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	U· S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: AML-6 Transmittal Number: 325 Date: 04/03/87

Subject: Procedures for Approval of Briefing Papers for Federal Reclamation Program Projects

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

1. Purpose. The Office of Surface Mining Reclamation and Enforcement (OSMRE) uses "briefing papers" to obtain approval for the expenditure of Abandoned Mine Land (AML) Reclamation funds. This directive delineates procedures for the preparation and approval of briefing papers for AML reclamation projects for which OSMRE is responsible. These procedures apply to OSMRE projects only, and do not apply to projects authorized under State AML grant programs approved by OSMRE. (Note: there are various types of briefing papers including emergency declarations, potential emergency investigations, research, and site visits by architect-engineer (A/E) contractors.).

2. Definitions and Abbreviations

a. Briefing Paper.

(1) An internal document authorizing OSMRE to expend funds for AML activities such as: complaint investigation, geotechnical exploration or hazard abatement. The briefing paper includes: a written summary of the facts developed through investigation of the hazard(s); if appropriate, a statement that the situation qualified as an emergency project under OSMRE regulations; other project specifics and the options and alternatives considered for abating or reducing the hazard(s); detailed cost estimates; and approval of the appropriate levels of OSMRE management to conduct the project. Typically, a request for procurement is also included with the briefing paper.

(2) Amendments to briefing papers are made when substantial increases in project scope or cost occur or when project status changes. Amendments must include the estimated cost of the change(s) as well as total project cost.

b. Emergency - A sudden danger or impairment that presents a high probability of substantial physical harm to the health, safety or general welfare of people before the danger can be abated under normal program operations.

c. E/WFO means OSMRE Eastern and/or Western Field Operations offices.

3. Policy/Procedures

a. Policy. A briefing paper shall be prepared and approved for all OSMRE reclamation activities which receive funding from the AML fund. Contracts involving expenditure of AML funds cannot be undertaken without an approved briefing paper. The briefing paper is in addition to a procurement request and other contractual documents.

b. Responsibilities. The responsibility for the preparation of briefing papers, and any amendments, lies with the Assistant Director for E/WFO or their designated staff.

c. Procedures.

(1) Preparation. The format for briefing papers and amendments to briefing papers should include, at a minimum, the following:

(a) Heading - Designates briefing paper and/or amendment number (1, 2, 3, etc.,) and lists the project name; the municipality, county and state where the problem is situated; and the assigned project number.

(b) Location - Should be specifically stated and detailed as to street, township, county, state, etc.

(c) Problem and Basis for Emergency/High Priority - used as basis for amendments, but specifically identifies the nature of the hazard(s); number of persons threatened; appropriate answers to when, where, how and why questions relative to the development of the hazard(s) and the causal relationship to the coal mining practices.

(d) Project Proposal - Briefly outlines the project objective. In the case of proposed reclamation projects, the briefing paper includes the proposed reclamation technique(s) that will be used to reduce or abate the hazard. Abatement alternatives are evaluated for costs and technical feasibility and compared to the selected reclamation technique.

(e) Eligibility - Identifies the approximate date of the last mining activity that is the cause of the hazard(s) and whether there is any continuing responsibility for any person or entity to reclaim under State or other Federal law.

(f) Estimated Cost - Project estimated total cost. The briefing paper may include cost breakdown of such items as exploratory drilling, engineering (design and inspection), realty, construction, or any amendments.

(2) Recommendation, Concurrence and Final Approval of Briefing Papers - Signatory authority for a briefing paper is determined by the estimated cost of the project:

(a) Total project cost is less than $2,500 for engineering services to conduct complaint investigation for the purpose of developing an investigative report, budget and statement of proposed work - The briefing paper will be recommended by the Division of Abandoned Mine Lands section chief(s) in the E/WFO, concurred in by the Division of Abandoned Mine Lands branch chief(s) in E/WFO and approved by the Chief, Division of Abandoned Mine Lands in E/WFO.

(b) Total project cost is $2,500 or greater and less than $100,000 (including amendments for project cost increases) - The briefing paper will include a recommendation of the appropriate Division of Abandoned Mine Lands branch chief in E/WFO; concurrence by the Chief, Division of Abandoned Mine Lands (EFO) or Chief, Branch of Federal Reclamation (WFO); and approval by the appropriate Deputy Assistant Director in E/WFO.

(c) Total project cost is $100,000 but less than $1,000,000 (including amendments) - The briefing paper will be recommended by the Chief, Division of Abandoned Mine Lands (EFO) or Chief, Branch of Federal Reclamation (WFO); concurrence by the appropriate Deputy Assistant Director, E/WFO; and approved by the Assistant Director, E/WFO.

(d) Total project cost is $1,000,000 or greater (including amendments) - The Assistant Director E/WFO will recommend; the Deputy Director for Operations and Technical Services and Director will concur; with final approval by the Assistant Secretary for Land and Minerals Management.

Copies of all approved briefing papers, or amendments to the briefing papers, will be sent to the Division of Abandoned Mine Lands-Headquarters.

(3) Funding Limitations

Briefing papers will not be approved if such approval would cause an obligation to the Government in excess of amounts allocated for that purpose.

The Assistant Director, E/WFO shall advise the Chief, Division of Budget, Planning and Management Analysis, prior to approving any briefing paper which results in a commitment or potential cumulative obligation greater than ninety percent (90%) or more of funds allocated to them for that purpose. Such notice shall include the proposed project amount and description, and an indication of possible recoveries from other project close-outs. This information may be transmitted by telephone or by sending a copy of the proposed briefing paper to Chief, Division of Budget Planning and Management Analysis, Headquarters, together with appropriate notations.

4. Reporting Requirements. None (except for Funding Limitations above).

5. Reference. Directive titled, "Procedures for Emergency and High Priority Reclamation Projects."

6. Effect on Other Documents. This directive updates the AML Operations Manual published July 2, 1979, and supersedes the November 19, 1985 memorandum from Deputy Director, Operations and Technical Services to Assistant Directors E/WFO and Program Operations.

7. Effective Date. Upon issuance.

8. Contact. Chief, Division of Abandoned Mine Land Reclamation, OSMRE, telephone 202-343-7910.