

General Information on the Bureau of Land Management's (BLM) Policy on Remotely Located Washington Office Positions

Does this policy apply to all positions with Washington office duties?

There are BLM positions located in Center, State, District and Field Offices that report directly to the Washington Office. All of these positions are to be reviewed under this policy by the immediate supervisor. The immediate supervisor of the position will document the principle duties of the position or certify that the position is in a program with an established business reason for remaining remotely located. These documents will be provided to the Assistant Director managing the position and the Manager of the hosting office.

There are also BLM positions in remote locations that do not report directly to the Washington Office, but do have national policy-making duties as a portion of their position descriptions. If national policy duties constitute 25 percent or more of the position's responsibilities, then the position is subject to this policy. The position description must be reviewed by the immediate supervisor to ascertain whether or not the position is policy-making or operational. If national policy duties constitute less than 25 percent of the position's responsibilities, then the position is not to be subject to this policy.

When is this policy effective?

This policy is effective immediately for all new positions. No new position descriptions for positions located in the State, District and Field Offices are to contain national level responsibilities except for those serving in the programs that have established business reasons for remaining remotely located. No new position descriptions for positions located in the Centers are to contain national level policy responsibilities except for those having established business reasons for remaining remotely located.

Positions that do not comply with this policy on the date the policy is issued will be reviewed by the supervisor within 6 months of the date of the policy. The final administrative decision concerning any positions that do not comply with this policy will be made within 2 years of the date of this policy.

Will each person occupying a position that does not comply with this policy be considered individually?

Yes, each position that does not comply with this policy will be reviewed individually. The incumbent, the supervising office, and the hosting office will all participate in this review. Both the needs of the agency and of the individual will be considered in this review. The business case for maintaining the remote location of the position will be considered and appropriately documented. Positions may either be reassigned to the hosting office or be individually assessed for appropriate classification changes

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Are there any budget changes if a position is reassigned from the Washington Office to the hosting office?

The Washington Office will increase the funding of the State Office or Center if a Washington Office position is reassigned to the hosting office. If the hosting office is a District or Field Office below the level of the State Office, the Washington Office will request that the State Office pass this increase in funding through to the hosting office. The budget increase will be for the annual salary and fringe benefit costs of the employee. All other fixed costs associated with the position are already funded by the hosting office, so no budget increase for these fixed costs will be provided to the hosting office.