United States Department of the Interior

OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
Washington, D.C. 20240

Appendix B: Directive Template

Directive: Enter Subject Code and directive number. See Appendix A for Subject Codes (e.g., "TSR-12"). If the proposed directive does not align with existing subject codes as documented in Appendix A propose a new subject code and inform the Directives Coordinator.

Title: Enter Directive Name (e.g., "Post-Act Reclamation Program")

Approval: Enter Director's Name, Title _Digital Signature Exclusively_

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 OSMRE-wide.

2.   Summary of Changes

If appropriate, simply state "This is a new directive." Otherwise, 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, and a brief description of what prompted the change, if applicable. In addition, this section includes the reference to the paragraph(s) or sections where the changes are included, if appropriate.

3.   Policy

This section will convey the specific policy that the directive is being created to communicate.

4.   Responsibilities

This section will contain the actions required by each party to develop the directive and implement the policy.

5.   Procedures

This section will contain instructions sufficient to convey the intent of the directive to the reader. These instructions may include specific policies, procedures, and responsibilities by position. When possible, use generic language so that the policy can withstand changes in service providers, inflation, etc. Example of generic language: Files will be distributed electronically. Example of specific language: Files will be distributed via SharePoint. Detailed procedures should not be included in this section, but instead attached as an easy-to-use reference for the user.

a.   Margins/Justifications.

The borders will be one inch on the right, left, top, and bottom. In major sections text will be left justified with a ragged right margin. 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).

(1)   In sections with lists or heading levels such as usually utilized in the "Responsibilities" section and the "Procedures" section, all text under that number, letter, or bullet should be aligned with a one-half inch margin. This section under a.(1) shows alignment recommendations.

b.   Headers.

Directives will not include information in the page header. The header of each appendix page, however, will include the appendix letter and name exactly as it is displayed in the parent directive.

c.   Page Numbering.

Directives will include page numbers centered in the bottom footer of each page. Numbering will begin on the second page with the number "2". Appendices will have page numbers centered in the bottom footer of each page. Numbering will begin on the first page with the appendix letter and page number (e.g., C-1, C-2, etc.).

d.   Tabs.

All tabs will be standardized at one-half inch. Tabs will be used between line markers and line text. For example, there is a one-half inch tab between the line marker "d." and the line text "Tabs." in this section.

e.   Type Size and Font.

All OSMRE directives will be created in Times New Roman 12-point font.

f.   Punctuation and Spacing.

Each mark of punctuation within a sentence is followed by one space. Two spaces may follow a period ending a sentence; however, if used the practice should be consistent throughout the document.

g.   Avoiding Gender-based Bias
It can be difficult to prepare written materials without using language that can be read as biased. Adjusting how you use identifiers and other linguistic categories can improve the clarity of your writing and minimize the likelihood of offending your readers. Be aware of how word choice or

terminology may come across to your reader. To avoid the bias of using gendered pronouns (e.g., she, her, he, his, etc.), consider: rephrasing the sentence; using plural pronouns such as "they" or "their"; replacing the pronoun with an article (use "the" instead of "his"); dropping the pronoun altogether; or replacing the pronoun with a noun such as "employee", "inspector", "visitor", etc.

        h.   <u>Heading Levels</u>

Major text headings will be bold faced and underlined. Subparagraphs may contain text that is either bold faced or underlined, but the use of either method to emphasize ideas should be consistent throughout the document in order to provide ease of transition between heading levels.

            (1)   AD/RD/SOH will strive to restrict headings to no more than three levels. For example, this sentence is in the third level: paragraph 5. h. (1).

6.   <u>Reporting Requirements</u>

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.

7.   <u>Effect on Other Documents</u>

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 impacts. If there are no effects on other directives, "None" will be entered immediately following the paragraph heading.

8.   <u>References</u>

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.

9.   <u>Effective Date</u>

If the directive will become effective upon the Director's signature, "Upon signature." will be entered immediately following the paragraph heading. Otherwise, enter the effective date in long form (e.g., October 1, 2023).

10. **Distribution**

This section will contain information regarding the distribution. In most cases, the following phrase will be entered below the paragraph heading "By electronic format. All OSMRE directives are publicly available at https://www.osmre.gov/laws-and-regulations/directives."

11. **Appendices**

This section lists supporting documents related to the directive (e.g., definitions, process flow chart, checklist, handbook, etc.). Appendices will be designated alphabetically. The base directive and any appendices should be created as separate files for ease of maintenance and use. Formatting will be determined by the authoring AD/RD/SOH and should attempt to follow the basic OSMRE directive format, but may be modified in a way more appropriate to communicate the information contained in the appendix. If there are no appendices, enter "None" immediately following the paragraph heading.

      a.   Title of Appendix A.

      b.   Title of Appendix B.

      c.   Title of Appendix C.

      d.   Etc.

Use this language to make users aware of where appendices reside:

"See the OSMRE directives page linked in the "Distribution" section above for links to appendices."

12. **Contact**

Provide the AD/RD/SOH and responsible office name. For example: "Program Support Directorate, Division of Regulatory Support."