

Department of the Interior Departmental Manual

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Series: Organization

Part 116: Office of Surface Mining Reclamation and Enforcement

Chapter 2: Director/Deputy Director

Originating Office: Office of Surface Mining Reclamation and Enforcement

116 DM 2

2.1 Basic Organization Structure (see attached organization chart). The Office of Surface Mining (OSM) has its Headquarters in Washington, D.C. The Headquarters offices, which provide overall guidance, supervision, and support for the Bureau, are comprised of the Director/Deputy Director's Office, Staff Offices and two Assistant Directorates. The field structure for implementing the various programs of the Bureau related to the Title V regulatory program and the utilization of funds under Title IV Abandoned Mine Land program consists of three Regional Offices, with Field Offices and Area Offices as appropriate, to provide closer geographic proximity in mission implementation of the delivery of services.

2.2 Office of the Director/Deputy Director. The Director reports to the Assistant Secretary - Land and Minerals Management. The Director, as chief executive for the Office, provides the leadership and direction of OSM activities. The Director formulates OSM policy within limits delegated by the Secretary through the Assistant Secretary - Land and Minerals Management. The Deputy Director, as the Chief Financial Officer (CFO) of the Bureau, ensures that requirements of the CFO Act are achieved, and is responsible for providing policy and oversight for the core financial management functions. As the Chair of the Investment Review Board (IRB), the Deputy Director is responsible for Information Technology (IT) capital asset planning and investment control activities as established through OSM's Capital Planning and Investment Control (CPIC) program.

The Director and Deputy Director represent OSM to Secretarial Offices, other Federal and State agencies, and the general public on all assigned duties. The Director and Deputy Director formulate policy and provide guidance on programmatic and technical requirements for the Bureau. The Director and Deputy Director are responsible for implementing applicable requirements of the Surface Mining Control and Reclamation Act of 1977 (SMCRA) (Public Law 95-87, 91 Stat. 445; dated August 3, 1977), the Mining and Minerals Policy Act of 1970, the National Materials and Minerals Policy, Research and Development Act of 1980, as well as overseeing OSM's compliance with the National Environmental Policy Act (NEPA) of 1969. The Director and Deputy Director, through two Assistant Directors and three Regional Directors, are responsible for overall management of OSM's Appalachian, Mid-Continent, and Western Regional Offices, as well as the Finance and Administration and Program Support Directorates. The following offices report to the Director/Deputy.

A. Office for Equal Opportunity. The Office for Equal Opportunity (OEO) is delegated bureau-wide responsibility to promote equal opportunity for all OSM employees. OEO is responsible for providing technical assistance and advising employees and managers on EEO issues, ensuring that OSM-wide affirmative action/diversity plan objectives are developed and implemented, providing an adequate and effective EEO Counseling and Alternative Dispute Resolution Program, and providing for the processing and adjudication of formal discrimination complaints. The OEO is also responsible for ensuring effective monitoring of compliance of Civil Rights Program activities, pursuant to Title VI and VII of the Civil Rights Act of 1964, as amended; providing Special Emphasis Programs, including support to Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities. The office is responsible for developing programs that focus on employment-related issues of minorities, women and persons with disabilities, and providing bureau-wide EEO training. The OEO issues and interprets equal opportunity policy and monitors compliance with pertinent equal opportunity laws and regulations.

B. Office of Communications. The Office of Communications (OC) is responsible for maintaining appropriate liaison with Departmental congressional liaison personnel and with individual Members of Congress and congressional committees; preparing and/or coordinating the preparation of materials to Congress (excluding budgetary material); working with the Assistant Director, Program Support, to identify potential needs for new or modified legislation; providing comments on proposed legislation; and providing an effective interchange of information with Departmental legislative affairs personnel. The OC keeps OSM personnel informed of Congressional activities concerning surface mining control and reclamation and coordinates its activities as necessary with other OSM staff. The OC plans, coordinates, and conducts public information programs to assure that information is readily available to the public and the media and accurately represents OSM's mission and the performance of its programs. This includes liaison between OSM and State and local governments, industry, and public interest groups. The OC prepares or reviews and approves proposals for speeches, films, radio and television copy, exhibits, non-technical publications, and other audiovisual materials; and assists and monitors audiovisual and public information activities in Headquarters and the Field. The OC provides direction for the communications activities located in Headquarters and the three Regional Offices. The OC maintains a system to control incoming/outgoing OSM correspondence, and maintains and monitors other issue-tracking systems.

C. Office of Planning, Analysis and Budget. The Office of Planning, Analysis and Budget (OPAB) is responsible for nationwide planning and analysis, and budgetary functions for OSM, including the integration of organizational performance measures into the budget process. Responsibilities include:

- (1) Developing and maintaining OSM's strategic plan in coordination with Departmental and OSM management, including gathering and analyzing data in support of OSM performance measures; and coordinating all OSM initiatives relative to implementation of Executive Order 12862, including setting customer service standards and implementation of the Government Performance and Results Act.

(2) Performing trend analyses and modeling to identify changing national and regional needs, which may affect OSM's mission or its capacity to accomplish its mission; and analyzing policy proposals for new initiatives and modifications to existing programs to provide a basis for change.

(3) Carrying out the formulation, presentation, execution, and analysis of OSM's budget; providing policy, central coordination, uniform budget procedures and controls; and managing OSM's interface with the Department, Office of Management and Budget (OMB) and Congressional committees on appropriation and other budget-related matters.

(4) Coordinating management control and other program assessment reviews, in accordance with Executive Orders and Departmental initiatives; tracking findings resulting from OIG, GAO, and other reviews of OSM's programs; conducting investigations referred by the OIG or others; and coordinating and facilitating collaborative actions and dispute resolution initiatives in coordination with Departmental efforts.

D. Office of the Chief Information Officer. OSM's Office of the Chief Information Officer (OCIO) is responsible for the bureau's information technology (IT) management. The Chief Information Officer (CIO) provides advice and assistance to the Director and Deputy Director to ensure that IT projects and information resources are managed in accordance with all applicable laws, regulations, OMB directives, and priorities established by the agency's Information Technology Strategic Plan. The OCIO's responsibilities include:

(1) Coordinating IT capital asset planning and investment control activities among all OSM offices and OSM's capital asset planning board, known as the Investment Review Board (IRB). The IRB is comprised of senior executives from each OSM office and Region. The IRB is responsible for ensuring that OSM makes sound business decisions regarding its IT capital asset investments. The CIO assists the IRB to ensure IT capital asset planning and investment control activities are managed in accordance with all applicable laws, regulations, and priorities required by OSM's IT Strategic Plan.

(2) Providing policy direction for the same activities in the Regional Offices and Field Offices and providing assistance, as required. The Office is responsible for developing and implementing IT strategic planning to ensure that all of OSM's electronic information systems, both existing systems and systems under development, are administered and developed in accordance with established long-range systems and strategic planning. The purpose of this function is to promote user awareness of, and access to, existing information; to ensure that realistic and attainable long-range system plans are put into place; and to promote and facilitate the implementation of those plans. Such planning includes promoting an open architecture in OSM's systems and conformance with the Department's Enterprise Architecture plan. It also is designed to ensure consistency in OSM's data to address uniformity in data elements across OSM's systems, use of standard naming conventions and data structures, and to address issues of security, accessibility, and portability of systems. The CIO functions also as the IRM Coordinator and OSM's representative to the Department on IT matters and is responsible for bureau security officer functions detailed in 375 DM 19.

(3) Approving all IT expenditures within OSM to ensure that adequate resources are available to support functions mandated by OMB Circular A-130 and the Department, and ensuring that expenditures are in accord with enterprise architecture and capital planning. Specific responsibilities (in addition to those IT security duties detailed in 375 DM 19) include the requirement to: establish and update a long-range IT development and systems operation plan; establish standards and policies for OSM's automated data systems and ensure OSM compliance with those standards and policies; establish and maintain OSM's databases, including the Enterprise Database Model, the Data Base Management Systems, and the Data Dictionary; establish and update requirements for purchase of hardware or software; maintain and enhance the OSM Wide Area Network; provide information system support services to headquarters; provide technical assistance to all of OSM; provide IT technical assistance to the States; develop, maintain and implement a bureau management plan for ongoing IT awareness training; oversee the implementation of computer security plans; and coordinate OSM information resources management activities with the Office of the Secretary.

(4) Managing the bureau's information technology which includes enterprise architecture, capital planning and investment control (CPIC) processes, and information technology acquisition; security management (system accreditation and certification, access control, and compliance); information management (records, Freedom of Information Act, information quality, Privacy Act, and the Government Paperwork Elimination Act); telecommunications management (network security and optimization, voice communications, bill auditing and analysis, radio spectrum management, and wireless communication); inventory and asset management (tracking and accounting of information resources and equipment); strategic planning (development and redesign of the organization's IT work processes); project management (monitoring the project scope, schedule, and budget targets); and IT career/skills management (developing standards and training requirements for IT professionals).

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Office of Surface Mining Reclamation and Enforcement

