



United States Department of the Interior

BUREAU OF RECLAMATION

Washington, D.C. 20240



IN REPLY REFER TO:

84-52000
ADM-1.10

OCT 30 2006

MEMORANDUM

To: Director, Office of Program and Policy Services
Attention: 84-50000

From: Robert W. Johnson
Commissioner

Subject: Decision Related to Managing for Excellence Recommendations – Team 6

By this memorandum, I approve the final prioritized inventory of policy gaps (attached) and direct the Director, Office of Program and Policy Services to:

- (1) facilitate the expedited release of Reclamation Manual Policy or Directives and Standards for those gaps determined to be the highest priority (Managing for Excellence Action Item 7),
- (2) maintain the inventory of policy gaps, and
- (3) coordinate a schedule for completion with program offices responsible for developing Reclamation Manual Policy or Directives and Standards for the remaining gaps identified on the inventory.

Implementation of these recommendations will begin immediately.

Attachment

cc: 91-00000 (Collier), 91-10000, 92-00000 (Burman, Brown), 94-00000, 94-30000 (Wolf, Smith), 96-00000, 96-40000
84-20000 (Director, Moon), 84-21000 (Feuerstein, Wendling), 84-27000 (Harrison, Mattingly), 84-27800 (Cook), 84-40000 (Achterberg, Rudd), 86-60000 (Bach, Medina), 86-68000 (Gabaldon, Weitkamp)
PN-1000 (McDonald, Kaley), MP-100 (Rodgers, Schlueter), MP-400 (Stevenson), LC-1000 (Harkins, Ruiz), LC-1050 (Walkoviak), UC-100 (Gold, Shockey), GP-1000 (Ryan, Blankenship), UCA-1010 (Ries)
(w/att to each)

MANAGING FOR EXCELLENCE RECOMMENDATIONS – TEAM 6

Identify Policy Gaps Between Reclamation Instructions and the Reclamation Manual

Executive Sponsor: Roseann Gonzales

Team Members: Shannon Kerstiens, Vicki Cook, Roberta Ries, Richard Stevenson, Larry Walkoviak

Key Organizational Function Interfaces: Reclamation Leadership Team

Action Item Statement from the Managing for Excellence Action Plan: Identify policy gaps created by sunseting of the Reclamation Instructions (RI) (i.e., missing or inadequate Reclamation Manual (RM) Policy, Directives and Standards, technical guidance) that are critical to addressing current and near-term issues and challenges.

Scope Statement from Managing for Excellence Project Management Plan: The team will identify and prioritize policy gaps by creating an inventory of RIs and comparing that inventory to current RM releases. In addition, the team will identify policy gaps that exist because of new organizational needs.

Approach and Methodology: The team's approach was to compare RIs to RM releases to identify policy gaps created by the sunseting of the RIs or based on new organizational needs. Each member was assigned approximately 1,000 pages of RIs to review. The team relied on subject-matter experts to assign a priority for the gaps identified.

The first draft of the prioritized inventory was provided to the Reclamation Leadership Team and was the subject of a breakout session at the September 2006 Managing for Excellence stakeholder's meeting in Salt Lake City, UT. Internal and public comments were incorporated, and the final draft was presented at the October 2006 Reclamation Leadership Team meeting for the purpose of identifying the highest priority gaps which Reclamation will commit to issuing by December 2007 (Action Item 7).

Deliverables:

- Prioritized inventory of policy gaps.

Further Work to Be Accomplished:

The prioritized inventory will be utilized by Team 7 which is responsible for expediting the release of RM Policy or Directives and Standards identified as the highest priority gaps by the Reclamation Leadership Team. The remaining items on the inventory will be maintained by the Office of Program and Policy Services to guide future RM Policy and Directives and Standards development efforts.

Recommendations: The Commissioner should:

1. Approve the prioritized inventory of policy gaps and direct the Director, Office of Program and Policy Services to facilitate the expedited release of RM Policy or Directives and Standards for those gaps determined to be the highest priority (attached).
2. Direct the Director, Office of Program and Policy Services to maintain the inventory of policy gaps and coordinate a schedule for completion with program offices responsible for developing RM Policy or Directives and Standards for the remaining gaps identified on the inventory.

Submitted by:

SK Kerstiens 10/19/2006
Shannon Kerstiens, Team Lead Date

Roseann Gonzales 10/23/2006
Roseann Gonzales, Executive Sponsor Date

Larry Todd 10/23/2006
Larry Todd, Deputy Commissioner, PAB Date