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U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT

DIRECTIVES SYSTEM

Subject Number: OPM-11

Transmittal Number: 347

Date: 06/29/87

Subject: Information Systems Management Directorate Organization and Functional Statements

Approval: [signature] **Title:** Acting Director

1. Purpose: This Directive formalizes the realignment of the Information Systems Management Directorate, Administration and Finance, Office of Surface Mining Reclamation and Enforcement, through approval of the attached functional statements which are incorporated herein by reference. The realignment and functional statements do not affect Division level structure or responsibilities as defined in the Departmental Manual revision.

2. Definitions. None

3. Policy/Implementation: The purpose of the attached functional statements is to provide more detailed mission guidance to lower levels within the Information Systems Management Directorate than was presented in the Departmental Manual revision.

Attachment

999

United States Department of the Interior

OFFICE OF SURFACE MINING
Reclamation and Enforcement
WASHINGTON, D.C. 20240

APR 30 1991

In Reply
Refer To:
3300
OPM 11

Memorandum

To: Robert E. Boldt, Deputy Director
Administration and Finance

From: Mark A. Boster, Acting Assistant Director
Information Systems Management

Subject: Proposed Organizational Structure

Attached for your review and approval is a proposed organizational structure for the Information Systems Management Directorate. The proposal is consistent with the Agency's recent realignment. Implementation of this organizational structure will establish operational Branches within the already approved Divisions to meet ongoing and short-term mission requirements while providing a creative environment in which improved and advanced systems can be developed.

Upon approval of this organizational structure, I will prepare an Office of Surface Mining Reclamation and Enforcement Directive for the Director's signature and will work with the Branch of Personnel to facilitate staffing reassignments.

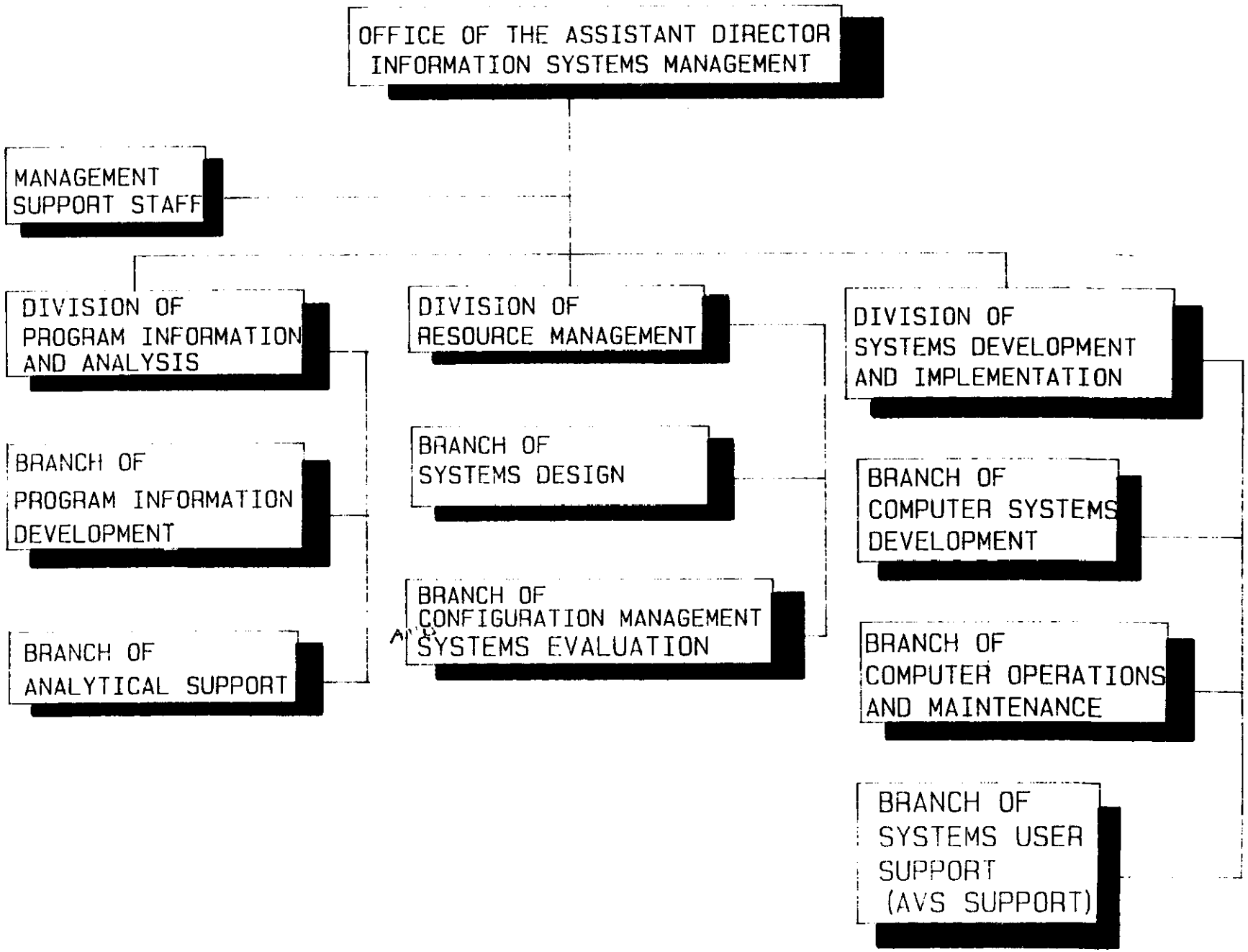
Approved:

Robert E. Boldt, Deputy Director
Administration and Finance

5-1-91
Date

ASSISTANT DIRECTOR

INFORMATION SYSTEMS MANAGEMENT


OFFICE OF THE ASSISTANT DIRECTOR
INFORMATION SYSTEMS MANAGEMENT
MANAGEMENT SUPPORT STAFF
DIVISION OF PROGRAM INFORMATION AND ANALYSIS
BRANCH OF PROGRAM INFORMATION DEVELOPMENT
BRANCH OF ANALYTICAL SUPPORT
DIVISION OF RESOURCE MANAGEMENT
BRANCH OF SYSTEMS DESIGN
BRANCH OF CONFIGURATION MANAGEMENT
SYSTEMS EVALUATION
DIVISION OF SYSTEMS DEVELOPMENT AND IMPLEMENTATION
BRANCH OF COMPUTER SYSTEMS DEVELOPMENT
BRANCH OF COMPUTER OPERATIONS AND MAINTENANCE
BRANCH OF SYSTEMS USER SUPPORT (AVS SUPPORT)

Assistant Director, Information Systems Management (ISM)

- Responsible for collection, maintenance, and analysis of data, statistics, and program information in support of OSMRE mission.

- Assure the development of new or enhanced management information systems and computer technology to support OSMRE's new or continuing mission.

- Responsible for the identification and evaluation of emerging ADP technologies to support OSMRE programmatic needs.

- Assure maintenance, operation, and support of existing management information systems and computer technology in support of OSMRE mission.

- Assure OSMRE capability to support the State Regulatory Authorities management information systems and computer technology requirements.

- Responsible for establishment of agencywide policy for ADP and program informational activities consistent with Departmental and Federal requirements.

Management Support Staff

- Coordinates budget formulation and execution activities for the Assistant Director.

- Develops short- and long-term planning activities in support of the Assistant Director's management of the ISM Directorate.

- Coordinates, develops, and evaluates internal and external policy issues for the Assistant Director in support of ISM's mission.

- Coordinates all personnel and employee development activities for ISM with the Division of Personnel.

- Responsible for Directorate-wide procurement and contracting activities, including establishment of Directorate contracting policy and procedures, OSMRE/Departmental ADP procurement activities, administration of mission related contracts that cross-cut ISM Divisions or other Directorates, and oversight and evaluation of other ISM contracts. OSMRE's ADP Procurement Coordinator is a member of this staff.

- Responsible for cost-benefit analysis and studies in support of new systems development activities.

Division of Program Information and Analysis (PIA)

- Responsible for collection, maintenance, and dissemination of data and statistics to satisfy OSMRE's information needs regarding the accomplishments made as a result of implementing P.L. 95-87.

- Responsible for conducting analyses of information for short- and long-term projections that support OSMRE's mission.

- Responsible for management and direction of the contractual support needed by the Division of Program Information and Analysis to support OSMRE program requirements.

Branch of Program Information Development

- Assures development of agencywide data dictionary, listing sources and data definitions of information contained in OSMRE's ADP systems.

- Assures development of data policies and procedures for the collection maintenance and distribution of OSMRE programmatic information.

- Responsible for identification and planning for future OSMRE data collection and reporting needs to satisfy internal and external reporting requirements.

- Responsible for conducting evaluations of OSMRE's programmatic data collection procedures to ensure reliability, completeness, and application to current agency needs.

- Responsible for providing assistance to State regulatory authorities on data collection and verification processes within their offices.

- Responsible for establishment and maintenance of systems for validating and disseminating accurate and timely statistical and their regulatory program reports.

- Responsible for using analytical models of the coal industry and similar techniques to develop information which contributes to the agency's understanding of the structure of the coal industry and the impact it has on effective SMCRA enforcement.

Branch of Analytical Support

- Responsible for application of statistical and analytical methodologies to analyze and evaluate coal program data.

- Responsible for providing assistance to internal client offices in identifying, analyzing, and interpreting data and statistical information to support agency programs.

- Responsible for providing statistical and other information on the progress made in implementing PL 95-87 to Congress, States and special interest groups.

- Responsible for providing statistical and other data and information for OSMRE's annual reports.

- Responsible for development of internal analytical capability to analyze, forecast, and report on the environmental, economic, and social conditions which affect the implementation of PL 95-87.

- Responsible for participating in coordinated inter-governmental efforts which integrate overall coal information, collection, analysis, and reporting with OSMRE's regulatory mission and analytical needs.

- Assures the consistency of data which OSMRE develops and disseminates to external client groups.

- Supports outreach efforts of public, external and congressional affairs staffs through the provision of data and statistics.

Division of Systems Development and Implementation (SDI)

- Assures development, implementation, and maintenance of all ADP systems in support of OSMRE's mission from detailed systems design through operations and maintenance.

Branch of Computer Systems Development

- Assures OSMRE user community liaison for systems development and implementation.
- Responsible for development and implementation of detailed systems design in accordance with established Information System Management procedures.
- Responsible for development of methods and detailed work plans for the restructuring and major modifications of computer systems.
- Responsible for obtaining contractual support for development of new ADP systems and restructuring of existing ADP systems in accordance with established Information Systems Management procedures.
- Responsible for development and maintenance of complete systems documentation consistent with Agencywide configuration management procedures.
- Responsible for development, testing, and implementation of all software for new computer systems.
- Responsible for development of OSMRE standards and procedures to ensure consistent, efficient, and effective systems implementation and operations in accordance with Departmental and Federal requirements.
- Responsible for development and maintenance of Agency contingency plans to ensure recovery and operation of data bases and systems in the event of major disruption of operations.
- Responsible for development of technical training material required to support existing and newly implemented computer systems.
- Responsible for development of Agency ADP policies for OSMRE computer systems and operations.

Branch of Computer Operations and Maintenance

- Assures the continuing efficient and effective operations, administration, and maintenance of all OSMRE ADP systems and data bases in accordance with established Information Systems Management procedures and contingency plans. Performs data base administration function for OSMRE.

- Responsible for management and direction of the contractual support for maintenance of existing ADP systems in accordance with Information Systems Management established procedures. Performs systems administration function for OSMRE.

- Responsible for development, maintenance, and improvement of telecommunications systems for new and existing computer systems on a nationwide basis.

- Responsible for development and maintenance of software interfaces between microcomputers and mainframe computers.

- Responsible for maintenance of software for all existing computer systems.

- Responsible for providing national computer systems access, training, and operational interface with State regulatory authorities.

- Responsible for maintenance and operational control of all OSMRE owned computer centers.

- Responsible for liaison with OSMRE user community for existing computer systems.

- Responsible for providing Agencywide policy guidance to Field Offices in the operation of OSMRE computer facilities.

- Responsible for maintenance of Headquarters microcomputers and related hardware and software.

Branch of Systems User Support (AVS Support)*

- Responsible for operation of the Applicant Violator System (AVS) Clearinghouse to provide nationwide technical assistance to users.
- Develops and implements policies and procedures for AVS operations and for data base reconciliation and quality improvement.
- Establishes and implements procedures to provide timely user support for complex issues related to operation and maintenance of the AVS system.
- Responsible for nation-wide user training and training material required to support the AVS.
- Responsible for identification of problems requiring evaluation of the AVS to determine its efficiency and effectiveness in meeting the requirements of SMCRA.

* The functions of this branch are temporary in nature and necessary to support the implementation of the Applicant Violator System during its two to three year implementation period.

Division of Resource Management (RM)

- Responsible for identification and evaluation of emerging information technology for near- and long-term application in accordance with OSMRE mission.
- Responsible for long-range information systems planning in support of the OSMRE mission.
- Responsible for development of ADP systems conceptualization plans.
- Responsible for overall design for all OSMRE ADP systems.
- Responsible for the management of the life cycle process for the development and implementation of OSMRE ADP systems.
- Responsible for post-implementation review of all ADP systems.
- Responsible for an Agencywide configuration management program.
- Responsible for the development and maintenance of an Agencywide quality assurance and computer security program.

Branch of Systems Design

- Responsible for identification and evaluation of emerging computer based technology (and its application) to support short and long-term OSMRE computer applications.
- Responsible for conducting feasibility studies and conceptual analysis for all new ADP systems and for major modifications to the structure of existing ADP systems.
- Responsible for systems life cycle planning including maintenance and updating of the Agency's required five year ADP plan.
- Responsible for systems integration planning and the development of project concept plans for new systems development.
- Responsible for high level systems design for new or major systems renovations.
- Responsible for systems life cycle management.

Branch of Configuration Management and Systems Evaluation

- Responsible for the development and implementation of an Agencywide configuration management process and change control procedure.

- Responsible for the periodic testing of documentation (systems and operating) to determine if Agency documentation standards are being conformed with in documentation executions.

- Responsible for development of policies, standards, and procedures which ensure the security of OSMRE ADP systems consistent with Departmental and Federal requirements.

- Responsible for development of quality assurance standards and procedures to ensure integrity of computer systems audits.

- Responsible for conducting periodic reviews to ensure that systems perform according to original design.

Life Cycle Management (LCM) Process

1. Feasibility and conceptualization.	Resource Management Functions
2. Systems requirements.	
3. General system design.	
4. Detailed system design.	Systems Development & Implementation
5. Establish operational environment.	
6. Actual coding/implementation.	
7. Systems Testing.	
8. Acceptance testing.	
9. System operation.	
10. Post-implementation review.	Resource Management
11. Systems maintenance.	Systems Development & Implementation
12. Software enhancement.	
13. Change control and configuration management.	Resource Management