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	U· S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: FIN-8-1 Transmittal Number: 816 Date: 6/1/94

Subject: AML Fee Collection Manual

Approval: [signature] **Title:** Acting Director

Appendix C of Directive FIN-8, "AML Topics" is being changed to improve the accuracy of the FEEBACS and AVS permit data bases, establish clearly defined areas of responsibility and provide for timely enforcement actions regarding noncompliance. The specific sections of Appendix C affected by this Interim FIN-8 are:

Activation of Permits
Inactivation of Permits
Non-Respondents

The OSM offices with primary responsibilities and specific time frames for completing required actions are the Applicant/Violator System Office, Field Offices, and the Division of Financial Management, Branch of AML Fee Collections. However, due to the interrelationships of the offices involved in the AML Fee Compliance process, the Division of Compliance Management and the Division of Debt Management are also affected.

No other parts of FIN-8 are intended to be changed by this interim directive.

CHANGE NOTICE

INTERIM DRAFT FIN-8 DIRECTIVE
ACTIVATIONS
(All time frames are expressed in workdays unless noted)

PROCESS	RESP	TIME FRAME
A. NEW AND TRANSFERRED PERMITS		
1. Enter permit into AVS.	SRA	30 calendar days after issuance
2. Identify potentially producing permits (eliminate haul roads, etc.) from new permits entered into AVS and enter data to OSM-1 Module.	AVSO	Within 3-5 days
3. Provide DFM new and transferred permit No., state, MSHA ID. master, permittee, operator names and entity nos., and mailing address on line on OSM-1 Module. E-Mail until programming is accomplished.	AVSO	Weekly as Required
4. Post new and transferred permit information to FEEBACS.	DFM	Within 3-5 days
5. Issue OSM-1 for all potentially producing issued permits.	DFM	During the third month of the quarter
B. CHANGES INITIATED BY INDUSTRY, DCM, AND DDM (PERMIT NUMBER ISSUED AND NOT EXPIRED IN AVS)		
1. Post tons and money for all OSM-1s to the FEEBACS account which generated the OSM-1.	DFM	Within 5 days
2. DFM request approval for changes in permit No., master, permittee, and operator entity or name from AVSO.	DFM/AVSO	Within 3-5 days

PROCESS	RESP	TIME FRAME
3. Provide DFM approval for constant changes or provide reasons for denial. Along with DFM resolve any denials.	AVSO	Within 5 days
4. Post changes to OSM-1 Module.	AVSO	Within 3-5 days
5. Post approved constant changes to FEEBACS.	DFM	Within 3-5 days
6. Post MSHA ID changes to FEEBACS and notify AVSO. Prior approval is not required.	DFM	Within 5 days
7. Post changes in MSHA ID to OSM-1 Module.	AVSO	Within 5 days
8. Notify applicable FOD by Request for Status Report (RSR) of any oversight issues as a result of research in item 3.	AVSO	Within 10 days
9. Return the RSR to AVSO with notation of action taken.	FOD	Within 15 days
C. PERMIT NUMBER DOES NOT EXIST IN AVS OR IS EXPIRED		
1. Post money and tons to a suspense permit number and request that AVSO have SRA enter new or transferred permit into AVS.	DFM	Within 5 days
2. Research and request SRA to enter into AVS.	AVSO	Within 15 days
3. Follow steps 2-4 of the process for new and transferred permits above.	AVSO/DFM	Within 5 days
D. SYNCHRONIZE OSM-1 MODULE AND FEEBACS (EXCEPTION REPORTS WILL BE PRODUCED BY FEEBACS)		

NON-RESPONDENTS

PROCESS	RESP	TIME FRAME
1. Synchronize AVS OSM-1 Module and FEEBACS.	DFM/AVSO	Monthly by 15th of month
2. Mail OSM-1 and establish account in FEEBACS.	DFM	During the third month of quarter
3. Include the payer letter with the OSM-1 mailing describing the process to begin reporting, to stop reporting, and the consequences of not reporting.	DFM	During the third month of quarter
4. Post returned OSM-1.	DFM	By 15th of month following OSM-1 due date
5. Produce a non-respondent on line report on FEEBACS.	DFM	By 15th of month following OSM-1 due date
6. Produce non-respondent letters.	DFM	By 15th of month following OSM-1 due date
7. Block non-respondents in AVS.	DFM/AVSO	First weekly tape after 15th of month following OSM-1 due date.
8. Call non-respondent companies.	DFM	By 30th of month following OSM-1 due date
9. Verify the status of non-respondent permits as requested by DFM.	FOD	By 15th of second month following OSM-1 due date
10. Issue ten day notice (TDN) for permits actively producing but non-respondent with a copy of TDN to DFM.	FOD	Immediately
11. Provide final inspection report for permits no longer producing with all stockpiles sold as requested by DFM.	FOD/SRA	By 15th of second month following OSM-1 due date

PROCESS	RESP	TIME FRAME
12. Inactivate permits determined to be not producing without stock-piles as indicated by FOD.	DFM	Before next OSM-1 mailout
13. Include non-respondents on audit priority list.	DCM	As list is prioritized

INACTIVATIONS

PROCESS	RESP	TIME FRAME
1. Provide final inspection report or other documentation as requested by DFM for non-respondent permits no longer producing with stockpiles sold.	FOD	As requested
2. Provide documentation and/or final inspection report for any inactivations generated.	AVSO/DDM DCM	As generated by responsible office
3. Request final inspection reports from payers requesting inactivation.	DFM	As requested