
	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT <b>DIRECTIVES          SYSTEM</b>	<b>Subject Code:</b> OPM-1
		<b>Transmittal Number:</b> 930
		<b>Date:</b> AUG 20 2008
<b>Subject:</b> Establishment and Maintenance of the Office of Surface Mining Reclamation and Enforcement Directives System		
<b>Approval:</b> Brent Wahlquist 		<b>Title:</b> Director

1. **Purpose.** This directive establishes the Office of Surface Mining Reclamation and Enforcement (OSM) Directives System containing OSM policies and procedures. This directive also establishes the process and procedures for maintaining the Directives System, for modifying or removing existing directives, and for adding new directives to the Directives System.
2. **Summary of Changes.** This is a new directive.
3. **Definitions.**
  - a. **Directives System.** The Directives System is the mechanism to document and convey bureau and office policies, procedures, and programs. The Directives System, as of the date this directive is issued, consists of all active directives previously issued. The Directives System provides current and proper documentation of organizations, functions, delegations, policies, and procedures that are central to the orderly management of bureau activities.
  - b. **Directive.** A directive is written communication that provides policy, guidance, or direction or that governs action, conduct, or procedures. A directive may incorporate a manual or handbook.
4. **Policy.** Directives are to be organized systematically so that they are readily available to users. They should provide users with only necessary information and be written in a clear, concise manner and in the simplest and most easily understood language for the intended audience. Only the OSM Director has the authority to issue, modify, or rescind a directive.
5. **Responsibilities.**
  - a. The Director is responsible for signing all directives, including change notices and rescissions.
  - b. Assistant Directors, Regional Directors, and Staff Office Heads (AD//RD/SOH) are responsible for developing and drafting those directives that pertain to their specific program areas. The AD/RD/SOH will: (1) obtain concurrence from the Director that a new directive or change or rescission to an existing directive is necessary; (2) create draft directive and supporting materials (handbooks, manuals, etc.) in accordance with this directive; (3) work with the

Directives Coordinator to invite comments from the other AD/RD/SOHs; (4) review and resolve comments on the draft directive; (5) prepare final directive for signature; and (6) ensure that, in accordance with this directive, electronic and paper copies of background materials are maintained and properly filed.

c. Assistant Director, Finance and Administration, is responsible for developing and maintaining the overall Directives System.

d. Chief, Division of Administration, is responsible for overseeing the operation of the system and designating a Directives Coordinator.

e. Directives Coordinator works with the Director's Office, Directorates, and Staff Offices in the development and finalization of new or revised directives.

6. **Procedures**. This directive provides the standard procedures and the format to be used in the preparation, processing, amending, and rescission of OSM directives, as of the date of issuance of this directive. Those directives requiring revisions will be updated via a Change Notice or rewritten as appropriate by the AD/RD/SOH, while those deemed obsolete will be rescinded.

a. After identifying a need for a new directive or revision/rescission of an existing directive, the AD/RD/SOH will: (1) coordinate with the Director's Office to obtain concurrence on moving forward; (2) draft the directive or change notice in the format presented in Appendix A, using plain language easily understood by the intended audience; (3) prepare the directive in Times New Roman 12-point font; and (4) provide the draft directive to the Directives Coordinator who will review for proper formatting before distributing to all AD/RD/SOHs for review. The review process is to ensure that proposed directives or changes are necessary, accurate, complete, without excessive detail, and do not conflict with other existing policies and procedures.

b. The Directives Coordinator will: (1) distribute draft directives received from the responsible AD/RD/SOH to all Directorates and Staff Offices for review and comment; (2) verify the subject code in accordance with Appendix B of new directives and assign the transmittal number; (3) consolidate comments and submit to originating office for review and resolution; (4) obtain the Director's signature on a directive following receipt and review for completeness, including any required surnames, of a final directive package from the responsible AD/RD/SOH; (5) maintain a current list and a historical file of all directives; and (6) work with those responsible for the OSM website to ensure that current directives are published on the OSM website.

c. The review period for comments shall be no less than 15 working days, with the due date specified in writing with the directive package. If the directive is unusually complex, the Directives Coordinator may extend the timeline for review. All comments shall be submitted electronically on the proper form, as shown in Appendix C.

(1) Comments shall be worded in the same language format (plain language) as the original directive and shall clearly indicate the location of the text in question, e.g., page and paragraph number. Comments within each Directorate or Staff Office should be consolidated and submitted by the AD/RD/SOH to the Directives Coordinator.

(2) Comments accepted by the preparing office shall be noted as such on the comment sheet that accompanies the final directive.

d. The components of the OSM directive will be uniform and prepared in the format provided (see Appendix A). The format of a directive consists of the heading, text, and any appendices. The text of the directive should use plain language (see References) with appropriate use of white space. Paragraph outlining will follow the format in Appendix A. The text is the body of the directive and must contain the elements in Appendix A. Extensive material, such as a handbook or manual, should be placed in an appendix.

(1) Formatting of the directive should remain consistent throughout the Directives System to simplify finding information. The Directives Coordinator has responsibility to maintain consistent formatting, including margins, justification, labels, page numbering, and font.

(2) Paragraphs will be outlined in the method shown in Appendix A. If further demarcation of subjects is required, the subject matter should be reviewed for more appropriate enclosure in a procedures handbook. This method of outlines optimizes the amount of white space in the document and visually separates associated text.

e. Once the directive is approved and signed, the Directives Coordinator will work with those responsible for the OSM website to have the directive published on the OSM website. In addition, the Directives Coordinator will issue an OSM-wide message announcing the availability of the directive.

f. Following signature, directive submission packages, including comments, shall be maintained in paper files within the Directorate or Staff Office that originated the directive. The Directive Coordinator shall maintain the signed original directive.


g. A directive that has obsolete material and requires substantive change will be amended by issuing a new directive. The same subject code (see Appendix B) should be used to avoid confusion. When minor changes (typographical errors, word placement, or sentence rewording) are needed, a Change Notice may be issued reflecting the changes. When there are substantive changes affecting small sections of a directive, a Change Notice is required.

h. When a directive is rescinded, a Change Notice will be issued stating the notice of rescission. The rescission authority is the same as the issuing authority and will be implemented by a request for rescission initiated by the originating AD/RD/SOH and signed by the Director.

i. All directives are subject to the provisions of the OSM Records Management Program.

7. **Reporting Requirements.** None
8. **Effect on Other Documents.** None
9. **References.**
  - a. Departmental Manual 381 DM 1
  - b. <http://www.plainlanguage.gov>
10. **Effective Date.** Upon issuance
11. **Distribution.** By electronic format
12. **Appendices.**
  - a. Appendix A: Format template
  - b. Appendix B: Subject Code Identification
  - c. Appendix C: Comment Form

**Contact:** Finance and Administration Directorate, Division of Administration, Directives Coordinator

	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT <b>DIRECTIVES          SYSTEM</b>	<b>Subject Code:</b> Assigned in accordance with Appendix B
		<b>Transmittal Number:</b> Assigned by Directives Coordinator
		<b>Date:</b> Date of Signature
<b>Subject:</b> Template for Format and Content of Directives		
<b>Approval:</b> Typed Name and Signature of Director		Title: Director

1. **Purpose.** The purpose of the directive should be stated in the opening paragraph and should summarize the subject matter of the directive. This section also delineates the scope of applicability, if it is not OSM-wide.
2. **Summary of Changes.** If not simply stated this is a new directive, this section is intended to serve as a “bridge” to the directive being replaced. It provides a brief abstract description of the changes since the last directive was published, if applicable. In addition, this section includes the reference to the paragraph(s) where the changes are included, if appropriate.
3. **Definitions.** This section provides the originator the opportunity to define words or phrases used in the body of the text that may require clarification. If there are no definitions, the originator may omit this section.
  - a. **First Definition.** Definitions for each term that may be unfamiliar to the reader should follow the term itself. Notice that the hanging indent is flush with the left margin, conserving space on the paper.
  - b. **Additional Definitions.** If abbreviations or acronyms are used, they must be spelled out in the definitions section.
4. **Policy.** This section will convey the specific policy that the directive is being created to communicate.
5. **Responsibilities.** This section will contain the actions required by each party to develop the directive and implement the policy.
6. **Procedures.** This section will contain instructions sufficient to convey the intent of the directive to the readers. These instructions may include specific policies, procedures, and responsibilities by position. Detailed procedures should not be included in this section, but instead attached as an easy-to-use handbook for the user.
  - a. **Margins/Justifications.** The borders will be one inch on the right, left, top, and bottom. Text will be left justified, with a ragged right margin. Research shows that the easiest way to read text is left justified, ragged right, that is, the text is aligned, or flush, on the left with

a loose, or ragged, right edge. The text in this appendix is left justified, ragged right. Care should be taken to ensure there are no “widow or orphan lines” at the bottom or top of a page (one line of text separate from the rest of the paragraph).

b. Page Numbering. Directives will have page numbers centered in the bottom footer of each page. Numbering will begin on the second page. Appendices will use letters, rather than numbers, in a manner to separate them from the main text of the directive, e.g., Appendix “A.” Numbering for an Appendix will begin on the first page. The Appendix pages should, therefore, be numbered A-1; A-2; etc.

c. Tabs. All tabs will be standardized at one-half inch. Tabs will be utilized in the standard format in Appendix A. Standard one-half inch tabs must be used between the designated paragraph numbering and the paragraph heading.

d. Type Size and Font. All OSM directives will be created in Times New Roman 12-point font. Major text headings will be bold face and underlined. Subparagraphs may contain text that is either in bold face or underlined, but the use of either method to emphasize ideas must be consistent throughout the document. Consistency means that if a series of subparagraphs have any heading text emphasized, then each subparagraph must contain similar emphasized heading text. The originator may choose either highlighting or underlining, as appropriate.

7. Reporting Requirements. This section is reserved for a listing of any reporting requirements established by the directive. It enables the reader to readily identify all reporting requirements without having to search the entire document to locate them. If there are no requirements in the directive, “None” will be entered immediately following the paragraph heading.

8. Effect on Other Documents. This section will indicate if the directive supersedes another or consolidates two or more existing directives into a single version. It may also indicate sections of other directives the directive supersedes or affects. If there are no effects on other directives, “None” will be entered immediately following the paragraph heading.

9. References. This section may be used to cite policy documents, procedure documents, or other documents that are already in existence. Clear cross-references should be made to such material if it is generally known and readily available. All citations should enable the reader to readily locate and consult applicable references. If there are no references, “None” will be entered immediately following the paragraph heading.

10. Effective Date. This is the date the directive becomes effective, normally upon Director’s signature.

11. Distribution. This section will contain information regarding the distribution.

12. Appendices. This section lists all attachments to the directive. These appendices may contain hard-to-obtain or more detailed reference material, referenced forms, procedural

handbooks, or other appropriate documents. If there are no appendices, "None" will be entered immediately following the paragraph heading. Appendices will be designated alphabetically, i.e., Appendix A, Appendix B, and so on.

Formatting of Appendices is left to the originator to determine, particularly where the Appendix is a handbook or guidance. The formats should still attempt to follow white space and plain English guidance, but may be modified in a way more appropriate to communicate information contained in the document.

**Contact:** Provide originating office name.