



The Federal Office of Administration

In its capacity as the Federal Government's largest service agency, the Federal Office of Administration (BVA) carries out more than 150 tasks for all Federal Government institutions, authorities, associations and citizens. The BVA headquarters are located in Cologne. There are BVA offices in 23 towns and cities with a total staff of currently about 6 000.

The Federal Ministry of the Interior established the Federal Office of Administration as an independent superior federal authority in 1960. The founding principle was to centralize administrative tasks of the federal ministries and to perform them more effectively. This approach has developed in a very dynamic way over the years. The BVA plays a key role in the modernization and digital transformation of public administration.

- ▶ The BVA has been carrying out tasks in the field of public security and citizenship law ever since its foundation. Today, it operates, among others, the Central Register of Foreigners, is involved in visa procedures to support the Federal Foreign Office with several millions of requests a year, and is the national authority responsible for issuing authorization certificates in the framework of the new identity card.
- ▶ In addition, it organizes the management of grants in areas like sport funding, the promotion of culture, youth and social matters, grants education loans, collects loans under the Federal Law concerning the Promotion of Education (BAföG) and provides training for the intermediate administration service at federal level.
- ▶ Furthermore, current key areas of activity include personnel and administrative services for more than 250 authorities, especially remuneration of public service staff, travel management, and partial reimbursement of civil servants' medical bills (Beihilfe). One example is the successful BVA 'Beihilfe-App', used by more than 214 000 federal civil servants.
- ▶ The area of organizational and digitalization consultancy for ministries and other authorities, which is in increasing demand, arose out of the BVA's wide variety of experience in the area of administrative modernization.



The BVA headquarters in Cologne (Riehl)

Number of employees:
currently, approx. 6,000

Postal address:
Bundesverwaltungsamt
50728 Köln, Germany

Office address:
Bundesverwaltungsamt
Barbarastraße 1
50735 Köln-Riehl

Offices located in 23 towns and cities:
Bad Homburg, Berlin, Bonn, Chemnitz, Düsseldorf, Frankfurt (Oder), Friedland, Görlitz, Hamm, Hanover, Kiel, Leipzig, Magdeburg, Munich, Neubrandenburg, Osnabrück, Pomellen, Rostock, Strausberg, Stuttgart, Wiesbaden, Zeuthen

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With sophisticated information technology, the BVA currently takes part in various international large-scale projects, including the Passenger Name Record, the Border Security and Control System “Smart Borders” and the EU Travel Information and Authorization System (ETIAS).

In addition, the Federal Office of Administration provides help in the case of short-term problems. In the coronavirus crisis, for instance, it has recruited about 3 000 ‘containment scouts’ who have been employed at public health offices. During the pandemic the BVA has also implemented various assistance programs to the extent of EUR 2.2 billion, e.g. bridging aid for professional sport affected by the coronavirus pandemic on behalf of the Federal Ministry of the Interior and Community and the program “Re-start Culture” on behalf of the Federal Government Commissioner for Culture and Media.

The BVA also assumes the coinage of the Federal Republic of Germany. This includes designing, commissioning the production and placing on the market of euro circulation coins, commemorative euro coins and collector’s coins.

This part of the constantly changing range of activities shows that the BVA assists the Federal Government in many areas of administration. As tasks are consolidated within the Federal Office of Administration, ministries and specialist authorities can focus on their core tasks, which results in increased quality and cost-effectiveness in administration. In particular cost-results accounting and controlling at the Federal Office of Administration have cut costs in many areas.

The BVA in figures

- The BVA manages a budget of over 603 million euros (2022).
- 84 percent of all federal staff have their remuneration paid through the BVA.
- The BVA issues 1.8 million decision notices on applications for partial reimbursement of civil servants’ medical bills a year.
- About 2.5 million visa applications are processed each year.
- Funding amounting to 2 billion euros a year is granted on behalf of all federal ministries.
- The BVA is responsible for vocational training for 2 400 trainees at 270 federal institutions.
- More than 16 500 authorities and public bodies make use of the Central Register of Foreigners, which contains 31 million records.
- In 2022, the BVA received approx. 30 000 job applications in the context of recruitment for authorities and foundations.
- 97 percent of the applications in the time recording and leave office are processed fully automatically.



www.bundesverwaltungsamt.de



www.beratung.bund.de



Shared Service Centre (DLZ)
www.dienstleistungszentrum.de



For further information on the BVA and its numerous services and products, please contact the International Affairs Unit:

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