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	U·S·DEPARTMENT OF THE INTERIOR **OFFICE OF SURFACE MINING** **RECLAMATION AND ENFORCEMENT** **DIRECTIVES SYSTEM**	**Subject Number:** OPM-14 **Transmittal Number:** 432 **Date:** 3/21/88

Subject: Field Office Organization

Approval: Jack D. Christensen **Title:** Director

1. PURPOSE. This directive provides guidance to the field offices and establishes a baseline organizational framework and the functional statements by which each field office is to be managed, operated and structured.

2. DEFINITIONS. None.

3. POLICY/PROCEDURES.

a. Concepts. This directive recognizes field office differences in size, complexity and function. It is management's intent to have a decentralized organization, while still maintaining organizational consistency. This consistency of structure also is intended to:

provide for effective career ladder progression for employees of the Office of Surface Mining Reclamation and Enforcement (OSMRE) and

maintain predictable structure in the organization, while still allowing flexibility to meet individual field office needs.

b. Policy.

(1) Functional Statements. The following functional statements are brief generic descriptions of organizational units for the models contained in this directive. Each model will be described briefly in 3b(2) as it differs from these generic functional statements. The grade rates listed are suggested where they differ from current structure and are subject to appropriate classification actions by the cognizant Personnel office.

(a) Field Office Director (GM-15). This position serves as line manager, administrator and operations officer under the direction of an Assistant Director, to carry out OSMRE's reclamation and enforcement program as established by P.L. 95-87, the Surface Mining Control and Reclamation Act of 1977 as amended. Each field office administers OSMRE activities for specific geographic areas, which in some instances, include several States and/or Indian Tribes. The field offices provide oversight of approved permanent regulatory programs or administer Federal regulatory programs for surface coal mining; coordinate all efforts to provide technical support to States; receive input and advice from State and local governments, environmental groups, industry and other interested parties regarding OSMRE's programmatic and regulatory activities; oversee administration of State

abandoned mine land (AML) reclamation programs; and have authority to approve and administer grants to States and Indian Tribes for regulatory administration and enforcement (A & E), AML reclamation and the Small Operators Assistance Program (SOAP). Field offices have components responsible for field office administration, regulatory programs, AML reclamation, and where appropriate, the administration of Indian and Federal lands programs.

(b) Deputy Field Office Director (GM-14). This position, which applies only to Model "A," reports directly to the Field Office Director (FOD) who assigns duties as appropriate.

(c) Area Offices. The area offices are managed by an Area Manager (GM-13) under the direction and supervision of the FOD. The area offices are responsible for a specific geographical area within a field office jurisdiction and are accountable for regulatory and AML functions as assigned by the FOD. These functions are field oriented, such as regulatory inspections, AML site visits and citizen complaint investigations.

(d) Administrative Staff. The administrative staff, headed by an Administrative Officer (GS-11 in Models "A" & "B," GS-12 in Models "C" & "D") and assisted by an Administrative Services Assistant, is accountable for all administrative and support functions, including payroll, imprest, budget, mail services, personnel management, vehicle management, space management, property management, safety management, clerical coordination (optional, if this function has been assigned elsewhere by the FOD), procurement, telecommunications, travel, records and forms management and in some cases, Freedom of Information requests. The Administrative Officer reports directly to the FOD or Deputy FOD.

(e) AML and Grants Administration Branch. The AML and Grants Administration Branch is headed by a Branch Chief (GM-13 in Model "A," GM-14 in Model "B") who may be a working supervisor and is accountable for the following general functions: Title IV oversight and Title IV and Title V grants functions which include assisting the States with application development for A & E, AML and SOAP grants; processing and monitoring all grant applications; management of all financial aspects of Title IV and V grants; and conducting compliance reviews of State programs. This Branch is responsible for preparation of its portion of the annual report. AML construction site visits will be accomplished by this Branch, unless it is determined by the FOD that it is more economical from a travel standpoint to assign this role to the Regulatory Program(s) Branch. The Branch Chief reports directly to the FOD or Deputy FOD.

(f) Regulatory Program(s) Branch. The Regulatory Program(s) Branch is headed by a Branch Chief (GM-13 in Model "A", GM-14 in Model "B") who may be a working supervisor and is accountable for the following general functions: all Title V oversight, including site inspection; Federal program activities where applicable, e.g. Georgia and Washington;

the development of cooperative agreements and memoranda of understanding; provision of technical and program assistance to the States on regulatory issues; development and conduct of special studies; development of action plans; processing of State program amendments; etc.

This Branch is responsible for the preparation of its portion of the annual oversight report. In Models "A" and "B," technical services may be provided as a line function in this Branch or by a separate staff substructure should workload and staffing levels so warrant. The Branch Chief reports directly to the FOD or Deputy FOD.

(g) Technical Services Staff. Dependent upon workload and staffing levels, a separate staff unit may be created to provide certain technical services for field offices under Models "A" or "B." These services may include technical and program review and assistance, technical liaison and project leadership as assigned. Reporting function may be selected at the option of the FOD.

(2) Models. Organizational Models "A" and "B" will be applied in all field offices except Lexington and any office where the conduct of a Federal Program is required, e.g. Knoxville, presently. The unique situations in Lexington and Knoxville require a structure different from "A" and "B". Models "C" and "D," respectively, will be used for these offices. Field offices with multi-State involvement may elect to separate Inspections and Enforcement from Regulatory Program Oversight by creating Branches for each function.

(a) Model "A". Organizational Model "A" (Figure A) will be applied at the option of the FOD and subject to the approval of the Assistant Director (AD) Eastern Field Office (EFO) or the AD Western Field Office (WFO), as appropriate.

(b) Model "B". Organizational Model "B" (Figure B) will be applied at the option of the FOD and subject to the approval of the AD EFO or the AD WFO, as appropriate.

(c) Model "C". Organizational Model "C" is applicable to the Lexington Field Office only.

In this Model, a Civil Engineer (GS-13) reports directly to the FOD and serves as senior technical advisor to the field office and area offices. The Civil Engineer maintains close liaison with industry and other agencies to advise on complex mining and reclamation issues and also coordinates experimental practice operations.

The AML Branch is responsible for the oversight of the AML and SOAP programs.

The Special Assistance Branch is responsible for the Kentucky two-acre work; management of inspections on Federal lands; coordination of enforcement inquiries; review of State enforcement actions; and handling of all bonding actions.

The responsibilities of the Regulatory Program Branch include oversight of the State program; determination of appropriate action on enforcement issues (except two-acre cases); review of regulatory grants; investigation of citizen complaints; development and conduct of special studies; development of cooperative agreements; and preparation of the annual oversight report.

(d) Model "D" Organizational Model "D" (Figure D) applies exclusively to Field Offices where a Federal Program is in place.

This field office structure is unique, as a Federal program is currently in place for the State of Tennessee and there is no AML function. This office is responsible for permitting, inspection and enforcement. The permitting function in Knoxville has been uniquely extended to all of the eastern United States for Federal programs and Federal lands.

The Division of Tennessee Permitting's primary functions are Federal permitting, lands unsuitable determinations and Applicant Violator System (AVS) activities for the Eastern United States, permitting for all lands in Tennessee, and inter- and intra-agency coordination activities. The functions are carried out by three branches within the division. The division also provides technical assistance to other branches and offices.

The Branch of Enforcement is responsible for bonding; reclamation evaluation; assessments and assessment conferences; providing small operator assistance in permit application preparation; administering the Blaster Certification Program; and alternative enforcement.

The Branch of Inspection is responsible for conducting statutory inspections and related activities under P.L. 95-87 utilizing staff of the two Area Offices.

The two Area Offices, each headed by an Area Manager, operate under the direction of the Chief, Branch of Inspection, in carrying out the Branch's inspection responsibilities.

c. Procedure. This directive will be implemented within 120 days from issuance.

d. Responsibility.

(1) Assistant Directors for Field Operations are responsible for review and approval of field office implementation plans.

(2) Field Office Directors are responsible for implementing the appropriate organizational structures as specified in this directive.

4. REPORTING REQUIREMENTS. None.

5. REFERENCES.

a. Department of Interior Departmental Manual, Part 116.

b. Policy Guidance and Instructions for OSM Organizational Changes, OPM-10, Transmittal No. 238.

c. Figures A through D which graphically display the models described in 3b(2).

6. EFFECT ON OTHER DOCUMENTS. None.

7. EFFECTIVE DATE. Effective upon issuance with full implementation within 120 days.

8. CONTACT. Division of Budget, Planning and Management Analysis, Branch of Management Analysis. 202-343-5866.

MODEL "A"

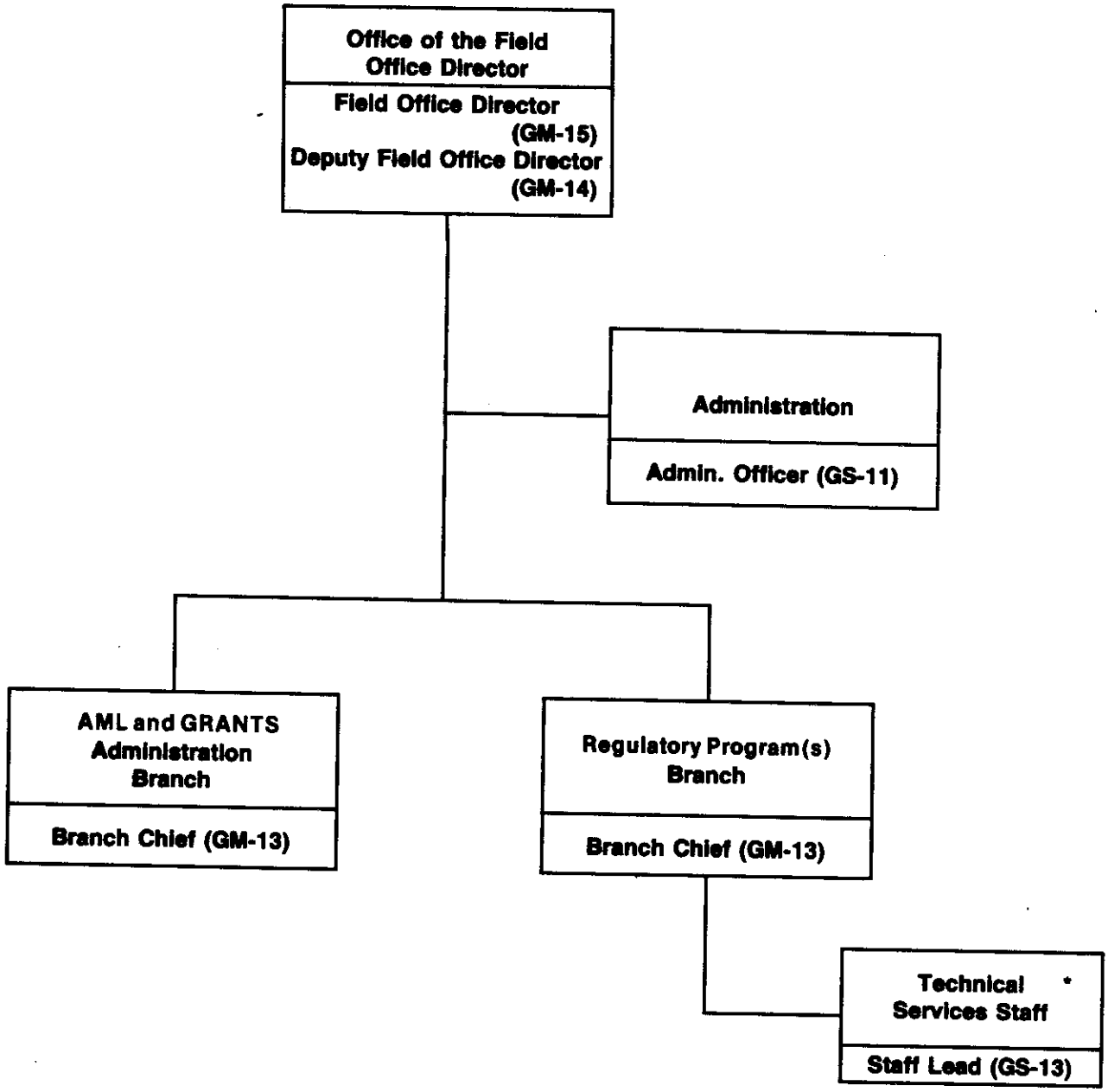

Figure A

* *Establishment and Functional Placement is Optional*

MODEL "B"

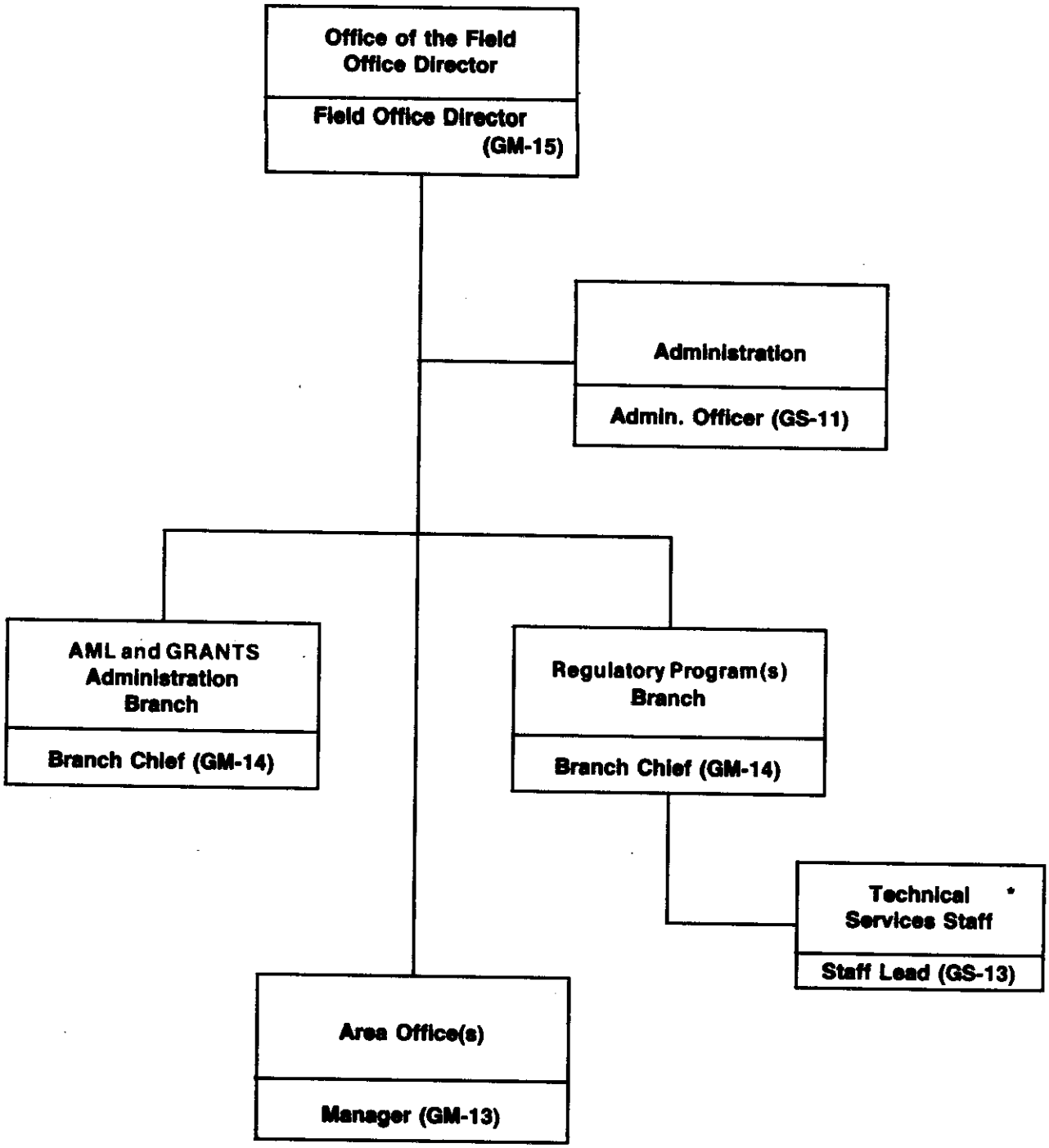

Figure B

* *Establishment and Functional Placement is Optional*

MODEL "C"

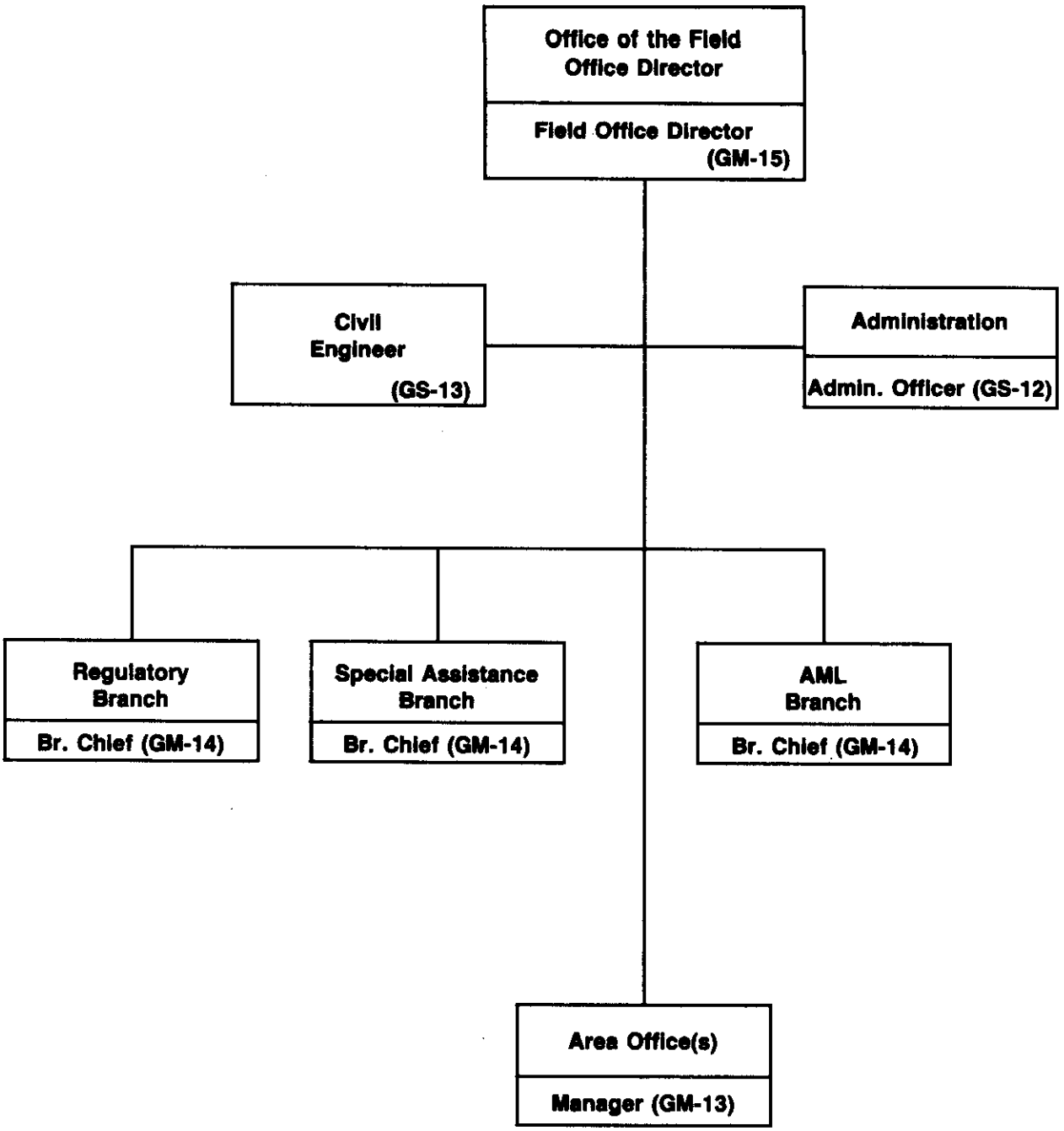

Figure C

MODEL "D"

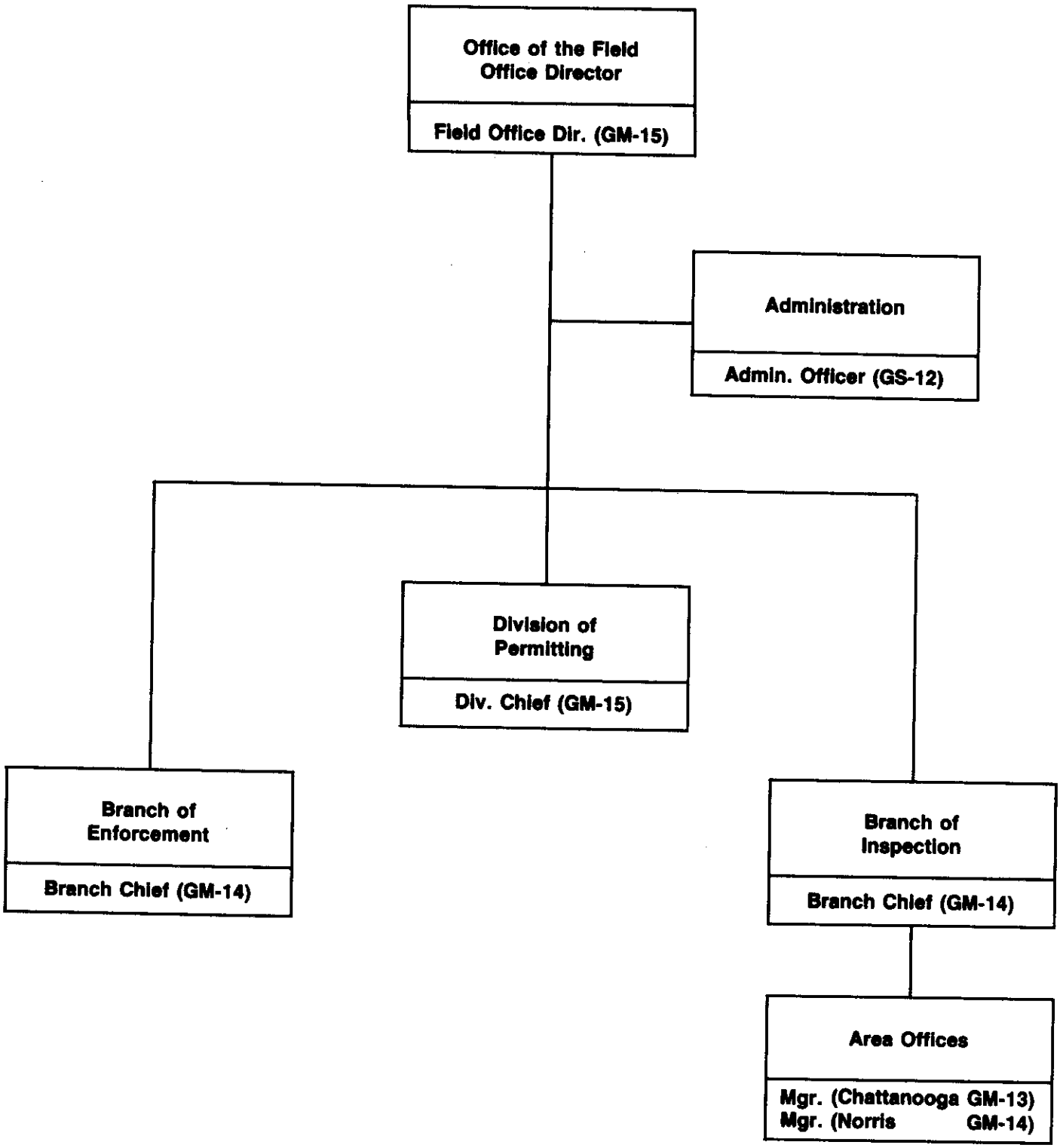

Figure D