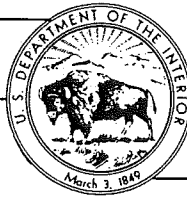


DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 116 DM 2 - 5	SUBJECT ORGANIZATION	RELEASE NUMBER 3658 Through 3661
FOR FURTHER INFORMATION, CONTACT Office of Surface Mining	Office of Surface Mining Reclamation and Enforcement	DATE OCT 27 2004

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual release, 116 DM 2, 3, 4 and 5, documents changes to the organization of the Office of Surface Mining Reclamation and Enforcement (OSM). The changes improve program management and operations, and promote effective and quality services to the OSM customer. The changes also comply with the requirements in Secretary's Order 3244, dated 11/12/02. Significant changes include:

- Combining budget formulation and execution with strategic planning and evaluation in a new Office of Planning, Analysis and Budget.
- Establishing the Office of the Chief Information Officer (CIO) within the Director/Deputy Director's Office and realigning all CIO functions including records management, Freedom of Information Act, Privacy Act of 1974, telecommunications management responsibilities, and information management systems functions in the Office of the CIO.
- Moving the responsibility for maintenance of the Applicant/Violator System database to the Appalachian Region.
- Realigning technical training and the International Program responsibilities in the new Division of Technical Training.
- Moving the National Environmental Policy Act of 1969 responsibilities to the Division of Regulatory Support and realigning the remaining environmental operations responsibilities in the new Division of Technical Training.

Assistant Secretary - Policy, Management and Budget

P. Lynn Scarlett

FILING INSTRUCTIONS:

Remove:

116 DM 2 - 5
(8 sheets)

Insert:

116 DM 2 - 5
(7 sheets)