
PROGRAM MANAGEMENT AND BUDGET

Financial Management

During the year, OSM made significant improvements in automated financial management system processes and reports. These included--

- completed a new travel-advance status report for managers and employees,
- replaced manual records for grant-advance status reporting with an automated process which provides reports for managers in the field and for administrative personnel responsible for decisions on grant drawdown requests,
- developed new input media for the AML fee system,
- developed new input media for Treasury disbursements, and
- developed new procurement-activity status reports.

In addition, new cash-management procedures were instituted to reduce employee travel-advance balances. Concurrently, travel-voucher processing times were substantially reduced.

All OSM grant letters-of-credit (LOC) were converted from the Treasury Regional Disbursement Office (RDO) paper-check system to the Treasury Financial Communications electronic funds transfer system. Under this system, over \$60 million was transmitted to grant recipients from March through September. All requests were processed within a 24-hour turnaround time. The new system makes it possible for grantees to manage their programs with less cash on hand. Also, during the year, over \$92 thousand was recovered through the resolution of grant audit findings.

In order to facilitate a more effective financial accounting system, a study was completed this year that will result in the creation of a new directorate. Actual implementation of this plan will occur early in FY 1985 and include an Assistant Director for Finance and Accounting.

Managerial Development

OSM developed and presented to 25 new professionals a 3-day, residential Seminar for New Professionals to enhance their development in communication skills, time management, goal setting, and self-presentation.

Additionally, OSM's training staff developed and presented to 30 mid-level managers and professionals the first of 3 sessions on Managing for Results. This residential seminar is a followup to training presented to higher level managers in previous years and focuses on human-relations skills to enhance productivity.

Monitoring Potential Conflicts Of Interest

OSM continued to diligently monitor the State and Federal ethics programs and through daily conversations with grant recipients provided a better understanding of the Act and corresponding statutes and regulations. No divestiture orders were issued in 1984, but nine remedial actions were taken and favorably resolved.

OSM is effectively preventing conflicts of interest through management support by increasing the awareness of recipients regarding the conflict of interest program.

Management Services

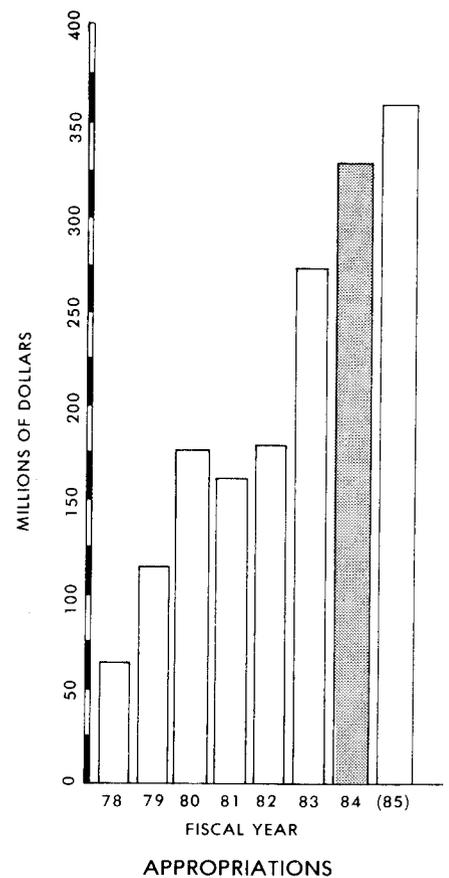
Safety program accomplishments included the development of an approved safety plan, conducting a nationwide defensive-driving course, a minesite construction safety class at the Western Technical Center, and cardiopulmonary resuscitation (CPR) and first-aid training courses for OSM personnel in Kentucky.

Mail and telephone services were improved by converting to postage meters and Touchtone phones, respectively. A vehicle-vulnerability study and a survey of all property were conducted to ensure proper utilization.

In 1984, OSM established a new monitoring and tracking system for improved management of procurement actions.

As a result of agency-wide forms inventory update and analyses, over 70 percent of the previously listed forms were deleted from the OSM forms inventory.

A contract for ADP support services was negotiated and initiated during the year, thus enabling the entire office to receive quick turnaround ADP assistance, on a task-order basis.



Budget

Activity	Appropriations, in thousands of dollars ¹		
	FY 1984	FY 1985	FY 1986 ¹
REGULATION AND TECHNOLOGY			
State regulatory program grants	\$38,000	\$36,734	\$38,100
Federal regulatory programs	26,327	31,611	34,611
Program Operations and Inspection	(13,776)	(20,978)	(22,524)
Technical Services and Research	(12,551)	(10,633)	(12,087)
General administration	6,268	6,747	7,210
Total, Regulation and Technology	70,695	75,092	79,921
ABANDONED MINE LAND FUND			
State reclamation program grants	235,900	257,740	211,200
Federal reclamation programs	31,253	34,825	31,568
Fund management	(6,298)	(6,599)	(6,792)
Federal reclamation projects	(14,373)	(18,426)	(21,401)
Rural Abandoned Mine Program	(10,582)	(9,800)	(3,375)
Small Operator Assistance Program	0	0	3,100
General administration	4,075	4,376	4,456
Total, AML Fund	271,228	296,941	250,324
Total, Office of Surface Mining	341,923	372,033	330,245

¹ President's budget (proposal to Congress).

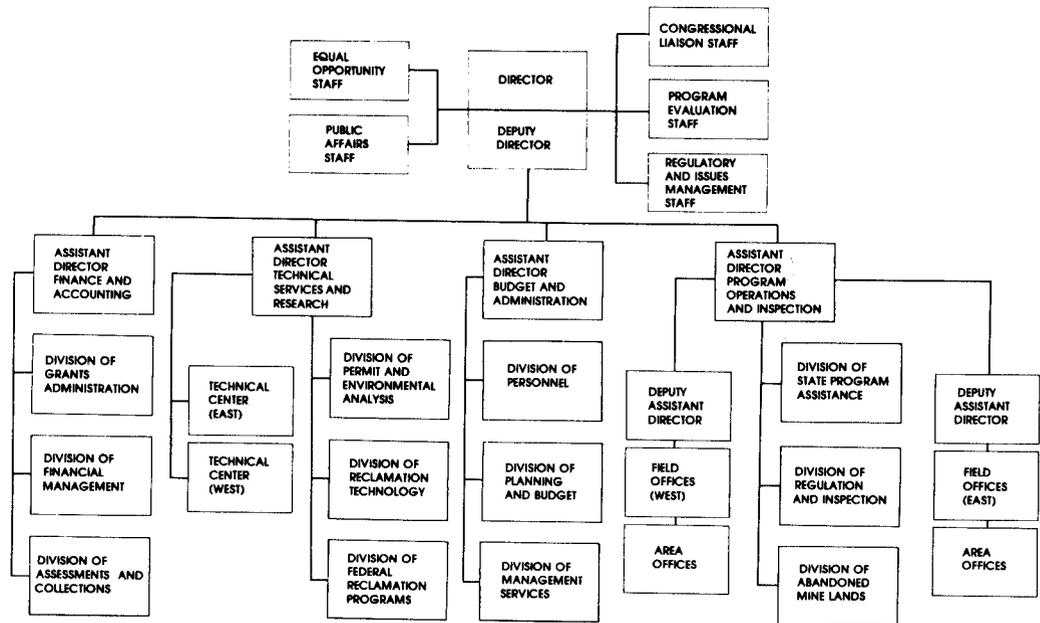
Staffing (Sept. 30, 1984)

Office	Authorized positions
PERMANENT FULL-TIME POSITIONS	
Washington, D.C.	312
Technical Centers:	
East	131
West	82
Field Offices:	
Albuquerque	18
Big Stone Gap	5
Birmingham	20
Casper	14
Charleston	14
Columbus	18
Harrisburg	12
Indianapolis	14
Kansas City	11
Knoxville	17
Lexington	14
Springfield	13
Tulsa	9
Area Offices:	
Beckley	13
Johnstown	15
Lebanon	13
London	10
Madisonville	6
Morgantown	11
Pikesville	12
Wilkes-Barre	6
Total	790
EMPLOYMENT CEILINGS	
Permanent full-time	790
Permanent part-time	58
Temporary	171
Total	919

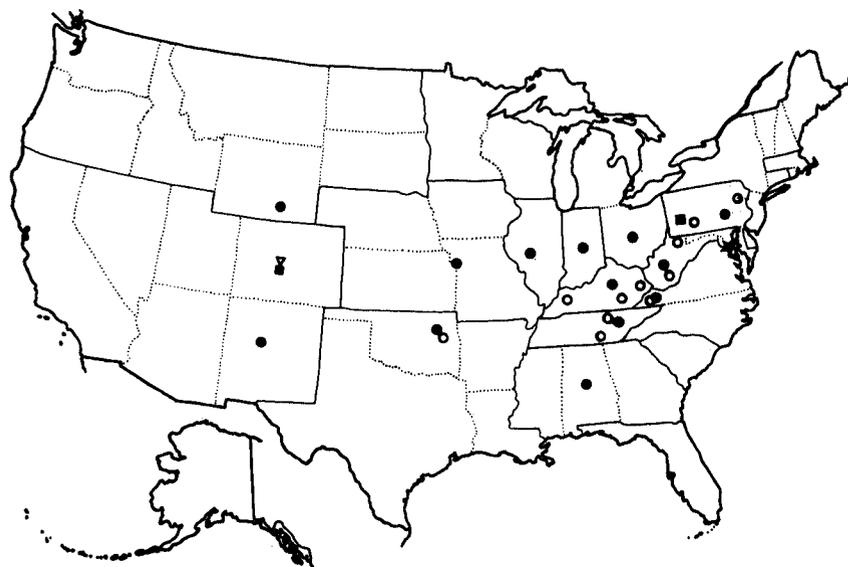
¹ Includes 15 solicitor employees.

Organization (May 15, 1985)

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT



Field Structure



- ★ HEADQUARTERS
- TECHNICAL CENTER
- FIELD OFFICE
- AREA OFFICE
- ▽ FINANCE CENTER

OFFICE OF SURFACE MINING DIRECTORY May 15, 1985

Headquarters Office

<u>Office and Position</u>	<u>Official</u>	<u>Ext.</u>	<u>Room</u>
DIRECTOR (ACTING).....	Jed Christensen	4006	233
DEPUTY DIRECTOR (OPERATIONS).....	Jed Christensen	4006	233
DEPUTY DIRECTOR (POLICY).....	Brent W. Blauch	4222	232
CONGRESSIONAL LIAISON STAFF:			
Chief.....	(Vacant)	2165	236
PUBLIC AFFAIRS STAFF:			
Chief.....	Richard Nellius	4953	244
BUDGET & ADMINISTRATION:			
Assistant Director.....	Carson W. Culp	4293	252
TECHNICAL SERVICES & RESEARCH:			
Assistant Director.....	Brent Wahlquist	4264	228
PROGRAM OPERATIONS & INSPECTION:			
Assistant Director (Acting).....	Carl C. Close	4225	225
FINANCE & ACCOUNTING:			
Assistant Director.....	Robert J. Ewing	2046	129

1951 Constitution Ave., NW.
 Washington, DC 20240
 202-343-extension
 8-343-extension

Technical Centers

EASTERN TECHNICAL CENTER

Administrator (vacant)
 Ten Parkway Center
 Pittsburgh, PA 15220
 412-937-2828
 8-726-2828

WESTERN TECHNICAL CENTER

Allen Klein, Administrator
 Brooks Tower
 1020 - 15th St.
 Denver, CO 80202
 303-844-5421
 8-564-5421

Field and Area Offices

ALABAMA

Birmingham Field Office
 John Davis, Director
 228 West Valley Ave.
 Homewood, AL 35209
 205-254-0890
 8-229-0890

ALASKA
 (Wyoming)

ARKANSAS
 (Oklahoma)

COLORADO
 (New Mexico)

GEORGIA
 (Alabama)

IDAHO
 (Wyoming)

ILLINOIS

Springfield Field Office
 James Fulton, Director
 600 E. Monroe St.
 Springfield, IL 62701
 217-492-4495
 8-955-4495

INDIAN TRIBES

East of Mississippi
 River (Ohio)
 West of Mississippi
 River (New Mexico,
 Wyoming)

INDIANA

Indianapolis Field Office
 Richard D. McNabb, Director
 46 East Ohio St., Rm. 522
 Indianapolis, IN 46204
 317-269-2600
 8-331-2600

IOWA,
 KANSAS
 (Missouri)

KENTUCKY

Lexington Field Office
 W. Hord Tipton, Director
 340 Legion Dr., Suite 28
 Lexington, KY 40504
 606-233-7327
 8-355-2894

London Area Office
 Patrick N. Angel, Manager
 505 West 3rd St.
 London, KY 40741
 Mailing address:
 P.O. Box 1048
 London, KY 40741
 606-878-6440

KENTUCKY--Cont.

Madisonville Area Office
 Mike Vaughn, Manager
 Segebarth Bldg., Box F
 2100 N. Main St.
 Madisonville, KY 42431
 502-825-4500

Pikeville Area Office
 Robert McKenzie, Supervisor
 First National Bank Bldg.
 334 Main St., Rm. 509
 Pikeville, KY 41501
 606-432-4121

LOUISIANA
 (Oklahoma)

MARYLAND
 (West Virginia)

MASSACHUSETTS
 (Pennsylvania)

MICHIGAN
 (Ohio)

MISSISSIPPI
 (Alabama)

(State name in parentheses following an entry indicates location of field office for that entry)

Field and Area Offices—Cont.

MISSOURI
 Kansas City Field Office
 Richard D. Rieke, Director
 Professional Bldg., Rm. 502
 1103 Grand Ave.
 Kansas City, MO 64106
 816-374-5527
 8-758-5527

MONTANA
 (Wyoming)

NEW MEXICO
 Albuquerque Field Office
 Robert Hagen, Director
 219 Central N.W., Suite 216
 Albuquerque, NM 87102
 505-766-1486
 8-474-1486

NORTH CAROLINA
 (Virginia)

NORTH DAKOTA
 (Wyoming)

OHIO
 Columbus Field Office
 Nina Rose Hatfield, Director
 2242 S. Hamilton Rd.
 Columbus, OH 43232
 614-866-0578
 8-943-2315

OKLAHOMA
 Tulsa Field Office
 Robert L. Markey, Director
 333 West Fourth St., Rm. 3432
 Tulsa, OK 74103
 918-581-7927
 8-745-7927

Muskogee Area Office
 Hugh V. Weaver, Manager
 125 South Main St.
 Muskogee, OK 74401
 918-687-2256
 8-736-2256

OREGON
 (Wyoming)

PENNSYLVANIA
 Harrisburg Field Office
 Robert J. Biggi, Director
 101 South Second St.
 Suite L-4
 Harrisburg, PA 17101
 717-782-4036
 8-590-4036

Johnstown Area Office
 Joseph Geissing, Manager
 Penn Traffic Bldg., Rm. 360
 319 Washington St.
 Johnstown, PA 15901
 814-533-4223
 8-723-9223

PENNSYLVANIA--Cont.
 Wilkes-Barre Area Office
 Lawrence E. Beyer, Manager
 20 N. Pennsylvania Ave.
 Rm. 3107
 Wilkes-Barre, PA 18701
 717-826-6726
 8-592-6726

RHODE ISLAND
 (Pennsylvania)

SOUTH DAKOTA
 (Wyoming)

TENNESSEE
 Knoxville Field Office
 James A. Curry, Director
 530 Gay St., Suite 400
 Knoxville, TN 37902
 615-673-4242
 8-854-4242

Chattanooga Area Office
 Lindsey Kirk, Manager
 Federal Bldg., Rm. 30
 900 Georgia Ave.
 Chattanooga, TN 37402
 615-756-0397
 8-852-8221

Norris Area Office
 Herbie M. Johnson, Jr., Manager
 TVA Walnut Orchard
 Highway 441
 Norris, TN 37828
 Mailing address:
 P.O. Box 295
 Norris, TN 37828
 615-632-1619
 8-856-1619

TEXAS
 (Oklahoma)

UTAH
 (New Mexico)

VIRGINIA
 Big Stone Gap Field Office
 Robert A. Penn, Acting Director
 Route 23
 Gatecity Highway
 Big Stone Gap, Va. 24219
 Mailing address:
 P.O. Box 626
 Big Stone Gap, VA 24219
 703-523-4303

Lebanon Area Office
 (No Manager)
 Flannagan & Carroll Sts.
 Lebanon, VA 24266
 Mailing address:
 P.O. Box 487
 Lebanon, VA 24266
 703-889-4032

WASHINGTON
 (Wyoming)

WEST VIRGINIA
 Charleston Field Office
 Jim Blankenship, Acting Director
 603 Morris St.
 Charleston, WV 25301
 304-347-7187
 8-930-7158

Beckley Area Office
 Lowell L. Haga, Manager
 119 Appalachian Dr.
 Beckley, WV 25801
 Mailing address:
 P.O. Box 487
 Skelton, WV 25919
 304-255-5265
 8-924-4547

Morgantown Area Office
 Charles A. Sheets, Manager
 75 High St.
 Morgantown, WV 26505
 Mailing address:
 P.O. Box 886
 Morgantown, WV 26505
 304-291-4004
 8-923-4004

WYOMING
 Casper Field Office
 William R. Thomas, Director
 935 Pendell Blvd.
 Freden Bldg.
 Mills, WY 82644
 Mailing address:
 P.O. Box 1420
 Mills, WY 82644
 307-261-5776
 8-328-5776

Olympia, Washington, Area Office
 Robert Flowers, Manager
 2625 Parkmont Lane S.W.
 Bldg. B-3
 Olympia, Wash. 98502
 206-753-9440
 8-434-9440

DENVER FINANCE CENTER
 Richard P. Griffith, Chief
 Division of Financial Management
 Room D2503
 Bldg. 20
 Denver, CO 80225
 Mailing address:
 P.O. Box 25065
 Denver Federal Center
 Denver, CO 80225
 303-236-0333
 8-776-0333

(State name in parentheses following an entry indicates location of field office for that entry)

