

U S DEPARTMENT OF THE INTERIOR

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT

Subject Number:

OPM-6

Transmittal Number:

837

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RECTIVES SYSTEM

Subject: Index of QSM Directives

Approval:

Title:

Director

The attached index was prepared in accordance with the provisions of paragraph 4c (7) of OSM Directive OPM-1 dated 8/18/88.

The index is arranged as follows:

Contents	<u>Pages</u>
1. Subject Number Identification Codes	2
2. Current Listing of Temporary Directives	3
3. Current Listing of Permanent Directives	4-20
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This replaces the OPM-6, dated 12/21/93, Transmittal No. 802, and OPM-6-1, dated 5/24/94, Transmittal No. 814, in its entirety.

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TEMPORARY DIRECTIVES	TEMP
ADMINISTRATIVE SERVICES	ADS
AUDIT AND FEE COMPLIANCE	AFC
ABANDONED MINE LANDS	AML
COLLECTIONS AND ASSESSMENT	CAA
DEBT MANAGEMENT	DMT
EQUAL EMPLOYMENT OPPORTUNITY	EEO
FINANCIAL MANAGEMENT	FIN
GRANTS MANAGEMENT PROGRAM	GMT
INSPECTION AND ENFORCEMENT	INE
INFORMATION SERVICES AND PROGRAM PROMOTION	INF
LEGISLATIVE AND LEGAL AFFAIRS GENERAL	LLG
ORGANIZATION PLANNING AND MANAGEMENT	OPM
PERSONNEL	PER
PROCUREMENT AND CONTRACTING	PRC
REGULATORY PROGRAM DEVELOPMENT	REG
STATE AND FEDERAL PROGRAMS	SFP
TECHNICAL GUIDANCE AND RESEARCH	TGR
TRAINING	TRN
TRAVEL AND TRANSPORTATION	TRV
TECHNICAL SERVICES AND RESEARCH	TSR

TEMPORARY DIRECTIVES

NUMBER	DATE	SUBJECT	EXPIRES
95-1	12/13/94	Grants Management: Implementation of the Buy American Act	12/13/95
95-2	4/11/95	Grants Management: Change in Departmental Policy on Accepting Certain Certifications	4/11/96

		PERMANENT DIRECTIVES	OPM-6
		PERIPORNI DIRECTIVES	
SUBJECT <u>NUMBER</u>	TRANSMITTAL <u>NUMBER</u>	SUBJECT	DATE
ADS-1	662	Policies and Procedures for Implementing the Privacy Act of 1974	3/1/91
ADS-2	294	Safety and Environ- mental Health Management Program	11/06/86
ADS-2-1	632	(Change Notice-Addition)	9/10/90
ADS-3	295	Forms Management Program	11/6/86
ADS-3-1	500	(Change Notice-Revisions)	12/20/88
ADS-4	560	Personal Protective Equipment	7/28/89
ADS-6	296	Copy Machine Use and Acquisition	11/6/86
ADS-7	530	Motor Vehicle Management	3/29/89
ADS-7-1	578	(Change Notice-Clarification)	10/12/89
ADS-7-2	668	(Change Notice-Addition)	4/15/91
ADS-11	328	Administrative Support for Headquarters Units Located in the Field	4/20/87
ADS-12	385	Telecommunications Management	10/16/87
ADS-13	801	Office Space Management	12/2/93
ADS-14	425	Aircraft Safety	2/17/88
ADS-16	740	Uniform Standards and Allowances	8/3/92
ADS-16-1	769	(Change Notice-delete paragraph)	2/25/93
ADS-17	462	Loan of Government-Owned Personal Property	8/8/88
ADS-17-1	691	(Change Notice-Clarification)	10/24/91
ADS-17-2	742	(Change Notice-Amendment)	8/12/92

SUBJECT <u>NUMBER</u>	TRANSMITTAL <u>NUMBER</u>	SUBJECT	DATE
ADS-18	579	Personal Property Management	10/12/89
ADS-18-1	718	(Change Notice-Revisions)	4/23/92
AFC-1	349	Fee Compliance Audit Operations Manual	7/1/87
AFC-2	574	Audit Policy and Procedures Manual	9/25/89
AML-1	826	Abandoned Mine Land Inventory System	1/20/95
AML-2	655	Notarized Appraisal In Filing Lien Under Federal Reclamation Program	2/12/91
AML-3	303	Eligibility of Abandoned Sites Involving Uraniferous Lignite Coal	11/21/86
AML-4	738	Procedures for OSMRE Emergency and High Priority Federal Reclama- tion Program Projects	7/30/92
AML-4-1	771	(Change Notice-Revisions)	3/12/93
AML-4-2	773	(Change Notice-Revisions)	3/16/93
AML-4-3	822	(Change Notice-Revisions)	11/7/94
AML-7	330	Use of the AML Fund to Pay Expenses or Claims Associated with AML Federal Reclamations	5/8/87
AML-10	366	Post-Project Evaluation of Abandoned Mine Land (AML) Reclamation Projects Completed Under the Office of Surface Mining's Federal Reclamation Program (FRP)	8/25/87

SUBJECT NUMBER	TRANSMITTAL <u>NUMBER</u>	SUBJECT	<u>DATE</u>
AML-10-1	391	(Change Notice-Revisions)	10/28/87
AML-11-2	833	Guidance for Site Evaluation Visits of State Abandoned Mine Land (AML) Projects (Cancels AML-11 & AML-11-1	3/29/95
AML-13	423	Disposition of Receipts from the Sale of Coal Recovered Incidental to an (AML) FRP Project	2/16/88
AML-14	446	Abandoned Mine Land Fee Liability Associated with Material Recovered from Abandoned Coal Mine Refuse Piles	6/2/88
AML-15	501	Abandoned Mine Land (AML) Fee Citations	12/22/88
AML-15-1	623	(Change Notice-Revisions)	7/11/90
AML-16	563	Implementation of Lien Requirements on Federal Reclamation Projects	7/31/89
AML-18	751	Annual Allocation of AML Grant Appropriations to States and Tribes	11/16/92
AML-19	643	Reporting States/Tribes Obligations of AML Grant Funds	11/5/90
AML-19-1	817	(Change Notice-Agreement of Carryover Amounts)	6/7/94
AML-20	653	Evaluation and Processing of State/Tribe Abandoned Mine Land Reclamation (AMLR) Plans and Amendments	1/4/91
AML-20-2	766	(Change Notice-Cancels 20-1)	2/11/93
AML-20-3	811	(Change Notice-Clarification)	3/28/94
AML-21	730	Value Engineering	6/29/92

SUBJECT <u>NUMBER</u>	TRANSMITTAL NUMBER	SUBJECT	DATE
CAA-1	410	Civil Penalty Assessment Manual	1/6/88
CAA-1-1	624	(Change Notice-Revisions)	7/11/90
CAA-2	485	Settlement Guidelines	11/15/88
CAA-2-1	499	(Change Notice-Clarification)	12/20/88
CAA-2-2	575	(Change Notice-Addition)	9/26/89
CAA-3	580	Abandoned Mine Land (AML) Fee Collection Procedures	10/13/89
CAA-3-1	634	(Change Notice-Revisions)	9/11/90
DMT-1	542	Division of Debt Manage- ment, Branch of Civil Penalty Collections Procedures Manual	5/25/89
EEO-1	789	Equal Employment Opportunity	7/9/93
EE O-3	267	Federal Women's Program Advisory Committee	7/25/86
FIN-1	374	Conference Officer Operations Manual	9/4/87
FIN-2	486	ABACIS Operations Manual	11/17/88
FIN-3	785	Imprest Cashier's Manual	6/29/93
FIN-4	737	Collection Activities	7/22/92
FIN-5	724	Administrative Control of Funds	5/20/92
FIN-6	626	Preparation of Time & Attendance Report	7/30/90
FIN-6-2	803	(Change Notice-Replaces FIN-6-1)	12/21/93
FIN-7	690	Non-Federal Reimbursements to OSM	10/15/91
FIN-7-1	698	(Change Notice-Revisions)	11/21/91

SUBJECT <u>NUMBER</u>	TRANSMITTAL NUMBER	SUBJECT	<u>DATE</u>
FIN-8	757	AML Fee Collection Manual	1/13/93
FIN-8-1	816	(Change Notice-Revise Appendix C)	6/1/94
GMT-1	617	Allocation and Suballotment of Small Operator Assistance Program Funds	6/8/90
GMT-1-1	749	(Change Notice-Revisions)	11/5/92
GMT-6	545	Eligibility of Operators and Authorized Services in the SOAP	6/7/89
GMT-6-1	818	(Change Notice-Organizational titles and statutory regulatory changes)	6/24/94
GMT-10-4	765	Federal Assistance Manual	1/6/93
GMT-10-5	775	(Change Notice-Revisions)	3/16/93
GMT-10-6	832	(Change Notice-Revisions)	2/17/95
GMT-11	461	SOAP Annual Liability Reviews	8/4/88
GMT-11-1	772	(Change Notice-Revisions)	3/12/93
INE-1	162	Presentation of Credentials at Minesites	3/18/83
INE-2	688	Ownership and Control Information Update After Receipt of a Cessation Order	9/3/91
INE-3	321	Furnishing Operator/ Permittees with Copies of Inspection Reports and Ten-Day Notices	3/3/87
INE-4	601	Notice of Potential Liability for an Individual Civil Penalty	3/1/90

SUBJECT NUMBER	TRANSMITTAL NUMBER	SUBJECT	<u>DATE</u>
INE-4-1	764	(Change Notice-Revisions)	2/5/93
INE-5	340	Mining Without A Permit	5/27/87
INE-6	163	Informal Public Hearing Under 30 CFR 843.15	3/24/83
INE-8	173	Service of Notices of Violation and Cessation Orders	5/19/83
INE-13	166	Revision of Inspection and Enforcement Policy	4/11/83
INE-18	635	Authorized Representatives	9/14/90
INE-19	308	Vacation of Notices of Cessation Orders	1/7/87
INE-20	787	Standard Oversight Sample Inspections	6/30/93
INE-20-1	836	(Change Notice-Revisions)	4/25/95
INE-21	320	Inspection Frequency of Undisturbed Permits	2/27/87
INE-22	332	Temporary Cessation of Operations	5/8/87
INE-23	732	Minesite Evaluation Inspection Report Instructions	7/7/92
INE-23-1	788	(Change Notice-Revisions)	6/30/93
INE-24	336	Response to Citizen Complaints in Primacy States	5/26/87
INE-24-1	388	(Change Notice-Revisions)	10/28/87
INE-26	338	Approximate Original Contour	5/26/87
INE-26-1	800	(Change Notice-Rescinded INE-26-1 dtd. 3/10/88)	11/15/93
INE-28	343	State Bond Release Oversight Inspections	6/4/87

SUBJECT NUMBER	TRANSMITTAL <u>NUMBER</u>	SUBJECT	DATE
INE-29	733	Inspectable Units Inventory	7/7/92
INE-30	599	Alternative Enforcement Referrals for Criminal Penalties and Civil Action for Injunctive Relief	3/1/90
INE-31	376	Termination of Federal Permits	9/23/87
INE-31-1	493	(Change Notice-Clarification)	11/29/88
INE-31-2	607	(Change Notice-Clarification)	4/16/90
INE-32	679	Oversight Procedures for States' Implementation of the Applicant/Violator System Memorandum of Understanding	7/1/91
INE-33	636	510(c) Permit Review Procedures for Federal Permit Applications	9/18/90
INE-33-2	820	(Change Notice-Rescinds INE-33-1)	8/5/94
INE-34	659	Improvidently Issued Permits	2/22/91
I NE- 35	640	Ten-Day Notices	10/19/90
INE-35-1	681	(Change Notice-Amendment)	7/22/91
INE-35-2	700	(Change Notice-Deleted some of the listed provisions)	12/19/91
INE-35-3	825	(Change Notice-Clarification and Modification)	1/3/95
INE-36	470	Suspension and Revocation of Federal Permits Due to Patterns of Violations	9/26/88
INE-37	489	Supervisors Accompanying Reclamation Specialists on Inspections	11/29/88
INE-37-1	699	(Change Notice-Revision)	11/26/91

SUBJECT NUMBER	TRANSMITTAL <u>NUMBER</u>	SUBJECT	<u>DATE</u>
INE-40	600	Individual Civil Penalty Assessment	3/1/90
INE-40-1	664	(Change Notice-Modification)	3/21/91
INE-41	559	Civil Penalty Assessments for Unabated Imminent Harm Cessation Orders	7/18/89
INE-42	665	Verification of Federal Permittee Ownership and Control Informa- tion After Site Disturbance	3/26/91
INE-42-2	821	(Change Notice-Rescinds INE-42-1)	8/5/94
INF-1	614	Policy and Procedural Guide- lines for the Office of Surface Mining Reclamation and Enforce- ment Records Management System	5/17/90
INF-2	576	Administrative Records System	9/28/89
INF-3	796	Freedom of Information Act (FOIA)	9/20/93
INF-5	797	Subpoenas to Compel the Attendance of Witnesses, the Production of Written or Printed Material, or Both	10/19/93
INF-7	763	Office of Surface Mining Reclamation and Enforcement (OSM) Technical Publica- tions	2/4/93
INF-11	663	Information Resources Management Policies and Procedures Manual	3/12/91
INF-12	680	Technical Information Processing System (TIPS)	7/22/91
INF-13	762	Information Resource Management (IRM) Review Council	1/19/93

SUBJECT NUMBER	TRANSMITTAL NUMBER	SUBJECT	DATE
LLG-2	671	Federal Legislative and Congressional Coordination	4/29/91
OPM-1	463	Establishment of OSMRE Directive System	8/18/88
OPM-1-1	547	(Change Notice-Revisions)	6/16/89
OPM-1-2	597	(Change Notice-Revisions)	1/24/90
OPM-5	638	Delegations of Authority	10/5/90
OPM-5-1	712	(Change Notice-Revisions)	3/19/92
OPM-5-2	728	(Change Notice-Revisions)	6/26/92
OPM-6	837	Index of OSM Directives	5/12/95
OPM-7	754	Management Control Systems	12/7/92
OPM-7-2	799	Alternative Management Control Review Handbook	10/29/93
OPM-10	238	Policy Guidance and Instructions for OSM Organizational Changes	11/6/84
OPM-12	357	Division of Debt Manage- ment Organization and Functional Statements	7/10/87
OPM-14	432	Field Office Organization	3/21/88
PER-2	774	Compensation for Overtime	3/16/93
PER-3	753	Employee Classification Appeal Procedure	11/20/92
PER-4	795	Application of Fair Labor Standards Act (FLSA)	7/30/93

SUBJECT <u>NUMBER</u>	TRANSMITTAL NUMBER	SUBJECT	<u>DATE</u>
PER-5	284	Position and Pay Management Program	10/14/86
PER-6	622	Alternative Work Schedule	7/10/90
PER-7	273	Position and Pay Management Review Program	8/28/86
PER-8 <u>1</u> /	282	Upward Mobility	10/14/86
PER-9	287	Implementation Plan for Grade and Pay Retention	10/27/86
PER-12	314	Leave and Absence	1/28/87
PER-12-1	558	(Change Notice-Revisions)	7/14/89
PER-12-2	684	(Change Notice-Revisions)	7/25/91
PER-13	829	OSMRE Personnel Security Program (Notice of Rescission)	2/2/95
PER-14	483	Performance Management System	11/8/88
PER-14-1	667	(Change Notice-Revisions)	3/26/91
PER-16	541	Merit Promotion Policy and Implementation	5/2/89
PER-16-1	835	(Change Notice-Revisions)	4/18/95
PER-17	615	Incentive Awards Program	5/23/90
PER-17-1	717	(Change Notice-Revisions)	4/8/92
PER-17-2	794	(Change Notice-Revisions)	7/27/93
PER-18	830	Restrictions of Financial Interest of Federal and State Employees (Notice of Rescission)	2/2/95
PER-20	348	Reduction-In-Force	7/1/87
PER-21	421	Discipline and Adverse Action	2/16/88

SUBJECT <u>NUMBER</u>	TRANSMITTAL NUMBER	SUBJECT	DATE
PER-22	725	Agency Administered Grievance Procedure	5/27/92
PER-23	532	Labor Management Relations	4/3/89
PER-24	589	Testimony of Employee	1/2/90
PER-24-1	777	(Change Notice-Revisions)	4/7/93
PER-26	409	Position Ceiling Control	1/6/88
PER-27	310	Medical Surveillance Program	12/29/86
PER-28	334	Payroll Coordination	5/8/87
PER-28-1	745	(Change Notice-Revisions)	9/25/92
PER-29	831	Security Management- Internal Control System Model (Notice of Rescission)	2/2/95
PER-30	628	Delivery of Payroll Checks and U.S. Savings Bonds	8/14/90
PER-31	488	Medical Examinations for Surface Mining Reclamation Specialist	11/21/88
PER-32	511	Maintenance of Unofficial Personnel Records by Operating Officials	1/24/89
PER-32-1	744	(Change Notice-Revisions)	9/23/92
PER-34	603	Voluntary Leave Transfer Program	3/16/90
PER-35	782	Implementation of the Federal Employees' Pay Comparability Act of 1990 (FEPCA)	6/7/93
PRC-1	678	The U.S. Small Business Administration Certified 8(a) Program Contracting Process	7/1/91

SUBJECT NUMBER	TRANSMITTAL <u>NUMBER</u>	SUBJECT	<u>DATE</u>
PRC-2	272	Hiring Consultants/Experts on OSMRE Payroll	8/28/86
PRC-3	682	Small Purchase Procedures	7/24/91
PRC-4	301	Advanced Procurement Planning	11/20/86
PRC-5	482	Use of Appropriated Funds for the Purchase of Seasonal Decorations	11/2/88
PRC-6	793	Uniform Contract Review System (Except Federal Emergency Reclamation Projects)	8/2/93
PRC-7	465	Interagency Acquisitions (Agreements)	8/30/88
PRC-7-1	551	(Change Notice-Clarification)	7/6/89
PRC-8	504	Procurement Checklist and Statement of Work Format	1/3/89
PRC-9	683	Contracting Officer's Technical Representative (COTR) Training and Reference Manual Guide	7/24/91
PRC-9-1	710	(Change Notice-Revisions)	2/25/92
PRC-10	692	Anti-Lobbying Statute-Restrictions on Lobbying and Semi-Annual Reporting Requirements	10/24/91
PRC-11	781	Affirmative Procurement Program for Acquisition of Envioronmentally Sound and Energy Efficient Products and Services	5/12/93
REG-1	490	Handbook on Procedures for Implementing the NEPA	11/29/88

SUBJECT <u>NUMBER</u>	TRANSMITTAL NUMBER	SUBJECT	DATE
REG-2	649	522(b) Federal Lands Review	12/7/90
REG-3	652	Subsidence-Caused Material Damage to Structures or Facilities Where the Office of Surface Mining is the Regulatory Authority	1/4/91
REG-4	182	OSMRE Rulemaking Policy and Procedures Directive	7/6/83
REG-4-1	217	(Change Notice-Revisions)	5/29/84
REG-4-2	218	(Change Notice-Revisions)	5/29/84
REG-5	686	Processing of Proposed State Regulatory Programs, Amendments and Part 732 Notifications	8/13/91
REG-5-2	767	(Change Notice-Cancels REG-5-1)	2/11/93
REG-5-3	805	(Change Notice-Revisions)	1/26/94
REG-6	756	Information Collection Request	1/6/93
REG-7	719	Experimental Practices	4/24/92
REG-8	815	Oversight of State Regulatory and State Tribal AML Reclamation Programs (Revised)	6/1/94
REG-10	339	Bond Forfeiture	5/26/87
REG-10-1	804	(Change Notice-Revisions)	12/20/93
REG-11	702	Coordination of Permitting Activities with the Mine Safety and Health Administration and Related State Agencies	1/6/92
REG-12	358	Timing of Enforcement Actions for Violators Observed During Onsite Inspections	7/31/87

SUBJECT NUMBER	TRANSMITTAL <u>NUMBER</u>	SUBJECT	<u>DATE</u>
REG-13	359	Oversight of "Mine Stringent" Provisions of Approved State Programs	7/21/87
REG-14	362	Interpretation of Initial Program and Indian Lands Regulations Concerning Rills and Gullies	7/9/87
REG-15	696	Policy and Procedures for Maintaining Confidentiality of Permit Application Information	11/21/91
REG-16	491	Bond Guarantor Insolven- cies and Liquidation Actions	11/29/88
REG-17	382	Midterm Review of Federal Permits	10/6/87
REG-18	386	Indian Lands Outside the Exterior Boundaries of Reservations	10/16/87
REG-19	387	Incidental Boundary Revisions	10/19/87
REG-20	390	Affected Area Calculators for Underground Mines	10/28/87
REG-21	398	Findings and Determina- tions for Revisions and Renewals of Federal Permits	11/10/87
REG-21-1	608	(Change Notice-Clarification)	4/17/90
REG-21-2	656	(Change Notice-Clarification)	2/12/91
REG-22	564	Developing and Processing State-Federal Cooperative Agreements for State Regulation on Federal Lands	7/31/89

SUBJECT NUMBER	TRANSMITTAL NUMBER	SUBJECT	DATE
REG-23	414	Development and Implemen- tation of Action Plans	1/2/88
REG-23-1	436	(Change Notice-Revisions)	4/15/88
REG-24	416	Processing Petitions to Designate Lands as Unsuitable for Surface Coal Mining Operations and Termination of Previous Designations	1/29/88
REG-25	417	COALEX Access Security Program	1/29/88
REG-25-1	714	(Change Notice-Revisions)	3/31/92
REG-26	516	Administrative Procedures for Bond Release	2/14/89
REG-27	474	Water Replacement	10/19/88
REG-27-1	780	(Change Notice-Modification)	5/7/93
REG-28	525	Bond Forms and Procedures	3/10/89
REG-29	533	Permit Revisions Following Regulatory Program Modifications	3/28/89
REG-31	783	Preparation of Mining Plan Decision Documents	6/11/93
REG-32	590	Establishment of the Applicant Violator System Ad Hoc Committee	1/2/90
REG-33	588	Suspension and Revocation of Federal Blaster Certification	12/19/89
REG-34	591	Processing Applications for Federal Permits	1/9/90
REG-35	630	Permit Fees in Federal Program States and On Indian Lands	8/27/90
REG-35-1	798	(Change Notice-Revisions)	10/26/93
SFP-1	316	Permit Revisions Following Regulatory Program Modifications	2/11/87

SUBJECT NUMBER	TRANSMITTAL <u>NUMBER</u>	SUBJECT	DATE
TGR-1	315	OSMRE Blasting Guidance	1/28/87
TRN-1	669	Training and Employee Development	4/16/91
TRN-2	645	Technical Training Program	11/19/90
TRV-1	569	Domestic Temporary Duty Travel Policies and Procedures	8/18/89
TRV-1-1	594	(Change Notice-Revisions)	1/24/90
TRV-2	761	Foreign Travel	1/19/93
TRV-3	778	Relocation Travel	4/13/93
TSR-1	360	Handbook for Calculation of Reclamation Bond Amounts	7/21/87
TSR-1-1	758	(Change Notice-Amendment)	1/13/93
TSR-2	375	Quarterly Examination of Water Improvements	9/14/87
TSR-3	393	Sediment Control Using Best Technology Currently Available	11/2/87
TSR-4	750	Technical Studies/Applied Research	11/16/92
TSR-5	399	Alternative Postmining Land Use Requirements for Real Property	11/10/87
TSR-6	400	Drainage Control on Valley and Durable Rock Fills	11/10/87

SUBJECT NUMBER	TRANSMITTAL <u>NUMBER</u>	SUBJECT	DATE
TSR-7	404	Protecting Historic Properties	12/18/87
TSR-8	434	Transportation and Handling of Abandoned Coal Mine Refuse Piles	3/31/88
TSR-9	441	Construction Certification of Siltation Structures	4/27/88
TSR-10	468	Use of Wetland Treatment Systems for Coal Mine Drainage	9/8/88
TSR-11	827	Publications and Distribution of RecTec (Cancelled)	1/17/95
TSR-12	619	Post-Act Reclamation Program	6/19/90
TSR-13	741	OSM Library System	8/12/92
TSR-14	828	Construction of Wetlands as a Postmining Land Use	1/31/95