

Office of Surface Mining Reclamation and Enforcement

The following section details, by program activity, the funding and FTE resources required to fulfill the mission and goals of this business line.

**Table 21 - Justification of Program and Performance**  
**Executive Direction & Administration**  
 Summary Increases/Decreases for FY 2002  
 (Dollars in Thousands)

Program Activity		Regulation & Technology		Abandoned Mine Lands		Total		Inc/Dec
		2001	2002	2001	2002	2001	2002	
Executive Direction	\$\$\$	2,353	2,417	1,261	1,293	3,614	3,710	96
	FTE	22	22	11	11	33	33	0
Administrative Support	\$\$\$	4,101	4,248	2,161	2,236	6,262	6,484	222
	FTE	46	46	26	26	72	72	0
General Services	\$\$\$	5,339	5,706	2,880	3,122	8,219	8,828	609
	FTE	0	0	0	0	0	0	0
TOTAL	\$\$\$	11,793	12,371	6,302	6,651	18,095	19,022	927
	FTE	68	68	37	37	105	105	0

## ONGOING PROGRAM

### 1. Executive Direction

This activity provides executive direction and leadership, and policy and program management guidance for all areas of responsibility for the Office of Surface Mining Reclamation and Enforcement.

The Executive Direction activity includes the salaries and operating expenses for the office of the Director and immediate staff offices which include Equal Opportunity, Communications, Strategic Planning and Evaluation, and the Budget Office.

#### *a. Office of the Director*

The Director is the Chief Executive of the Office of Surface Mining (OSM). The Director provides the leadership and direction of OSM activities within the limits delegated under SMCRA. The Director's primary objectives are to aggressively pursue the reclamation of abandoned mine lands (AML) and to prevent environmental problems in the coalfields by working through the State agencies. OSM makes every effort to obtain full public involvement in the design and development of agency policy. An extensive outreach approach, carried out two years ago, stimulated a more cohesive partnership that has led to better understanding and cooperation among OSM's stakeholders.

In FY 2002 OSM will continue outreach efforts begun in FY 1998 which promote public participation in policy making. The arena for such participation includes public meetings on proposed rulemaking and conferences which promote discussion and exchange of information on the current state of the coal industry and OSM's evolving role. OSM will continue to take positive steps to contact States, Tribes, citizens, and industry and encourage their participation.

In addition to guiding policy decisions, the Director provides direct supervision to the following staff offices; Office of Equal Opportunity, Office of Communication, Office of Strategic Planning and Evaluation, and the Budget Office.

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*b. Office for Equal Opportunity (OEO)*

This Office is responsible to the Director for promoting equal employment opportunities for all OSM employees. This office:

- C provides technical guidance and assistance to field Equal Opportunity managers as well as to OSM employees.
- C supervises designated collateral duty Equal Opportunity Counselors.
- C processes discrimination complaints and informal disputes.
- C develops and implements Affirmative Employment and Diversity plans in order to enhance diversity throughout the Bureau.
- C ensures that all programs and activities are fully accessible for the disabled.
- C maintains a Civil Rights Compliance program for federally-assisted and conducted programs.

In addition, OEO is responsible for the Special Emphasis programs for the Bureau. Under these programs, the Office has guided OSM in the development of memoranda of understanding, partnerships, and cooperative agreements with Historically Black Colleges and Universities, Hispanic Association of Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities. In part, these initiatives are in response to Executive Orders of the President to work more closely with minority colleges and universities in an effort to enhance recruitment and stimulate curriculum related to OSM's mission. These initiatives will foster the implementation of DOI's and OSM's five-year strategic plan to improve diversity in the workforce.

*c. Office of Communications (OC)*

This office plans, coordinates, produces, and distributes the following under the direction of the Director:

- C publications,
- C audiovisuals,
- C fact sheets,
- C reports,
- C photos,

- C exhibits, and
- C news releases.

These items contain information about OSM programs, policies, and Congressional activities, the public, the coal industry, citizen groups, and the media. OC responds to requests for information from the news media and the public. OC also maintains a Correspondence Tracking System to manage official correspondence. The Office provides direction for internal communications and functions as the principal point of contact for arranging media interviews and briefings with key officials.

*d. Office of Strategic Planning and Evaluation (OSPE)*

OSPE, under the supervision of the Office of the Director, coordinates the development and maintenance of the bureau's strategic and annual plans. OSPE also coordinates a performance measurement system as required by the Government Performance and Results Act (GPRA). OSPE ensures that the Strategic Plan for the Bureau is consistent with GPRA requirements and is responsible for implementation of Executive Orders and Presidential Memorandum on Customer Service Standards. OSPE is responsible for evaluating program effectiveness which is an integral part of OSM's planning process and has established a system to test management controls and provide assurances that the bureau is in compliance with the Federal Managers' Financial Integrity Act. OSPE also serves as the Bureau's liaison with the Office of the Inspector General (OIG), the General Accounting Office (GAO), and the Department in response to audit reports and coordinates OSM's responses and tracks all audit findings throughout the process of resolution and implementation.

*e. Budget Office*

The Budget Office is responsible to the Director of OSM for the development and management of all bureau-wide budget activities including the administrative control of funds from all sources, and for compliance with the provisions of the Anti-Deficiency and Chief Financial Officer's Act. This office provides central policy coordination and uniform procedures for budget formulation, presentation, and execution, which includes preparation of budget requests for Departmental, OMB and Congressional approval. The Budget Office leads preparation for hearings with the

Appropriation Subcommittees, coordinates budget hearings with the Authorizing Subcommittees, and prepares responses to Congressional committee questions for the hearings record, edits hearing transcripts, and provides budget effect and capability statements and other documents responding to various Congressional actions on the President's Budget request for OSM. Following enactment of an annual appropriation, this office coordinates the preparation of internal operating budgets for each office and issues allotments and allocations to program managers, leads periodic program and financial reviews and tracks and reports on budget execution.

## **2. Administrative Support**

This program activity includes the administrative functions necessary to support the programs for OSM. The specific functions are included in three organizational areas; Administration, Information System Management, and Administrative Financial Management:

### *a. Administration*

The administration function includes the Office of Administration and the Office of Personnel. The Office of Administration also manages the bureau-wide fixed cost accounts in General Services.

1. The Office of Administration is responsible for development and implementation of Bureau-wide administrative policy and procedures. Regional and Field Offices are responsible for carrying out policy provisions and procedures. The support activities carried out by this headquarters unit include policy direction and/or services in the following areas:

- C acquisition,
- C property management,
- C vehicle fleet management,
- C space management,
- C telecommunications,
- C safety management,
- C occupational health,
- C physical security,
- bureau-wide printing,

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- C records management,
- Freedom of Information Act, and
- C Privacy Act.

The Office of Administration also provides administrative support to headquarters offices. These support activities include office moves, provision of general supplies, property management, mail room functions, security and safety management, and telecommunications.

The Office of Administration will continue efforts to increase customer satisfaction by improving administrative program support and services to all employees. Focus will be placed on 1) implementing the National Archives and Records Administration's requirements for the maintenance and retention of OSM electronic records, 2) completing the enhancements of the property and vehicle management system, and 3) working with focus groups to improve customer service.

2. The Office of Personnel develops and implements policies, standards and systems for the effective use of people to accomplish the overall mission of OSM. Specifically, the human resources program helps managers get the right people to do the job; gives managers advice and assistance; and provides processing and record keeping on benefits, employee performance, awards, financial disclosure holdings, disciplinary actions, and retirement. This office, through automated systems such as the Federal Personnel and Payroll System (FPPS), Employee Express, and direct on-line access to personnel history files, brings human resources information and services directly to the manager, employee and applicant.

The Office of Personnel continues to implement an automated human resources system to help streamline and make the personnel process more effective. To improve quality of life standards, the office offers seminars for employees on a variety of work/life issues.

Special ongoing initiatives coordinated through the human resources program are highlighted below:

- C Targeted Recruitment: Personnel, in conjunction and cooperation with OSM's Office of Equal Opportunity, continues to expand recruitment of the number of women, minorities, and persons with disabilities identified in under represented occupations.

- C *Automation of Personnel Records*: OSM implemented a digital Official Personnel Folder system to eliminate all paper documents. This secured, read-only system, offers many flexibilities not attainable under a paper system. This system has enhanced OSM's capability to centralize personnel operations, so that documents can be transmitted quickly by e-mail or telefax to managers or employees as needed. Other inherent benefits include reduced storage and more efficient project management. Employees can also access their ethics and performance/award records.
- *Automated On-line Recruitment*: This system provides a larger more diverse applicant pool that can be screened and provided to management more efficiently.

b. *Information Systems Management*

The Information Systems Management (ISM) activity provides agency-wide technical support to OSM management and staff in the design, development, procurement and operation of computerized information systems. ISM has redesigned OSM's telecommunications network infrastructure and is migrating the network in FY 2001. When this migration is complete, OSM anticipates a more secured network with increased speed at a lower cost. ISM is coordinating the development of a bureau-wide information technology budget.

ISM also is responsible for the administration of the agency's Information Technology (IT) Security Plan. The security plan ensures the safety of OSM's IT information and computer technology hardware and software resources.

c. *Administrative Financial Management*

The Financial Management activity provides OSM's program offices with accounting and fiscal services for appropriated and unappropriated funds to implement SMCRA. These services include paying bills, accounting for receipts and expenditures, issuing financial and management reports, assuring that expenditures are within the allocations, collecting administrative debts, and maintaining the computer systems that support these functions.

Accomplishments in this area include an unqualified audit opinion, enhancements of the Management and Performance Accounting System (MAPS) to provide on-line performance data to program managers, and an enhanced managerial cost accounting program to provide performance cost information. This activity also increased efficiency of financial processing by improving the travel and purchase card processes. This has resulted in payment of invoices the day following receipt and has increased rebates to the Department. Vendors were paid on time 99.8 percent of the time during FY 2000. OSM also increased electronic transfer payments to 95.1 percent of all payments and 99.9 percent of the dollar amounts paid.

### **3. General Services**

This is a funding activity which includes essential fixed costs to support OSM's program missions. No personnel or operational activities are funded by this component.

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General Service fixed costs are displayed by category in the following table:

**Table 22 - Summary Table of Fixed Costs**

<b>Line Items</b>	<b>FY 2001</b>	<b>FY 2002</b>	<b>Change</b>
Rent	4,485,000	5,000,000	515,000
Telecommunications	700,726	652,579	-48,147
Postage	100,000	100,000	0
Gasoline	148,000	152,440	4,440
DOI Working Capital Fund	1,105,300	1,312,000	206,700
DOI Reimbursable Services	190,441	265,900	75,459
Unemployment Compensation	246,400	32,200	-214,200
Worker's Compensation	345,749	247,750	-97,999
Bureau Wide Printing	350,000	375,000	25,000
Aircraft Services	30,861	34,962	4,101
Service Contracts	348,000	378,000	30,000
GSA Work Orders	168,523	277,169	108,646
<b>Total</b>	<b>8,219,000</b>	<b>8,828,000</b>	<b>609,000</b>

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**Justification of Program Changes:**

Ex Direction & Administration	FY 2002 Budget Request	Program Changes (+/-)
\$(000)	19,022	199
FTE	105	0

**Program Changes:**

An increase of \$199,000 is proposed to fully fund the annual independent audit of OSM's financial statements.