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	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: INE-37 Transmittal Number: 489 Date: 11/29/88

Subject: Supervisors Accompanying Reclamation Specialists on Inspections

Approval: [signature] Title: Deputy Director

1. Purpose. This directive establishes the requirement for supervisors to accompany reclamation specialists periodically on complete inspections.

2. Summary.

a. Requires Field Office Directors to add a critical element with standards to supervisory performance appraisals (para 4b(1)).

b. Requires supervisors to accompany and evaluate reclamation specialists on complete inspections once each calendar quarter (para 4a).

3. Definitions.

a. Complete Inspection. An on-site review of a person's compliance with all permit conditions and requirements imposed under a regulatory program within the entire area disturbed or affected by surface coal mining and reclamation operations.

b. Supervisor. A person who is responsible for supervising the inspection and enforcement activities of a reclamation specialist such as, but not limited to, a Supervisory Reclamation Specialist, an Area Office Manager, or a Regulatory Branch Chief.

4. Policy/Procedures.

a. Policy. The quality of OSMRE's inspection program depends to a large extent on a constructive supervisory appraisal of each reclamation specialist's performance to ensure inspection and enforcement policy is accurately and consistently applied in the field. In order to maintain a high standard of quality in both oversight and Federal inspection programs, supervisors shall accompany each reclamation specialist during a complete inspection no less than once each calendar quarter.

b. Procedures.

(1) Field Office Directors shall include a critical element in each supervisor's performance appraisal containing standards which for Level 3 Successful:

(a) requires the supervisor to accompany each reclamation specialist on a complete inspection at least once per calendar quarter and promptly document the performance observed; and,

(b) qualitatively measures the extent to which the supervisor documents good performance, notes deficiencies, develops remedial actions, recommends necessary training, or takes any other actions required to ensure each reclamation specialist is proficient in his or her duties.

(2) At the conclusion of each inspection required by this Directive, supervisors shall promptly document their appraisal of the reclamation specialist's performance. Each appraisal shall, at a minimum, address the following criteria:

(a) pre-inspection preparation including permit review;

(b) knowledge, interpretation, and application of regulatory program laws and regulations and OSMRE inspection and enforcement policies;

(c) ability to recognize violations and potential problems;

(d) completeness of the inspection;

(e) professionalism and courtesy in dealings with operators, State officials, and the public;

(f) accurate and sufficient documentation of the inspection; and

(g) proper and safe use of all equipment, including operation of motor vehicles.

5. Reporting Requirements. None.

6. Effect on Other Documents. None.

7. References. Directive PER-14 "Office of Surface Mining Performance Appraisal System," dated May 11, 1983.

8. Effective Date. January 1, 1989.

9. Contact. Branch of Inspection and Enforcement, (202) 343-4550.

10. Keywords. Inspection, Performance appraisal, Supervisor.

11. Appendices. None.