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	U· S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: OPM-1 Transmittal Number: 463 Date: 8/18/88

Subject: Establishment of the Office of Surface Mining Reclamation and Enforcement Directives System

Approval: **Title:** Director

1. Purpose. This directive provides guidance to all Office of Surface Mining Reclamation and Enforcement (OSMRE) employees in the preparation, clearance and issuance of permanent and temporary directives.

2. Summary. This Directive reflects the following changes to OSMRE Directive OPM-1 dated September 12, 1986.

a. Directive originators are now required to:

(1) use personal computers, installed with wordperfect software, when typing directives (para 4c(1)),

(2) recommend in writing to the Issuance Coordinator an extension of the time for commentors to review draft directives when they feel that 15 days is not adequate (para 4c(2)),

(3) recommend a more extensive distribution of draft directives for comments if, for example, there is a need for state regulatory authority comments (para 4c(2)),

(4) notify all commentors of the disposition of their comments within 30 days (acceptance/rejection) (para 4c(3)),

(5) include a surname sheet when sending a directive through for final surnaming (para 4c(3)), and

(6) include a summary of comments received and disposition of those comments when sending a directive through for final surnaming (para 4c(3)).

b. Changes the format of directives (para 4c(5)(b)

c. Adds the requirement to place transmittal numbers on Temporary Directives (Appendix 3)

d. Requires Assistant Directors to consolidate comments on draft directives received from divisions (para 4c(2)).

(4) Chief, Division of Management Services is responsible for developing, implementing and administering the overall directives system, and for reviewing operation of the system throughout OSMRE. The Issuance Coordinator on the staff of the Division of Management Services shall be responsible for the internal review process of all draft issuances. The Chief is also responsible for duplicating and distributing all directives to all OSMRE offices and employees and for maintaining a current distribution list of all directives.

(5) Assistant Directors, Eastern Field Operations/Western Field Operations, and Field Office Directors are responsible for insuring compliance with all OSMRE directives and supplementing Headquarters directives to provide procedural guidance within their office when unique or discretionary clarification is needed for implementation. In addition, Assistant Directors, Chiefs, Administrative Service Centers and Field Office Directors are responsible for distribution to all affected OSMRE personnel.

(6) Originators. Originators will assure that the directive does not (a) contradict existing policy or directives from higher organizational levels, or (b) unnecessarily repeat policy, procedures or guidance already adopted and published.

c. Procedures

(1) Preparation. Any organization within OSMRE that determines the need for a directive may initiate one. A draft of the proposed directive will be prepared in the approved format, approved by the head of organization (Division Chief or equivalent) and forwarded to the Issuance Coordinator, Division of Management Services. Originators must use personal computers (word perfect) in the drafting and subsequent stages of the directive development.

(2) Review of Draft Issuances.

The Issuance Coordinator, Division of Management Services will be responsible for obtaining comments on the draft from the required reviewers. Reviews will be conducted simultaneously among all reviewers. Reviewers will be given a maximum of 15 working days (due date will be specified) to review and respond , unless the originator of the draft feels that input from other sources (i.e. State Regulatory Authorities) is necessary. In these cases, the originator should request an extension of the normal distribution scheme for comments in writing. Late responses will only be

If the Issuance Coordinator is unable to obtain surnames from any reviewer, the matter will be brought to the attention of the Deputy Director for resolution.

The entire process for receipt of the final issuance package by the Issuance Coordinator to signature by the Director will not exceed 30 calendar days. Expedited treatment (two weeks) can be obtained if necessary.

(4) Issuances Subject to the Review Process. All permanent and temporary directives are subject to the process detailed above. The Assistant Directors, Eastern and Western Field Operations shall establish their own processes for the review and issuance of field directives. A copy of all issued field directives shall be forwarded to the Issuance Coordinator, Management Services Division within 15 days of publication.

(5) Directive Format. The components of OSMRE permanent directives will be uniform and will be prepared on the form provided (See Appendix 1). The format consists of the heading, text, and any appendices/attachments.

(a) Heading consists of the following parts:

1. Logo is prepared on form.

2. Subject Number assigned by the Division of Management Services in accordance with Appendix 2.

3. Transmittal Number assigned by the Division of Management Services, Issuance Coordinator and serves as an indicator of continuity to the users and is assigned to each directive chronologically.

4 Date is the date of issuance.

5. Subject should be brief and descriptive of the content.

6. Approval will be the signature and title of the Director or Deputy Director.

(b) Text. The body of the directive should contain the following parts.

10. Keywords. This section should list keywords, phrases or regulatory citations which describe the contents of the directive.

11. Appendices. All attachments are to be listed separately.

(c) Temporary Directives. Procedures and guidance of short term duration will be issued in memorandum format as temporary directives (Appendix 3). Temporary Directives will be numbered sequentially by fiscal year (e.g., 86-1). The number assignment will be determined and entered on the temporary directive by the Issuance Coordinator. Routing procedures outlined in Paragraph 4c.

(d) Field Directives. The Directive System is intended to include policy procedures and guidance which have general application, eliminating the need for separate directives systems in the field. It only should be necessary to issue supplements to existing directives and sections to clarify differences in policy, of a discretionary nature, between the Assistant Directors, East/West and Field Offices. The field directive supplement will utilize the same format and procedures as permanent directives, except they will be identified by a "F" preceding the subject number of the directive they are supplementing. They will also be identified by the title "FIELD OFFICE XX SUPPLEMENT", "ASSISTANT DIRECTOR, PROGRAM POLICY XX SUPPLEMENT", "ADMINISTRATIVE SERVICE CENTER XX SUPPLEMENT" below the approval and title blocks (See Appendix 4) Administrative Service Centers and/or Field Offices will forward five (5) copies of each supplement issued to the Issuance Coordinator, Division of Management Services, Field Directive supplements to permanent directives issued with a * as part of the Directive Number require concurrence by the Deputy Director before issuance in the Field.

(6) Amendment, Cancellation, or Expiration. Directives that have obsolete material and require substantive change will be amended by issuing a new directive. The same subject number should be used in order to avoid confusion. When minor changes (typographical errors, word placement, or sentence rewording) are needed, a Change Notice (Appendix 5) will be issued reflecting the corrections. When a directive is cancelled, a Change Notice will be issued stating the notice of cancellation. Cancellation authority will remain the same as issuing authority, and will be implemented by a request fur cancellation initiated by the reviewing official and signed by the Director. In the event that a number of directives are cancelled at the same time, a single Change Notice will be issued. Temporary directives will expire on the date stated on the memorandum, unless extended in writing for a maximum of an additional year by the appropriate Deputy Director.

6. Effect On Other Documents. This Directive supersedes Directive OPM-1, Transmittal Number 276, dated September 12, 1986 as changed.

7. References.

a. DOI Department Manual, Part 116
b. FPMR 11.2, Communicating Policy and Procedures

8. Effective Date. Upon Issuance.

9. Contact. Division of Management Services. (202) 343-7826

10. Keywords. Directives, Policy, Regulations.

11. List of Appendices

Appendix 1	"Sample" of Permanent Directive format
Appendix 2	Subject Number Identification and Code
Appendix 3	"Sample" of Temporary Directive format
Appendix 4	"Sample" of Field Supplement format
Appendix 5	"Sample" of Change Notice format

APPENDIX 1

INSTRUCTIONS

THE FRONT PAGE OF EACH DIRECTIVE WILL BE TYPED ON THIS PRINTED DIRECTIVES FORM. SUBSEQUENT PAGES SHOULD BE TYPED ON PLAIN BOND SHEETS (AS THE SECOND PAGE OF THIS APPENDIX IS). KEEP IN MIND THAT THE DIRECTIVES WILL BE MAINTAINED IN 3 RING BINDERS AND REQUIRE A 1 (ONE) INCH LEFT MARGIN.

MAJOR PARAGRAPHS SHOULD BE NUMBERED WITH ARABIC NUMERALS AND SHOULD BEGIN FLUSH WITH THE LEFT MARGIN. THE HEADING SHOULD BE CAPITALIZED AND UNDERLINED. PARAGRAPH TITLES WILL BE USED FOR ALL MAJOR PARAGRAPHS AND MAY BE USED FOR SUB-PARAGRAPHS IF ONE SUBPARAGRAPH IS TITLES. TITLES MUST BE INCLUDED FOR OTHER SUBPARAGRAPHS OF THE SAME SUBDIVISION.

PARAGRAPHS WILL BE NUMBERED CONSECUTIVELY THROUGH-OUT THE TEXT. IF A PARAGRAPH IS SUBDIVIDED, IT MUST HAVE ATLEAST TWO SUBDIVISIONS. PARAGRAPHS WILL BE INDENTED AS SHOWN IN THIS APPENDIX.

SAMPLE OF PERMANENT DIRECTIVE FORMAT

U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Subject Number: OPM-1
Transmittal Number:
Date:

Subject: Establishment of the Office of Surface Mining Reclamation and Enforcement Directives System

Approval: Title: Director

1. Purpose. This directive provides guidance to all Office of Surface Mining Reclamation and Enforcement (OSMRE) employees in the preparation, clearance and issuance of permanent and temporary directives.

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(6) include a summary of comments received and disposition of those comments when sending a directive through for final surnaming (para 4c(3)).

b. Changes the format of directives (para 4c(5)(b)

c. Adds the requirement to place transmittal numbers on Temporary Directives (Appendix 3)

d. Requires Assistant Directors to consolidate comments on draft directives received from divisions (para 4c(2)).

APPENDIX 2

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT
SUBJECT NUMBER IDENTIFICATION AND CODE

Administrative Services	ADS - X
Accounting and Accounting Policy	ACC - X
Audit and Fee Compliance	AFC - X
Abandoned Mine Lands	AML - X
Budget and Planning	BP - X
Collections and Assessment	CAA - X
Conference Officers Program	COP - X
Equal Employment Opportunity	EEO - X
Field Evaluation	FE - X
Financial Management	FM - X
Grants Management Program	GMY - X
Internal Control Review	ICR - X
Inspection and Enforcement	INE - X
Information Systems Management	ISM - X
Legislative and Legal Affairs General	LLG - X
Management Analysis	MA - X
Operations Evaluation	OE - X
Organization Planning and Management	OPM - X
Personnel	PER - X
Procurement and Contracting	PRC - X
Regulatory Program Development	REG - X
Technical Guidance and Research	TGR - X
Training	TRN - X
Travel and Transportation	TRV - X

SAMPLE OF TEMPORARY DIRECTIVE FORMAT

Appendix 3

Temporary Directive No: 86-1** Transmittal Number:
Expires: (Date)

To: Managers and Supervisors

From: Director

Subject: Directive System

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** This number is added by the Issuance Coordinator.

APPENDIX 4 SAMPLE OF FIELD SUPPLEMENT FORMAT

	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: F Transmittal Number: Date:
Subject:		
Approval:	Title:	

FIELD XX SUPPLEMENT

SAMPLE

APPENDIX 5 SAMPLE OF CHANGE NOTICE FORMAT

U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: PER 22-1 Transmittal Number: 438 Date: 4/8/88

Subject: Agency Administered Grievance Procedure

Approval: | Title: Acting Director

To clarify the language and intent of this directive and to reflect the role of the Servicing Personnel Offices as a result of the administrative decentralization, the following additions and changes are made to PER-22.

Paragraph	Change or addition
2.	Add: j. Servicing Personnel Office means Branch of Headquarters Personnel Services in Washington, D.C.; Branch of Personnel Management in Denver, Colorado; or Personnel Services in Pittsburgh, Pennsylvania.
3.f.(3)(d)	Insert "Servicing" between "the" and "Personnel."
3.g.(1)(b)	Change "Division of Personnel or Administrative Service Center" to "employee's Servicing Personnel Office."
3.g.(1)(b)1	Change "Division of Personnel" to "employee's Servicing Personnel Office."
3.g.(1)(b)2	Delete.
3.g.(1)(b)3	Change 3 to 2.
3.g.(1)(b)4	Change 4 to 3. Change wording to: "The OSMRE ethics counselors designated under 43 CFR Part 20.735."
3.g.(2)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.g.(3)	Add after second sentence: "Advising of consultation is required only for contacts concerning the substance of the grievance; contacts concerning only the mechanics of the grievance process are excluded."

CHANGE NOTICE

Paragraph	Change or addition
3.i.(1)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.i.(2)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.i.(2)(a)	Insert in sixth line down after the word "request": "within fifteen (15) days of receipt of the rejection notice."
3.i.(2)(c)	Change "Personnel Office or Administrative Service Center" to "employee's Servicing Personnel Office."
3.j.(1)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.j.(2)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.q.	Change "Division of Personnel or Administrative Service Center" to "employee's Servicing Personnel Office."
Appendix B	
Step 4	Change "Personnel Office or Administrative Service Center" to "employee's Servicing Personnel Office."
Step 4.a.	Change "Director of Personnel, DOI" to "Personnel Officer, OSMRE."