and other agencies or interests.
- (3) Provides technical support and advice on world wide web applications.
- (4) Prepares public affairs plans, press releases, brochures, and serves as BLM spokesperson in response to Fire Unit of Field Office requests.
- (5) Assists the BLM Colorado Office of External Affairs in planning and implementing various public affairs activities.
- (6) Assists in arranging and conducting briefings and other meetings with congressional staff and Members and high ranking representatives of state and federal agencies.
- (7) Assists with the identification of needs for, and the organization of, major collaborative efforts.
- (8) Assists with the development of agreements (e.g., cooperative agreements, interagency agreements, and memorandums of understanding) needed to participate in major partnerships.
- (9) The Center Manager serves as the designated Federal Officer for the Northwest and Southwest Resource Advisory Councils. Center staff coordinates the function and support of the Resource Advisory Councils.
- (10) Provides advice and assistance to Field Offices, State Office, National Science and Technology Center, and partners on the identification of large-scale information and scientific research needs, and assists with the acquisition and dissemination of needed information.
- (11) Prepares regionally-focused program planning guidance and information for budget documents.
- (12) Seeks alternative funding sources to support Field Office needs. Prepares and assists with preparation of grant applications.

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.22N1b(13)

(13) Assists, as requested by Field Offices or as assigned by the State Director, in managing or coordinating major projects (e.g., T&E species recovery planning, EISs, rights-of-way, etc.).

(14) Leads or coordinates multi-jurisdictional, multi-state efforts (such as Colorado Plateau-wide initiatives).

(15) Provides technical expertise in the areas of planning and environmental analysis in support of Field Office needs. Provides experienced planning team leadership and/or planning and environmental contract administration.

(16) Provides technical expertise, support, and leadership in the occupational safety and health programs throughout the Service Area. Implements and administers an effective accident and injury prevention program through employee training and education, promotion of safety and health awareness, hazard identification and abatement, safety inspections and awareness sessions, and actively encouraging participation and involvement at all levels of management.

(17) Assists Field Offices in the effective interchange of ideas, data, services, equipment, and skills with other agencies and organizations.

(18) Assists Field Offices, as requested, in coordinating with the State Office for Engineering Field Office services.

(19) Provides technical assistance in all areas of hazardous material (including unexploded ordinance) identification, investigation, storage, transportation, assessment of liability, remediation, disposal, and monitoring. Maintains necessary records pertaining to shipping and investigative reports. Provides technical hazardous material (hazmat) input to Field Office proposals and environmental analyses. Provides hazmat input to Service Area safety committees. Assists in administrative site audits, subsequent remediation, and monitoring of results.

(20) Leads emergency response activities as mandated by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and other statutes and regulations. These activities include mandatory notifications, preparing formal incident reports, and coordinating with other agencies on hazardous materials incidents. Coordinates Memoranda of Understanding for hazardous materials response within the Service Area.

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.22N1b(21)

(21) Provides oversight and assistance necessary to comply with the Resource Conservation and Recovery Act (RCRA), and the Emergency Planning and Community Right-to-Know Act (EPCRA), and other statutes and regulations.

(22) Identifies need and arranges Hazardous Materials Awareness training and Chemical Management training.

(23) Conducts or reviews, as requested, Environmental Site Assessments for the Center and Field Offices.

(24) Prepares yearly chemical inventories for the BLM offices within the Service Area.

(25) Provides technical expertise and operational support to Field Offices in managing and collecting data on precipitation, water quality and stream cross sections; collecting and computing data on hydrological studies; scientific and technical advice on water resources as needed for program input; developing plans for improvement, maintenance, and management of water and riparian values and resources; hydrologic investigations; water rights management; environmental outreach and education programs.

(26) Provides water quality, water rights, hydrologic input/support and Clean Water Act compliance input for permit issuance, environmental assessments, and Environmental Impact Statements to the Field Offices as requested.

(27) Provides technical support, in response to Field Office requests, for the management of wild horses, including input to management plans and environmental analyses, monitoring of herd size and condition, assistance in the management and implementation of adoption and inspection activities, and service as the Contracting Officer Representative and Project Inspector for gather contracts.

2. Support Services

a. General Responsibilities: The Support Services staff is the principal provider of many of the more-technical administrative services on the western slope. In addition, the staff augments and compliments many Field Office administrative capabilities. The staff is supervised by the Assistant Center Manager-Support Services.

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.22N2b

b. Major Functions

- (1) Within the Division's responsibility, develops policy, instructions, guidelines, etc., for issuance by the Center Manager.
- (2) Provides input to preparing program packages and other AWP documents.
- (3) Ensures that the development of Center components of the budgeting and financial management systems is consistent with Bureau guidelines by disseminating information and supplying necessary training materials and courses.
- (4) Reviews and analyzes AWP costs, commitments and accomplishments for the Center and makes recommendations to the Center Manager when adjustments are needed.
- (5) Assists Field Offices, as requested, in coordinating with the State Office for Engineering Field Office services.
- (6) Manages Field Offices accounting activities for billings, collections, distribution of receipts, refunds, transfers, and delinquent accounts.
- (7) Provides land and mineral case recordation and maintenance services subsequent to the development of grant offers. Case processing includes docketing, file preparation, billing, permit or grant preparation, and updating of records.
- (8) Provides maintenance and construction assistance (repair, stabilization, building maintenance, minor metal and wood construction).
- (9) Serves as Contracting Officer's Representative for facility leases and facility and grounds maintenance connected with the Craig, Grand Junction, and Montrose office complexes.
- (10) Coordinates and provides in-depth information regarding potential hiring authorities and requirements. Serves as a focal point for Colorado Job Service representatives, public seeking employment information, programs.
- (11) Initiates automated appointment and change actions in the Federal Personnel/Payroll System(FPPS) for all personnel actions, advises supervisors regarding procedures for personnel actions, and provides a point of contact for forwarding all personnel management documentation as appropriate to the State Office, and distributes SF-50s to appropriate supervisors.

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.22N2b(12)

- (12) Coordinates federal employee benefits programs (i.e., health & life insurance, TSP, EAP, etc.) and open seasons.
- (13) Serves as liaison with OWC and BLM State coordinator in coordinating case details between employee, supervisor and medical provider.
- (14) Provides technical support to employees and supervisors in all aspects of OWCP submissions, prepares quarterly compensation status reports, maintains master case files, and determines appropriate payment method to medical provider.
- (15) Provides liaison with injured employee and/or family members and coordinates return to work/light duty status and tracks and submits fitness reports.
- (16) Deposits receipts received from Field Offices in appropriate accounts.
- (17) Issues Billing documents and send to National Business Center for entry into Accounts Receivable.
- (18) Issues Bill of Collections and prepare Demand letters for late bills.
- (19) Reconciles Field Office/Center accounts receivable with monthly National Business Center reports.
- (20) Transfers funds between accounts and to other agencies.
- (21) Maintains Unearned, Suspense, and Budgetary Clearing Accounts and balance monthly with Business Center reports.
- (22) Prepares annual collection reports as required.
- (23) Issues annual billings for rights-of-ways, permits, and other land use authorizations for the Field Offices using the ALMS billing system.
- (24) Develops, issues, and administers contracts within delegated authority. Initiates actions necessary for contract modifications.
- (25) Provides guidance and direction on the procedures and process required to prepare and implement various types of agreements and grants and processes said agreements within delegated authority.

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.22N2b(26)

- (26) Ensures all contract, agreement, and procurement actions, obligations, and invoices are paid timely and accurately entered into the Federal Financial System.
- (27) Leads in processing and data entry of all credit card billings into the Federal Financial System.
- (28) Provides over-sight and tracking of all cost recovery and reimbursable accounts within the service area.
- (29) Provides administration and procurement of all fixed cost budget items.
- (30) Provides remote data entry into the Federal Financial System and other budget tracking systems.
- (31) Serves as focal point for contact with the Colorado State Office and National Business Center on funding approvals on contracts, agreements, and grants.
- (32) Provides review and tracking of the Federal Financial System for Field Offices and Center to ensure all data entries are accurate, timely, and unliquidated obligations referenced with action expenditures or deleted.
- (33) Tracks expenditure of all (except Cadastral's) reimbursable and contributed funds to ensure accurate fiscal information is maintained. Tracks budget funding and expenditures on specific projects and initiatives at Field Office direction to ensure funding is timely and accurately obligated within allocations.
- (34) Lead responsibility for the credit card program with the credit card vendor. Responsible for updating records and insuring centrally/individual charges are appropriately billed for Field Offices.
- (35) Responsible for changing hierarchy levels for all credit card holders within the service area.
- (36) Manages the personal property program for the Service Area. This includes acquisition, disposal and inventories.
- (37) Responsible for updating and reporting vehicle usage in the AFMS program. Ensuring that maintenance records are maintained.
- (38) Responsible for ordering GSA and Interior vehicles for the service area.

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.22N2b(39)

(39) Focal point for all property and vehicle inquiries from the Colorado State Office and National Business Center.

(40) Provides records management for the Center Office.

3. Information Technology

a. General Responsibilities

The Information Technology (IT) staff provides Service Area-wide support and direct operational services in Information Resource Management/Information Technology (IRM/IT) functions. The IT functions are highly technical systems and comprise the enterprise infrastructure for the accomplishment of the Bureau's mission. These functions include computer network and systems and GIS applications. The day-to-day supervision and work load management of the staff is provided by the Assistant Center Manager for IRM. The Assistant Center Manager, in coordination with the Center Manager, ensures integration of support needs to the Field Offices.

b. Major Functions

(1) Serves as the major focal and coordination point with the State Office in all matters related to IT implementation and management.

(2) Assists the State Office to support telecommunications systems (voice, data, and radio) operations and maintenance.

(3) Provides "on-call" service and user support to the Center and Field Offices to address IT malfunctions and ensure the continuity of operations. Functions may include:

(a) Diagnosing and resolving problems in response to user reported incidents.

(b) Performing back-up and recovery operations.

(c) Providing user assistance and training.

(d) Recommending IT application or product outputs in support of mission related work.

(4) Provides system administration for office automation and networked systems. Functions may include:

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- (a) Installing new or modified hardware/software.
 - (b) Allocating and managing systems resources.
 - (c) Monitoring and maintaining the performance and serviceability of installed systems.
 - (d) Ensuring systems functionality, integrity and efficiency.
 - (e) Resolving hardware/software interface and interoperability problems.
 - (f) Developing and implementing security procedures and tools.
 - (g) Maintaining systems configuration and managing the installation and integration of system patches, updates and enhancements.
 - (h) Managing network configuration
- (5) Identifies and evaluates the need for new IRM and telecommunications equipment or enhancements to existing systems.
- (6) Provides recommendations on sources of IRM and telecommunication equipment/services and on the technical adequacy of potential contractors.
- (7) Provides general expertise in database design, standardization, and management.
- (8) Serves as focal point in acquiring existing digital data from outside sources such as satellite imagery, digital aerial photography and other GIS data. Ensures all acquired data meets bureau specifications and is accurate.
- (9) Provides technical support, analysis, system management, data management, and coordination of the Geographic Information System (GIS) for support of resource management programs.
- (10) Provides budget support to the Field Offices and Center in identification and planning of fixed costs, hardware and software needs necessary for operations. Leads, or assists, in the procurement of hardware and software to meet office needs.
- (11) Responsible for all operational aspects in support of Life Cycle Management.

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.22N4

4. Fire Management

a. General Responsibilities

The Assistant Center Manager-Fire and the three Interagency Unit Fire Management Officers are responsible for Fire, Fuels, and Aviation Management operations in support of Field Managers and U.S. Forest Service District Rangers within their respective units. The Assistant Center Manager-Fire is the lead coordinator with the three Western Slope Interagency Fire Management Units and the Colorado State Office for implementation of the Fire and Fuels program and fire Service First initiatives. Staff Reporting to the Assistant Center Manager-Fire are the Interagency Fire Management Officers of the Craig-Routt Interagency Fire Management Unit (CO-610), Upper Colorado River Interagency Fire Management Unit (CO-620), and the Montrose Interagency Fire Management Unit (CO-630). All fire management functions are conducted in very close coordination with the U.S. Forest Service.

b. Program Responsibilities

- (1) Provides management oversight of the three Interagency Fire Management programs. This encompasses planning and implementation of preparedness, suppression, fuels management, and prescribed burning activities within the scope of the approved Fire Management Plans and Agency Administrator direction.
- (2) Provides fire and fuels management ecological advice to the Field Offices and U.S. Forest Service Ranger Districts in planning and implementing fuels reduction, prescribed burns, and wildland fire use.
- (3) Provides technical oversight, quality control, and safety guidelines for implementation of the Bureau's aviation program in the Field Offices.
- (4) Provides interagency employee development planning, formal and on-the-job training, record keeping, and Incident Qualifications System maintenance for fire, fuels, prescribed fire, and aviation for both fire and resource staff employees.
- (5) Provides interagency dispatching of ground and air resources to all-risk incidents within the Service Area and in support of its neighbors.
- (6) Provides managerial and logistical support to National fire resources based in Western Colorado.