This document has been
Rescinded and is located
in our Archive files.

For Active files, visit
http://www.osmre.gov/directiv.htm

	U·S· DEPARTMENT OF THE INTERIOR **OFFICE OF SURFACE MINING** **RECLAMATION AND ENFORCEMENT** **DIRECTIVES SYSTEM**	**Subject Number:** OPM-12 **Transmittal Number:** 357 **Date:** 7/10/87

Subject: Division of Debt Management Organization and Functional Statements

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

1. PURPOSE. This Directive formalizes the reorganization of the Division of Debt Management, Directorate of Finance and Accounting, Administration and Finance, Office of Surface Mining Reclamation and Enforcement, through approval of the attached functional statements which are incorporated herein by reference.

2. DEFINITIONS. None.

3. POLICY AND PROCEDURES.

a. Concept. This reorganization recognizes the decentralization of the assessment function, and therefore, the demise of the Branch of Civil Penalty Assessments; the restructuring of the Civil Penalty Collection Branch; the creation of an AML Collection Branch; and the restructuring of the Division office.

b. Responsibilities: The reorganization plan affects the Division of Debt Management, within the Directorate of Finance and Accounting, under the Deputy Director, Administration and Finance.

Attachment

United States Department of the Interior
OFFICE OF SURFACE MINING
Reclamation and Enforcement
WASHINGTON, D.C. 20240

JUN 10 1987

In Reply
Refer To:
3120
PER 18-2

Memorandum

To: Deputy Director, Administration and Finance

From: Assistant Director, Finance and Accounting

Subject: Proposed Organizational Structure for Division of Debt Management

Attached for your review and approval is a proposed organizational structure for the Division of Debt Management. The proposal recognizes the decentralization of the assessment function, and therefore, the demise of the Branch of Civil Penalty Assessments; the restructuring of the Civil Penalty Collection Branch; the creation of an AML Collection Branch; and the restructuring of the Division Office.

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

2-10-87
Date

Attachment

DIVISION OF DEBT MANAGEMENT

ORGANIZATIONAL CHART

OFFICE OF THE CHIEF
Division Chief
Operations Manager

Staff
Assessment Policy Officer
Staff Accountant
Staff Assistant
Program Assistant
Clerk Typist

Civil Penalty Collection Branch

Branch Chief
Secretary

Supy Coll Specs(2)
Collection Specs (11)
Assess & Coll Spec (1)
Clerk-Typist (2)

AML Collection Branch

Branch Chief
Secretary

Supy Coll Specs (2)
Collection Specs (10)
Clerk-Typist (1)
Program Ass't (1)

Data Management Branch

Branch Chief
Secretary

System Analysts (3)
Program Analysts (2)
Clerk (ADP) (1)

PERSONNEL

	Current	Proposed
Division Office	5	7
Civil Penalty Assessments Branch	10	0
Civil Penalty Collection Branch	26	18
AML Collection Branch	0	16
Data Management Branch	7	8
TOTAL:	48	49

DIVISION OF DEBT MANAGEMENT

	DIVISION CHIEF OPERATIONS MANAGER CLERK TYPIST	STAFF ASSESS. POLICY OFF. STAFF ACCOUNTANT STAFF ASSISTANT PROGRAM ASSISTANT
BRANCH OF CIVIL PENALTY COLLECTIONS	BRANCH OF AML COLLECTIONS	DATA MANAGEMENT BRANCH

Division Office

Operations Manager:

This position is an assistant to the Division Chief, with line authority over Branch Chiefs. The incumbent will serve as the acting Division Chief in his absence. The incumbent is involved in the analysis and development of the various programs dealing with debt collection and debt management and is familiar with the Division policies as a whole. Responsibilities include day-to-day Division oversight, preparation of special projects, position papers, correspondence, etc.

Staff Accountant:

The incumbent will be primarily responsible for the design and development of an AML accounting system, as well as, conducting special studies and analyses regarding debt collection and debt management systems. The incumbent will develop more efficient methods of performing accounting functions and will also be responsible for preparing directives in such areas as debt management, cash management and electronic fund transfer. This position will serve as a representative of the Division office in the development of CMIS enhancements, CDMIS, and the AML System.

Staff Assistant:

Incumbent serves as staff assistant to the Division Chief. Responsibilities include the preparation of the budget submission for the Division of Debt Management, processing training requests, personnel actions, and other administrative functions. Incumbent will also perform various special projects as assigned by the Division Chief or Operations Manager.

DIVISION OF DEBT MANAGEMENT

Division Chief	GM-301-15
Operations Manager	GM-301-14
Assessment Policy Officer	GS-301-14
Staff Accountant	GS-510-13/14
Staff Assistant	GS-301-12
Program Assistant	GS-303-8
Clerk Typist	GS-322-3/4

Total: 7

CIVIL PENALTY
COLLECTION BRANCH

BRANCH CHIEF

CONTRACT AND
SYSTEM MGMT STAFF

CIVIL PENALTY FINANCE SECTION

CIVIL PENALTY PROCESSING SECTION

Contract and System Management Staff:

This staff will be responsible for coordinating CMIS activities with the Data Management Branch and/or ISM. Specialists on this staff will assist the Data Management Branch in the preparation of any functional requirement documents for changes/enhancements to the CMIS system as well as representing the Branch at all SOCM related activities. This staff will assist the Branch Chief in the preparation and maintenance of manuals, procedures, directives, etc.

This staff will also employ an Assessments and Collections Specialist to resolve any assessment related problems that may arise after the decentralization of the Assessments Branch. The specialist will resolve the cases in-house or act as a liaison with the various field offices involved in assessments.

Civil Penalty Finance Section:

This section develops and transmits demand for payment letters, as well as information relating to provisions of the Debt Collection Act, to all delinquent civil penalty debtors. In addition, it is responsible for processing escrow payments, refunds, and offsets, lockbox receipts, reconciling accounts with the Denver Division of Financial Management, coding all civil penalty payments to CMIS, and all Financial Reports as required by OSMRE and Treasury.

Civil Penalty Processing Section:

This section conducts the on-going activities involved in collecting delinquent civil penalty debt. These activities include the referral of debt to the Solicitor, the collection contractor STA/Corliss, the ordering and analysis of Net Worth Determinations, write-off and/or reclassification of debt, credit reporting agency referrals, IRS referrals, and coordination of the property attachment project. In addition, this section will serve as liaison to the AVS clearinghouse, providing research and resolution assistance. Members of the Branch will work closely with the Branch of AML Collections, especially in the area of Solicitor and STA/Corliss referrals. Two different analysts within STA/Corliss work the AML and Civil Penalty cases. The Civil Penalty and AML Branches will do the same -- conduct separate research and documentation, but coordinate the final batching. Members of this section will also be involved in assisting states in their collection programs as they relate to debt collection, civil penalties and reclamation.

CIVIL PENALTY COLLECTION BRANCH

Chief, Collections Officer	GM-501-14
Secretary-typing	GS-318-5/6
Collection Specialist	GS-501-11/12
Assessment and Collection Specialist	GS-301-13
Collection Specialist	GS-501-7/9/11

Civil Penalty Finance Section

Chief	GM-501-13
Collection Specialist	GS-501-11/12
Collection Specialist	GS-501-11/12
Collection Specialist	GS-501-5/7/9/11
Collection Specialist	GS-501-5/7/9/11
Clerk-Typist	GS-322-3/4

Civil Penalty Processing Section

Chief	GM-501-13
Collection Specialist	GS-501-11/12
Collection Specialist	GS-501-11/12
Collection Specialist	GS-501-5/7/9/11
Collection Specialist	GS-501-5/7/9/11
Collection Specialist	GS-501-5/7/9/11
Clerk-Typist	GS-322-3/4

Total: 18

AML COLLECTION BRANCH

BRANCH CHIEF

CONTRACT AND SYSTEM MGMT STAFF

AML RESEARCH SECTION

AML PROCESSING SECTION

Contract and System Management Staff

The primary responsibility of this staff will be to develop and recommend policy as well as supervise the AML system. In addition, it will ensure the accuracy and integrity of the AML database. It will manage the quality review of the data by analyzing the reports generated to ensure accuracy and consistency among reports and from one time frame to another. This staff will also serve as liaison with the project manager during the development of the AML accounting system. Functions include coding data input, reviewing coding sheets, performing file/data base reconciliation, and other necessary data maintenance support. In addition, the specialists in this section will respond to all correspondence requesting changes to the system via OSM-1s. The AML library oversight will also fall within the realm of this staff.

AML Research Section

This section will deal with external contacts involving operators, state/federal officials, permitting, TVA contract bids, and contract blocking. As part of these tasks, the collection specialists resolve delinquencies, and set up and monitor payment plans, etc. The Section will serve as liaison to the Civil Penalty Collection area and the AVS Clearinghouse in the areas of debt research and resolution. Members of this section will also be involved in assisting states in their collection programs as they relate to debt collection, civil penalties and reclamation.

AML Processing Section

The on-going activities involved in collecting delinquent AML fees and AML audit debt will be located in this section. These activities include the analysis of the Bills Listing, referral to Solicitor, referral to the collection contractor STA/Corliss, refunds/offset processing, credit reporting agency referrals, IRS referrals, coordination with the Property Attachment project, and issuing of NOVs and COs for non-payment of AML fees. Members of this section will work closely with the Civil Penalty Collection Branch in the areas of Solicitor and STA/Corliss referrals.

AML COLLECTION BRANCH

Chief, Collections Officer	GM-501-14
Clerk-Typist	GS-322-3/4
Collection Specialist	GS-501-11/12
Collection Specialist	GS-501-7/9/11

AML Research Section

Chief	GM-501-13
Collection Specialist	GS-501-11/12
Collection Specialist	GS-501-5/7/9/11
Collection Specialist	GS-501-5/7/9/11
Program Assistant	GS-303-7

AML Processing Section

Chief	GM-501-13
Collection Specialist	GS-501-11/12
Collection Specialist	GS-501-11/12
Collection Specialist	GS-501-5/7/9/11
Collection Specialist	GS-501-5/7/9/11
Collection Specialist	GS-501-5/7/9/11
Clerk-Typist	GS-322-2/3/4

Total: 16

DATA MANAGEMENT BRANCH

BRANCH CHIEF

SYSTEMS ANALYSTS

PROGRAM ANALYSTS

The Data Management Branch has two principal functions -- User Support and Data Support. In the area of User Support, the Branch will support the programmatic missions of the other Branches within DDM. Responsibilities include analytical and ad hoc programming efforts within the CMIS user community as information needs arise; serving as the user community liaison with ISM identifying and resolving CMIS production reported problems. Members of the Branch will assist and provide guidance on data entry and daily operational procedures; maintain, update, and publish the CMIS production system data element dictionary; and design, develop and implement DDM micro-computer user requirements.

In the area of Data Support, the Branch will be responsible for conducting daily operational informational analyses of the CMIS database; developing, coordinating, and monitoring all contractor-support CMIS quality assurance, and data completeness activities; maintaining and routinely assessing the data maintenance procedures for the CMIS file library; monitoring and providing direction on the data entry audit procedures regarding CMIS input; preparing daily operational status of overall contractor performance where applicable; scheduling and preparation of the quarterly SOCM reports.

DATA MANAGEMENT BRANCH

Chief, Computer Systems Analyst	GM-334-14
Clerk-Typist	GS-318-4/5
Clerical Asst. (ADP)	GS-303-5
Computer Systems Analyst	GS-334-13
Computer Systems Analyst	GS-334-13
Computer Systems Analyst	GS-334-7/9/11/12
Program Analyst	GS-345-13
Program Analyst	GS-345-11/12

Total: 8