



U.S. DEPARTMENT OF THE INTERIOR

OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVE SYSTEM

Subject Number:

REG-35- 1

Transmittal Number:

798

Date:

OCT 26 1993

Subject:

Permit Fees in Federal Program States and on Indian Lands

Approval:

Title:

Acting Director

Purpose:

To revise the policies and procedures concerning collection and disposition of permit fees for consistency with the Office of Surface Mining Reclamation and Enforcement (OSM) Directive FIN-4, "Collection Activities."

Sections Affected: Change:

3. Add: 3.a. Accountable Employee. An employee, other than a Collection Officer, who may receive or have temporary custody of non-cash funds, such as negotiable instruments, remittances, repayments, and collections of loans and other funds received as a result of Government activities and who forwards same to an appropriate Lockbox or OSM's Division of Financial Management (DFM) on the same day of receipt.
- 3.a. - 3.f. Reletter as 3.b. - 3.g.
- 3.c.
(formerly 3.b.) Change to read as follows:
"3.c. Collection Officer. An employee who receives, has custody of, or accounts for monies, negotiable instruments, remittances, repayments, and collections of loans and other funds received as a result of Government activities, and deposits same into an appropriate commercial depository which has been authorized to maintain a U.S. Treasury demand account, or secures such funds overnight in safe storage for deposit or forwarding the next business day. Collection Officers are designated per the instructions in paragraph 2.a.(1) of OSM Directive FIN-4."
- 3.d. Change "Division of Tennessee Permitting" to "Branch of Technical Assistance."
- 4.b.(4) Change "Division of Tennessee Permitting (DTP)" to "Branch of Technical Assistance (BTA)" and change "(DFO)" to "(DFP)."

CHANGE NOTICE

4.b.(5)

Change to read as follows:

"OSM Collection Officers or Accountable Employees in each FPE are responsible for promptly notifying the Chief, BTA or DFP, as applicable, upon receipt of permit fees from permit applicants, and for forwarding such fees to DFM in conformance with this directive and other established guidelines."

4.d.

Change the first paragraph to read as follows:

"d. Disposition of Permit Fees. Upon receipt of partial or full payment of permit fees from an applicant, the OSM Collection Officer or Accountable Employee should immediately notify the Chief, BTA or DFP, as applicable. The Collection Officer or Accountable Employee should then promptly forward such payment to DFM for deposit into an approved commercial depository. The Collection Officer or Accountable Employee must submit an "Abstract of Remittance" to DFM at the time of forwarding of the permit fee. The DFM Collection Officer will return a signed and dated copy of the Abstract to the sender."