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	U·S·DEPARTMENT OF THE INTERIOR **OFFICE OF SURFACE MINING** **RECLAMATION AND ENFORCEMENT** **DIRECTIVES SYSTEM**	**Subject Number:** ADS-11 **Transmittal Number:** 328 **Date:** 04/20/87

Subject: Administrative Support for Headquarters Units Located in the Field

Approval: Jed D. Christensen **Title:** Director, Office of Surface Mining

1. Purpose. This directive outlines the Office of Surface Mining Reclamation and Enforcement (OSMRE) policy for the provision of administrative support by the Administrative Service Centers, and the Administrative Officers in OSMRE Field Offices to organizational units within their servicing areas which report to Headquarters, but have personnel located in the Field. As a general policy, the Head of an OSMRE Field Office is responsible for providing administrative services to all OSMRE employees located in the Field Office's geographic area regardless of who those employees report to organizationally.

2. Definitions.

   a. Headquarters Operations Units located in the Field include: Compliance Management Division Staff units, Conference Officer units, and other OSMRE units which may be located within the servicing areas of the Eastern or Western Field Operations Offices or Field Offices, but which are not under the supervision or direction of the Assistant Directors, East and West or the Field Office Directors.

   b. Administrative Support includes: management and general services support, space and facilities management; imprest fund and travel advance processing and vehicle maintenance and management. Personnel services will continue to be provided by the Headquarters servicing Personnel Office on a centralized basis. Travel voucher processing for all field-located compliance management staff will be provided by the WFO.

3. Policy/Procedures.

   a. Policy. The Administrative Service Centers (ASC) East and West, and the Administrative Officers (AO) in Field Offices will provide administrative services to all OSMRE personnel located within their servicing area on an equal priority basis.

   b. Responsibilities.

      (1) The Assistant Directors for Eastern and Western Field Operations and the Field Office Directors will assure that the above stated policy is implemented in their respective jurisdictions and will assure that performance standards for the appropriate field managers and administrative personnel include reference to the provision of administrative support to Headquarters units. In completing performance evaluations of those employees the head of the Field unit will consult with the supervisors of

the Headquarters Field units to obtain their assessment of the quality of administrative service provided to their staffs.

(2) The ASC Chiefs and the Administrative Officers will provide the necessary administrative services to OSMRE Headquarters units located in the Field.

(3) Heads of Headquarters units located in the Field are responsible for adhering to the local administrative procedures as specified by the ASC's or AO's, for obtaining all organizational, budgetary, and administrative approvals and clearances prior to requesting action, and for providing advance notice (where possible) of services required to allow effective scheduling and staff utilization. The ASC or AO will accept the signature or approval of the head of the Headquarters unit as authorization to proceed with requested actions, such as procurement and purchase requests.

4. Reporting Requirements. None

5. References. None

6. Effect on other documents. None

7. Effective Date. Upon issuance

8. Contact. Assistant Director, Budget and Administration