

Department of the Interior Departmental Manual

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Part 116: Office of Surface Mining Reclamation and Enforcement

Chapter 4: Finance and Administration

Originating Office: Office of Surface Mining Reclamation and Enforcement

116 DM 4

4.1 Finance and Administration Directorate. This Directorate develops policy and coordinates and administers a comprehensive program of activities involving financial management, human resources, and management services. The Assistant Director supports the Chief Financial Officer (CFO) in carrying out the requirements of the CFO Act, by ensuring that the necessary financial policies, procedures and systems are in place and operating as intended. The Assistant Director also formulates policy, standards, and procedures for acquisition management, property, space management, safety and ethics; formulates policies, standards, regulations and procedures for the audit and collection of Abandoned Mine Land (AML) fees, collection of civil penalties, and the collection of other monies owed OSM; ensures the timely and effective delivery of fiscal and financial services, including general accounting, payroll accounting, travel services, financial reporting, and activity based cost accounting; and formulates and reviews goals, programs, and functions in these areas.

A. Division of Financial Management. The Chief, Division of Financial Management, serves as the Deputy Chief Financial Officer on matters pertaining to the CFO Act. The Chief, Division of Financial Management, and the Chief, Office of Planning, Analysis and Budget also assist and coordinate CFO activities throughout the Bureau. The CFO activities include budgeting, accounting and financial management, management controls and audit follow-up, and property and acquisition management.

This Division provides a full range of fiscal services including payments, collections, travel, cash management, cost center, and general ledger accounting. The Division develops and controls accounting and financial reporting systems for all OSM programs; enters all accounting data into the bureau's financial accounting systems, and processes and audits payment vouchers including contract payments, grants payments, vendor invoices, travel and transportation vouchers, and payments to other Government agencies. The Division maintains the Standard General Ledger, funding files, accounts current files and subsidiary ledgers; performs ongoing analysis and reconciliation of financial data (input/output) to ensure adequacy of supporting documentation and integrity of financial balances to prevent Anti-Deficiency Act violations; and prepares financial reports to Treasury, the Office of Management and Budget, Interior, and offices within the Bureau. The Division operates the automated AML fee collection payment system; is responsible for the collection and management of all monies due OSM under the provisions of the Surface Mining Control and Reclamation Act of 1977 (SMCRA); and is responsible for

managing a series of internal and external processes for assuring that the funds owed to the Bureau under Titles IV and V of SMCRA are collected in full. In cases where all effective methods of collection have failed to collect a debt, the Division is responsible for resolving and liquidating the delinquent debt through referrals to the Treasury and Justice Departments.

B. Division of Compliance Management. This Division ensures that a high degree of compliance is achieved with SMCRA requirements for reporting coal tonnage and related data, and paying abandoned mine reclamation fees. To accomplish this outcome, the Division provides coal mine operators with the information and assistance needed to comply. The compliance staff contacts all new operators and offers insights on record keeping and reporting. Another facet of the compliance program involves a comprehensive audit effort. Each year, the Division conducts reviews of coal companies' books and records and associated controls to ensure that fee reports are accurate. The audits are intended to serve as a strong deterrent to noncompliance and to identify reporting discrepancies. Should companies dispute the audit findings, independent reviewing auditors adjudicate the appeals. The auditors are authorized to collect additional amounts due on-the-spot to expedite the process. The final component of the compliance program involves enforcement. Should operators fail to accurately report and pay fees, or make records available for audit, the Division will issue notices of violation, which are accompanied by fines. Those notices can lead to orders to cease all mining operations if the violations are not abated.

To promote fairness and consistency among all fee payers, the Division monitors prevailing industry practices as they relate to coal mining operations and sales transactions. The information thus gathered provides a basis for determining whether policy and/or regulatory changes are necessary to ensure fairness and consistency in compliance. The Division also coordinates its work activities with other Federal, State, and Tribal organizations to share information, enhance efficiency and promote mission accomplishment.

C. Division of Human Resources. This Division is responsible for developing national policies for personnel activities including recruitment, classification, position management, pay and leave administration, employment services, employee/labor management relations, incentive awards, performance management, retirement, ethics, personnel security, employee development and employee benefits. This Division provides all personnel services to employees nationwide and assists managers in administering their personnel responsibilities.

D. Division of Administration. This Division is responsible for providing direct support to Headquarters staff, providing nation-wide safety management policy and leadership direction, and providing OSM administrative policy guidance on acquisition, space, personal and real property, vehicle/fleet management, printing, reprographics, and mail handling. The Division is responsible for liaison and coordination with the Department on all functions within its purview including implementation of A-76 and productivity improvement. The Division provides administrative support to Headquarters and assists the field as required. This Division administers the Business and Economic Development programs.