

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 06/30/2008)

Subject:	Managing the Reclamation Manual
Purpose:	Establishes details for managing the Reclamation Manual as the directives management system for Reclamation and prescribes a uniform issuance system for Reclamation Manual releases. The benefits of this Directive and Standard are improved internal and external communication and transparency of Reclamation requirements.
Authority:	381 DM 1, <i>Directives Management</i> ; and 200 DM 1, <i>Delegation of Authority</i>
Approving Official:	Director, Office of Program and Policy Services
Contact:	Program Support Services Office (84-52000)

1. **Reclamation Directives System.** Reclamation's directives system is the Reclamation Manual (RM). For a description of the RM, see Temporary Reclamation Manual Release (TRMR) Policy, *Mandatory Reclamation-wide Requirements and the Directives System (the Reclamation Manual)* (RCD TRMR-14).
2. **Definitions and Responsibilities.** Definitions and responsibilities related to managing the RM are located in Paragraphs 2 and 3 respectively of TRMR Policy, RCD TRMR-14.
3. **Reclamation Manual Components.** The RM consists of a set of RM releases that establish requirements, define Reclamation's delegations of authority, assign program responsibility, and establish and document required methods of doing business. Higher-level directives (e.g., laws, parts of the Departmental Manual (DM)) are referenced, but not restated in the RM. The RM is divided into four components:
 - A. **Delegations of Authority.** Delegations of Authority comprise Reclamation-wide redelegations of the authorities delegated to the Commissioner. Each redelegation of the Commissioner's authority will reference the original DM delegation of authority to the Commissioner. All delegations of the Commissioner's authority must be included in this component of the RM and are signed by the Commissioner. Any further redelegation of authority, when permitted by the Commissioner, will be in writing and retained in the official files of the redelegating office.
 - B. **Policy.** Policy reflects leadership philosophy and principles of Reclamation's Commissioner; establishes direction and broad goals and objectives for Reclamation's mission, programs, and support activities; and defines the general framework in which mission accomplishment will occur. Policy is structured to encourage line managers to

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use efficiency and innovation to accomplish the intent of the Policy in a manner with the most utility within the local setting. The Commissioner approves all Policy. The Commissioner is authorized to redelegate this authority in accordance with the DM.

- C. **Directives and Standards.** Directives and Standards (D&S) contain the minimum scope and level of detail necessary to ensure consistent application of requirements. These mandatory D&S contain the flexibility necessary to allow use of innovative techniques or approaches while meeting the requirements of the D&S. Cross references to related RM releases will be included. D&S are signed by the Senior Executive responsible for the subject program or function as delegated by the Commissioner.
 - D. **Temporary Reclamation Manual Releases.** TRMRs are issued in special situations to accelerate deployment of Delegations of Authority, Policy, and D&S prior to permanent incorporation into the RM or to announce temporary changes in requirements. TRMRs are dated to expire 1 year after issuance and **must** be converted to an RM release within that time period or be sunset. Requirements for final approval of a TRMR will be identical to those for permanent releases. TRMRs have the full force of permanent Delegations of Authority, Policy, and D&S (Paragraphs 3.A., 3.B., and 3.C.).
4. **Availability.** The current RM is available on the Internet at <http://www.usbr.gov/recman>.
 5. **Preparation.** The Senior Executive responsible for the function will:
 - A. Initiate and write RM releases in plain language.
 - B. Ensure that RM releases conform to the standards and format prescribed for the RM.
 - C. Ensure the RM release does not contradict, conflict with, or unnecessarily duplicate any other RM release.
 - D. Present the RM release clearly, accurately, and concisely, but with sufficient information for the implementing users' specific circumstances.
 - E. Provide the Office of Program and Policy Services (OPPS) the information necessary to compile and maintain a list of current Reclamation-wide RM releases, and otherwise manage the RM.

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6. **Origination, Review, and Issuance of Reclamation Manual Releases.**

A. **Originating Office.** The Senior Executive preparing the draft RM release will:

- (1) Notify OPPS (84-52000) when development of new RM releases or substantial revisions to existing RM releases is undertaken to ensure proper maintenance of the [*Inventory of Reclamation Manual Policy and Directives and Standards Development Efforts*](#).
- (2) During the drafting stages, provide adequate coordination with all offices in Reclamation that may be affected by a particular RM release, and consult with interested offices to expedite approval of the final product.
- (3) Identify any RM releases that are superseded by a new release.
- (4) Distribute the final draft RM release to, at a minimum, all Senior Executives for a 30 calendar day review and comment period. To facilitate review and comment, a copy will also be provided to the regional policy contacts, area managers, and program coordinators. (See Appendix A for a sample memorandum requesting review and comment of an RM release and identifying current regional policy contacts.)
- (5) Coordinate disposition of internal comments received and make appropriate revisions to the RM release. If a comment cannot be resolved between the Senior Executive originating the release and the commenter, the appropriate Deputy Commissioner(s) will become involved in resolution. If comments cannot be resolved by the appropriate Deputy Commissioner(s), the Commissioner will resolve the comment.
- (6) Provide the draft RM release to OPPS (84-52000) to post on the RM Web site for public review and comment as required by Paragraph 4.C. of RM Policy RCD TRMR-14. The request to post the draft for external review and comment must be signed by or e-mailed from the Senior Executive and include the following information:
 - (a) Electronic file providing the brief background and purpose of the RM release so that the public understands why Reclamation has proceeded with developing the RM release;
 - (b) E-mail address of author which will be made available for the public to submit comments;

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- (c) Due date for comments (must be at least 30 calendar days from the date the release is posted on the RM Web site); and
 - (d) Electronic file of the draft RM release and appendices, if applicable.
- (7) Although communicating the disposition of internal and external comments is **not** required, the originating office shall maintain a record of all internal and external comments received on a draft RM release and the final disposition of each comment.
- (8) Ensure formatting of RM Policy, D&S, and TRMR releases meet the requirements identified in the templates provided in Appendix B.
- (9) Obtain the required review and approval of RM releases utilizing the *Reclamation Manual Routing Slip* (Form No. [7-2522C](#)) and *Reclamation Manual Transmittal Sheet* (Form No. [7-2522B](#)). The originating office must include 84-52000 on the *Reclamation Manual Routing Slip* (Form No. 7-2522C) immediately following their surname. The surname of 84-52000 will ensure that the RM release meets the requirements of the RM.
- (10) Submit a final signed and approved version of the RM release and appropriate signed clearance forms (Form Nos. 7-2522C and 7-2522B) along with the final Word file to OPPTS (84-52000).

B. Reviewing Offices. Reviewing offices will:

- (1) Provide substantive comments in their organizational and functional area.
- (2) Provide comments by the established deadline date or request the originating office for an extended comment period. If the originating office does not receive a response by the established deadline date, concurrence will be implied.
- (3) Consolidate and submit all comments associated with draft Delegations of Authority, Policy, D&S, and TRMRs under the signature of the Senior Executive.

C. Office of Program and Policy Services. OPPTS will:

- (1) Serve as Reclamation's consultant in all matters related to managing the RM including: communicating RM-related activities inside and outside of the organization to create an appropriately transparent RM process; providing

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training and guidance on the RM process and on writing RM releases; advising managers in the development of RM releases; and responding to questions concerning the RM process.

- (2) Manage the RM records which consists of posting draft RM releases on the RM Web site for external review and comment; controlling RM releases; maintaining the official approval records for all RM Delegations of Authority, Policy, D&S, and TRMRs in hard copy; and ensuring the current RM documents are readily available on the Internet.
- (3) Finalize all RM releases which includes producing final RM releases from Word files supplied by the originating office; assigning the RM release numbers and issue date (which is the date the RM release is signed by the approving official); forwarding RM releases for reproduction and distribution; posting final RM releases on the RM Web site; and providing a quarterly Distribution E of RM activity.

7. **Review of and Revisions to Reclamation Manual Releases.** The Senior Executive responsible for the function and who has approved the RM release will:
 - A. **Biennial Review.** Review each RM release at least every 2 years, as required by 381 DM 1.8.G., to ensure the RM release is current and the requirements respond to the needs of Reclamation and its customers, partners, stakeholders, etc. If the biennial review results in the Senior Executive determining that the release requires revision or is obsolete, the process provided in Paragraphs 7.B., 7.C., and 7.D. will be followed.
 - B. **Substantive Revision.** Follow the procedures in Paragraphs 5 and 6 when substantive revisions, as determined by the Senior Executive assigned responsibility for the function, are made.
 - C. **Minor Revision.** Approve minor editorial revisions to RM releases by preparing a memorandum to OPPS (84-52000). The RM release will be reissued by OPPS with a notation of minor revision. (See Appendix C for a sample memorandum approving minor revisions to an RM release.)
 - D. **Rescission.** If an RM release is determined to be obsolete, it must be rescinded by completing the *Reclamation Manual Transmittal Sheet*, Form No. [7-2522B](#).

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8. Series, Subject Area, and Numbering of the Directives System.

A. **Series.** The components of the RM discussed in Paragraph 3 are separated into two series: Program and Administrative. Each series is further divided into specific subject areas identified by a three-letter code:

(1) Program Series.

Subject Area	Description
CMP	Comprehensive
ENV	Environmental Management
FAC	Project Planning and Facility Operations, Maintenance, and Rehabilitation
LND	Land Management and Development
LON	Loans, Grants, Rehabilitation and Betterment, and Distribution
NIA	National and International Affairs
PEC	Program Economics, Revenues, and Contracts
RES	Research, Testing, and Technical
SLE	Security and Law Enforcement
WTR	Water Management and Development

(2) Administrative Series.

Subject Area	Description
ACM	Acquisition and Financial Assistance Management
ADM	Administrative Management
BGT	Budget Management
FIN	Financial Management
HRM	Human Resources Management
IRM	Information Resources Management
PRM	Property Management
RCD	Records Management
SAF	Safety Management

B. Reclamation Manual Release Identification System.

(1) **Delegations of Authority.** There is only one RM release within the Delegations of Authority component; however, within the Delegations of Authority release,

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each subject area (e.g., FAC, ADM, etc.) is identified, and the corresponding delegations are listed within each subject area.

- (2) **Policy.** Each Policy is designated by the subject area code (e.g., FAC, ADM, etc.) followed by a “P” suffix and a two-digit number that indicates the sequential order in which the Policy was issued. For example, ENV P05 would represent the following:

*ENV is the subject area code for Environmental Management
P indicates this is a Policy
05 is the number assigned to the Policy*

- (3) **Directives and Standards.** Each D&S is designated by a subject area code (e.g., FAC, ADM, etc.) followed by the Part and Chapter numbers which are separated by a dash. If a D&S is associated with a specific Policy, the D&S will **generally** have the same Part number as the Policy. For example, RCD 03-01 represents the following:

*RCD is the subject area code for Records Management
03 is the Part and Policy-level identifier- and may indicate a relation to RCD P03
01 is the Chapter and unique D&S identifier*

- (4) **Temporary Reclamation Manual Releases.** Each TRMR is designated by the subject area code followed by TRMR-XX (the sequence order in which the TRMR was issued) (e.g., RCD TRMR-01).

9. **Discretionary Guidance.** Discretionary guidance, when issued by Reclamation, is typically detailed “how to” documents, handbooks, manuals, and other instructional materials dealing with procedures, processes, and methodologies which support programmatic, technical, and administrative activities. Discretionary guidance is not part of the RM; their content **does not** establish requirements. Discretionary guidance must clearly state it does not contain requirements. The issuing office is solely responsible for the content, compilation, format, printing, distribution, and disposition of discretionary guidance. All discretionary guidance will specifically reference applicable RM Policy and/or D&S, and the issuing office is responsible for verifying that, by following the guidance, a user is in compliance with RM requirements.