

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to skerstiens@do.usbr.gov by May 9, 2008.

Background and Purpose of the following Draft Directive and Standard (D&S)

The goal of preparing this permanent D&S and providing stakeholders with the opportunity to comment in draft form is to formalize the procedures for the Bureau of Reclamation to establish Reclamation-wide requirements for doing business. In addition, the D&S establishes who is responsible for carrying out those responsibilities in terms of originating, reviewing, and issuing Reclamation Manual releases.

The following is a brief description of changes made to the D&S:

- The majority of the changes to this D&S were made for clarity.
- The D&S requires every RM release to have four standard paragraphs (Introduction, Applicability, Definitions, and Responsibilities).
- New appendices have been added to the D&S to thoroughly explain specific aspects of preparing RM releases (e.g., formatting, citations, approval forms, templates).

The Reclamation Manual is used to clarify program responsibility and document Reclamation-wide business practices. All requirements in the Reclamation Manual are mandatory.

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RCD 03-01

Reclamation Manual

Directives and Standards

Subject: Reclamation Manual (RM)

Purpose: Establishes requirements for managing the RM and prescribes a system for developing and issuing RM releases. The benefits of this Directive and Standard (D&S) are improved internal and external communication, efficiency, and transparency of RM requirements.

Authority: 381 Departmental Manual (DM) 1, *Directives Management*; and 200 DM 1, *Delegation of Authority*

Approving Official: Director, Office of Program and Policy Services (OPPS)

Contact: Program Support Services Office (84-52000)

1. **Introduction.** The Department of the Interior requires each of its bureaus to establish a directives system setting forth its bureau-wide requirements (see 381 DM 1.2). The Bureau of Reclamation's directives system is the RM. For a description of the RM, see RM Policy, *Bureau of Reclamation's Directives System (the Reclamation Manual (RM))*, RCD P03. The RM is available at <http://www.usbr.gov/recman>.
2. **Applicability.** This D&S applies to all Reclamation employees who participate in the development, review, and approval of RM releases. It has limited applicability to discretionary guidance documents. See Paragraph 3.A. defining "Discretionary Guidance" and see Paragraph 8 for pertinent requirements.
3. **Definitions.**
 - A. **Discretionary Guidance.** Discretionary guidance explains requirements and provides guidance for implementation. Discretionary guidance does not create requirements and is not included in the RM. Examples of discretionary guidance include handbooks, manuals, and other instructional materials
 - B. See Paragraph 3 of RCD P03, for additional definitions.
4. **Responsibilities.** In addition to the responsibilities established in Paragraph 4 of RCD P03, the following responsibilities are established.
 - A. **Reclamation Manual Manager.** The RM manager issues final RM releases and serves as Reclamation's consultant in all matters related to managing the RM including:

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- (1) communicating RM-related activities inside and outside of the organization to create an appropriately transparent RM process;
 - (2) providing training and guidance on the RM requirements and on writing RM releases;
 - (3) advising managers, supervisors, and employees on the development of RM releases; and
 - (4) responding to questions concerning RM procedures.
- B. **Employees.** Employees will carry out the responsibilities outlined in Paragraph 4.D. of RCD P03 as assigned by their managers or supervisors.
5. **Origination, Review, and Issuance of Reclamation Manual Releases.** See Appendix A for a graphic illustration of the process for originating, reviewing, and issuing RM releases.
- A. **Originating Office.** The originating office will:
- (1) Notify the RM manager (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 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 RM releases that a new release supersedes.
 - (4) Distribute the draft RM release under the signature of the organizational directorate identified in Appendix A of RCD P03 to all Senior Executives, regional policy contacts, area managers, and program coordinators for an **internal** review and comment period of at least 30 calendar days. This memorandum must identify the offices and program staff involved in the development of the draft RM release. See Appendix B for a sample memorandum requesting review and comment of an RM release and identifying regional policy contacts. This memorandum is a sample. Executive assistants are responsible for ensuring compliance with Reclamation correspondence requirements.
 - (a) The originating office will coordinate disposition of internal comments received and make appropriate revisions to the RM release. The originating

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office will facilitate discussion to resolve conflicting comments prior to determining final disposition of comments received. If necessary, the originating office will consult their Senior Executive.

- (b) When the originating office consults their Senior Executive because disposition of a comment cannot be resolved, the Senior Executive of the program will consult with the Senior Executive(s) making the comment, and either make a decision on the disposition of the comment or elevate disposition of the comment to the appropriate Deputy Commissioner(s). If necessary, the Commissioner will determine the disposition of the comment.
- (5) Submit the draft RM release, under the e-mail account of the appropriate Senior Executive identified in Appendix A of RCD P03, to the RM manager (84-52000) to post on the RM website for an **external** review and comment period of at least 30 calendar days. The submittal must include the following:
 - (a) an electronic file providing a background of the RM release and a statement of its purpose (see Appendix C for a sample statement);
 - (b) the e-mail address of the author to which the public will submit comments;
 - (c) the due date for comments (must be at least 30 calendar days from the date the release is posted on the RM website); and
 - (d) an electronic file of the draft RM release and appendices, if applicable.
- (6) Maintain a record of all significant¹ **internal and external** comments received on a draft RM release and the final disposition of each comment, and submit a copy to the RM manager (84-52000).²
- (7) Ensure formatting of RM Policy, D&S, and TRMRs meet the requirements identified in the templates provided in Appendix D and the formatting requirements provided in Appendix G.
- (8) Obtain the required review and approval of RM releases using the *Reclamation Manual Routing Slip* (Form No. [7-2522C](#)) and the *Reclamation Manual Approval Form* (Form No. [7-2522B](#)). See Appendix E for samples of completed forms.

¹Comments concerning items such as commas, typographical errors, and RM formatting are not considered significant, and recording the disposition of such comments is not required.

²Communicating the disposition of internal and external comments beyond submittal to the RM manager is **not** required unless specifically requested by a commenter.

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- (9) Provide the RM manager (84-52000) a hard copy of the final RM release with the signed routing and approval forms (Form Nos. 7-2522C and 7-2522B) and an e-mail with an electronic copy of the final RM release in Microsoft Word. See Appendix E for samples of completed forms.

B. Reviewing Offices. Offices reviewing draft RM releases will:

- (1) Provide any comments to the originating office by the stated due date or obtain an extended comment period. The originating office will assume the concurrence of any reviewing office from which it does not receive a response by the stated or extended due date.
- (2) Consolidate and submit all comments associated with draft RM releases under the signature of the Senior Executive.

C. Reclamation Manual Manager. The RM manager will:

- (1) manage the RM records, which consists of:
 - (a) posting draft RM releases on the RM website for external review and comment;
 - (b) maintaining the official approval records for all RM releases in hard copy; and
 - (c) ensuring current RM releases are readily available on the Internet;
- (2) finalize all RM releases, which includes:
 - (a) producing final RM releases from Microsoft Word files supplied by the originating office;
 - (b) assigning the RM release numbers and issue dates (the dates on which RM releases are signed by their approving officials);
 - (c) forwarding RM releases for reproduction and distribution to the RM distribution list and as directed by the originating office on Form No. 7-2522B;
 - (d) posting final RM releases on the RM website; and

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(e) providing quarterly Distribution E3 of RM activity.

6. **Standard Elements.** Each RM release will include all of the following:

A. **Standard Headings.**

- (1) **Subject.** Each RM release will include a title describing the subject matter being addressed.
- (2) **Purpose.** Each RM release will include a statement setting forth its purpose and intended benefits.
- (3) **Authority.** Each RM release will explicitly identify its underlying authority. See Appendix F for details regarding proper citation of authority.
- (4) **Approving Official.** Each RM release will identify the official who has the authority to approve the release.
- (5) **Contact.** Each RM release will identify the office that developed the release and include its organizational code.

B. **Standard Contents.**

- (1) **Introduction.** Each RM release will include an introduction orienting the reader to its contents.
- (2) **Applicability.** Each RM release will state to whom the release applies.
- (3) **Definitions.** Each RM release will define terms that are used in the release to facilitate comprehension of the requirements it sets forth. The terms will be listed in alphabetical order for easy reference.
- (4) **Responsibilities.** Each RM release will include statements of responsibility for those positions and offices accountable for the implementation of its requirements. The statements generally set forth responsibilities further detailed through the remainder of the Policy or D&S.

7. **Review of and Revisions to Reclamation Manual Releases.** The Senior Executive responsible for the program related to the RM release will:

3A Distribution E is a mailing that is sent to all Reclamation employees.

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- A. **Biennial Review.** Review it at least every 2 years, as required by 381 DM 1.8.G., to ensure that it is current and that the requirements respond to the needs of Reclamation and its stakeholders.
- (1) If the Senior Executive determines that the release requires substantial revision, the process provided in Paragraphs 5 must be followed. If the Senior Executive determines that the release is obsolete, the process provided in Paragraph 7.D. must be followed.
 - (2) The originating office will document its biennial reviews using Form No. 7-2523 (see Appendix H), maintain records of all reviews completed, and submit a copy of the completed Form No. 7-2523 to the RM manager (84-52000).
 - (3) Reviews of RM releases predating this release must be documented as described in Paragraph 7.A.(2) within 5 years from the date of this release.
- B. **Substantive Revision.** Follow the procedures in Paragraphs 5 and 6 when substantive revisions are made.
- C. **Minor Revision.** Approve minor revisions to RM releases by preparing a memorandum, signed by the Senior Executive of the program function, to the RM manager (84-52000). The RM release will be reissued by the RM manager with a notation of minor revision. See Appendix I for a sample memorandum.
- D. **Rescission.** Rescind obsolete RM releases using the *Reclamation Manual Approval Form* (Form No. [7-2522B](#)) (see Appendix E).
8. **Discretionary Guidance.** Discretionary guidance is not included in the RM. Discretionary guidance does not—and must state that it does not—create requirements. Discretionary guidance must specifically identify the sources, in the RM and elsewhere, of the requirements it addresses. The originating office is solely responsible for the discretionary guidance it issues and must ensure that it accurately reflects RM and other requirements.

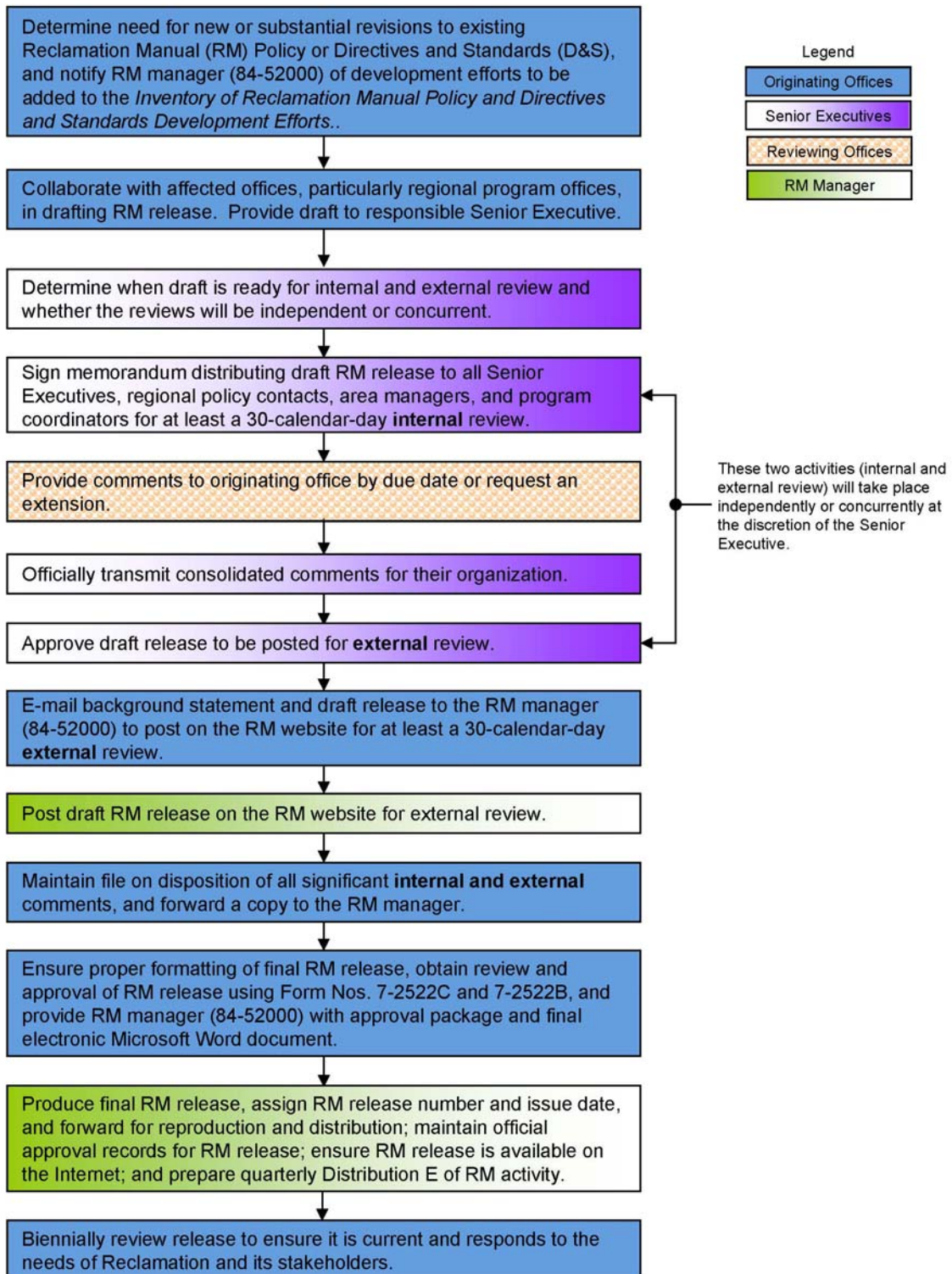
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Appendix A

Reclamation Manual Directives and Standards

Process for Originating, Reviewing, and Issuing a Reclamation Manual Release



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Appendix B

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Directives and Standards

Sample Memorandum Requesting Internal Review and Comment

The following is a sample transmittal memorandum providing a draft Reclamation Manual release for review and comment. The highlights indicate information that must be customized for each release.

Mail code RIM-1.10

DRAFT

3A longer comment period can be provided by the originating office.

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Appendix B

Reclamation Manual

Directives and Standards

MEMORANDUM

To: Reclamation Leadership Team

From: Senior Executive for your organization

Subject: Request for Review and Comment on Draft Reclamation Manual Policy/Directives and Standards, Subject of Reclamation Manual Document

The purpose of this memorandum is to request your review and comment on the subject Reclamation Manual Policy/Directive and Standard (attached). This document has been developed in coordination with name of offices and or program staff.

To facilitate the distribution of this request, copies have been provided to the regional policy contacts, area managers, and specific program contacts. However, your organization's consolidated comments must be submitted under the directorate's signature to name within 303 calendar days of the date of this memorandum. If your comments are provided in hard copy, we would appreciate an electronic version of your comments sent to name at e-mail address.

If you have any questions regarding the substance of this draft Policy/Directive and Standard, please contact name at phone number.

Attachment

Copies of memorandum and attachments must be sent to the following:4

Program Contacts

PN-3030 (Tholen), MP-100 (Light), NAAO-1100 (Saint), UC-410 (Lawler), UC-411 (Rideout), GP-1220 (Suraliski) **(These are the regional policy contacts who have been identified by the Regional Directors to assist in ensuring that drafts are disseminated to the appropriate offices for review and comment, consolidate regional comments for signature, and serve as a contact for follow-up questions.)**

Area Managers

84-52000 (Kerstiens, Pratt)

⁴Originating offices must verify that the contacts listed above are current by contacting the Reclamation Manual manager (84-52000).

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Appendix C

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Directives and Standards

Sample Purpose Statement for External Comment

The following is a sample of a purpose statement that was developed to post a Reclamation Manual Directive and Standard for external comment. If a Policy and Directive and Standard are being posted simultaneously, a purpose statement must be developed for each. The highlights indicate information that must be included and/or customized for each statement.

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Comments on this draft release must be submitted to **e-mail address of author** by **date**.

Background and Purpose of the Following Draft Directive and Standard (D&S)

The goal of preparing this new D&S document and providing stakeholders with the opportunity to comment on it in draft form is to enhance common understanding of how the Title XVI Water Reclamation and Reuse (Title XVI) program is administered and to enhance working relationships with our project partners. This will make the program more responsive to project sponsors, and more consistent Reclamation-wide and thus more effective.

In recent months, several productive meetings were held to discuss concerns and possible changes in the program with stakeholders. As a next step, Reclamation is working to clearly communicate the requirements for Title XVI feasibility reports and to document our internal procedure for review of such reports by developing a new "Directive and Standard" for the Reclamation Manual.

The Reclamation Manual is used to clarify program responsibility and authority and to document Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory for Reclamation.

This proposed addition to the Reclamation Manual is intended to (1) state the minimum requirements for feasibility reports submitted for Reclamation review under Title XVI of Public Law 102-575, as amended (43 U.S.C. 390h et seq.); and (2) to set forth the procedure used by Reclamation to review and approve such reports, including specific timeframes under which Reclamation will accomplish its review.

Please note that this draft D&S for the Title XVI program is specifically limited to the requirements and procedures for review of feasibility reports as set forth above. Other matters related to the Title XVI program, such as proposed legislative changes to the program or criteria to be used by Reclamation in its recommendations for project authorization and funding, will not be addressed as part of this D&S.

See the following pages for the draft D&S.

Reclamation Manual

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Formatting Templates for Policy, Directives and Standards, Temporary Reclamation Manual Releases, and Appendices

XXX P##

Reclamation Manual

Policy

Subject:

Purpose: The purpose statement must include the benefits realized by the issuance of the Policy.

Authority:

Approving Official: Commissioner

Contact: The Senior Executive of the Program Function

1. **Introduction.** Each Reclamation Manual (RM) release will include an introduction orienting the reader to its contents.
2. **Applicability.** Each RM release will state to whom the release applies.
3. **Definitions.** Each RM release will define terms that are used in the release to facilitate comprehension of the requirements it sets forth. The terms will be listed in alphabetical order for easy reference.
4. **Responsibilities.** Each RM release will include statements of responsibility for those positions and offices accountable for the implementation of its requirements. The statements generally set forth responsibilities further detailed through the remainder of the Policy or D&S.
5. **Headings.** Every paragraph must have a number or letter assigned to it.
6. **Formatting.** For specific formatting requirements, see Appendix G of RM D&S, *Reclamation Manual (RM)*, RCD 03-01.

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Appendix D

Reclamation Manual
Directives and Standards

XXX ## ##

Reclamation Manual
Directives and Standards

Subject:

Purpose: The purpose statement must include the benefits realized by the issuance of the Directive and Standard (D&S).

Authority:

Approving Official: The approving official is the title of position approving the document.

Contact: The originating office name and mail code.

1. **Introduction.** Each Reclamation Manual (RM) release will include an introduction orienting the reader to its contents.
2. **Applicability.** Each RM release will state to whom the release applies.
3. **Definitions.** Each RM release will define terms that are used in the release to facilitate comprehension of the requirements it sets forth. The terms will be listed in alphabetical order for easy reference.
4. **Responsibilities.** Each RM release will include statements of responsibility for those positions and offices accountable for the implementation of its requirements. The statements generally set forth responsibilities further detailed through the remainder of the Policy or D&S.
5. **Headings.** Every paragraph must have a number or letter assigned to it.
6. **Formatting.** For specific formatting requirements, see Appendix G of RM D&S, *Reclamation Manual (RM)*, RCD 03-01.

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Appendix D

Reclamation Manual
Directives and Standards

XXX TRMR-##

Reclamation Manual
Policy / Directives and Standards

TEMPORARY RELEASE
(Expires mm/dd/yyyy)

Subject:

Purpose: The purpose statement must include the benefits realized by the issuance of the Policy/Directive and Standard (D&S).

Authority:

Approving Official: The approving official is the title of position approving the document.

Contact: The originating office name and mail code.

1. **Introduction.** Each Reclamation Manual (RM) release will include an introduction orienting the reader to its contents.
2. **Applicability.** Each RM release will state to whom the release applies.
3. **Definitions.** Each RM release will define terms that are used in the release to facilitate comprehension of the requirements it sets forth. The terms will be listed in alphabetical order for easy reference.
4. **Responsibilities.** Each RM release will include statements of responsibility for those positions and offices accountable for the implementation of its requirements. The statements generally set forth responsibilities further detailed through the remainder of the Policy or D&S.
5. **Headings.** Every paragraph must have a number or letter assigned to it.
6. **Formatting.** For specific formatting requirements, see Appendix G of RM D&S, *Reclamation Manual (RM)*, RCD 03-01.

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Appendix E

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Appendix X

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Appendix E

Reclamation Manual
Directives and Standards

7-2522B (.02/08)
Bureau of Reclamation

Reclamation Manual Approval Form

Reclamation Manual Release Number and Subject:

RCD 03-01 Reclamation Manual (RM)

Summary of Changes (if applicable):

Supersedes RCD TRMR-15, Release No. 249

Distribution Instructions (indicate office codes to send this release to):

Note: All releases will go to the RM distribution list which includes all Senior Executives, Area Managers, and specific offices that have requested a copy of each release.

List specific codes which you want copies of release sent to (e.g., program contacts).

Reviewed by 84-25500: Referred to Union No Union referral required

Jo-Marie Lisa, HR Specialist

(Date)

Approved by Union:

Roseann Gonzales, Director, OPPSe

(Date)

Approved by Management:

My signature below indicates my approval of this Reclamation Manual release. In addition, my signature certifies that this release (check the box that applies):

- May be reasonably anticipated to constitute significant guidance under the Office of Management and Budget's *Final Bulletin for Agency Good Guidance Practices No. 07-02* (<http://www.whitehouse.gov/omb/memoranda/fy2007/m07-07.pdf>) (Bulletin), but is **not** subject to the Bulletin because it meets the following exception(s) provided in section 1.3.(b) of the Bulletin:

Under the Bulletin, an RM release that meets any of the following four criteria constitutes significant guidance:

- (1) Lead to an annual effect on the economy of \$100 million or more or adversely affect in a material way the economy, a sector of the economy, productivity, competition, jobs, the environment, public health or safety, or State, local, or tribal governments or communities;
- (2) Create a serious inconsistency or otherwise interfere with an action taken or planned by another agency;
- (3) Materially alter the budgetary impact of entitlements, grants, user fees, or loan programs or the rights and obligations of recipients thereof; or
- (4) Raise novel legal or policy issues arising out of legal mandates, the President's priorities, or the principles set forth in Executive Order 12866, as further amended.

- Does not constitute significant guidance under the Bulletin's definition of significant guidance.

Roseann Gonzales, Director, Office of Program & Policy Services

(Date)

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7-2522C (2/08)
Bureau of Reclamation

Reclamation Manual Routing Slip

ORIGINATING OFFICE (include name and mail code)		PHONE (author)	
Shannon Kerstiens 84-52000		303-445-2894	
TYPE OF RECLAMATION MANUAL RELEASE (check one)		DATE	
<input type="checkbox"/> Delegations of Authority <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Directives and Standards <input type="checkbox"/> Temporary Release		12/01/2008	
SUBJECT			
RCD 03-01 Reclamation Manual (RM)			
ROUTING SEQUENCE	MAIL CODE	REVIEW AND COMMENT	NAME/DATE
1	84-52000	Kerstiens	NAME
			DATE
2	84-52000	Stock	NAME
			DATE
			NAME
			DATE
			NAME
			DATE
			NAME
			DATE
3	84-52000	ENSURE RECLAMATION MANUAL REQUIREMENTS MET	NAME
			DATE
4	84-25500	FOR DETERMINATION OF NEED FOR UNION CONCURRENCE <input type="checkbox"/> NO <input type="checkbox"/> YES (send to Union representative)	NAME
			DATE
		SIGNATURE OF UNION REPRESENTATIVE <input type="checkbox"/> CLEARED <input type="checkbox"/> NOT CLEARED	NAME
			DATE
5	84-50000	FOR APPROVAL SIGNATURE	NAME
			DATE
6	84-52000	ASSIGN RM CODE, DISTRIBUTE, AND OFFICIAL FILE	NAME
			DATE

Hand carry package to next office.

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7-2522A (2-08)
Bureau of Reclamation

Reclamation Manual Transmittal Sheet

Effective Date: 01/01/2009

Release No. 001

Please ensure that all employees who need this information are forwarded a copy of this release.

Reclamation Manual Release Number and Subject

RCD 03-01 Reclamation Manual

Summary of Changes

Supersedes RCD TRMR-15, Release No. 249

Filing Instructions

Remove Sheets

1-7
Appendices A-C

Insert Sheets

1-7
Appendices A-I

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>.

Filed by: _____

Date: _____

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Appendix F

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Directives and Standards

1. **Citing Authorities in Reclamation Manual Releases.** This Appendix describes basic citation forms for the types of authorities most commonly referenced in Reclamation Manual (RM) releases.
 - A. **Citing Order for Common Authorities.** Cite authorities in descending order of legal weight, as follows:
 - (1) Federal statutes:
 - (a) Reclamation laws, and
 - (b) other Federal laws;
 - (2) Executive Orders;
 - (3) regulations; and
 - (4) Department of the Interior directives.
 - B. **Federal Statutes.** A reference to a Federal statute in an RM release identifies the law by title or by date of enactment and cites, to the extent practicable, to the enacting session laws⁵ as published by Congress in the Statutes at Large⁶ (abbreviated “Stat.”) and to the law’s location in the United States Code (“USC”), if it has been codified.⁷
 - (1) **Title.** Identify the law by its official or established title (e.g., Reclamation Project Act of 1939) or, lacking a title, by the specific date of its enactment (e.g., Act of July 2, 1956).
 - (a) **Dates.** Full dates need not be provided for acts with official or established titles, though the year must be included (e.g., Reclamation Project Act of 1939).

⁵The term “session laws” here refers to the body of statutes enacted by Congress during any given session, especially as they constitute the contents of the Statutes at Large (see footnote 2).

⁶The Statutes at Large is an official compilation of the acts and resolutions that become law from each session of Congress, printed in chronological order. See *Black’s Law Dictionary*, 8th ed. 2004.

⁷The USC is the official multivolume published codification of Federal statutory law, organized by topic into 50 titles, which are divided into chapters and sections. The chapter numbers are normally omitted from citations because section numbers do not repeat within titles, making the chapter numbers unnecessary for finding cited sections.

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- (b) **Abbreviated Titles.** If an abbreviated title is used later in the same release, provide it in parentheses following the law’s full title (e.g., Reclamation Project Act of 1939 (1939 Act)). Do not provide an abbreviated title for a law referenced only once in the release.
- (2) **Citation.**
- (a) **Session Laws.**
- (i) Cite public law numbers for those laws that have them,⁸ followed by the citation to the statutes. Example: Reclamation Safety of Dams Act of 1978 (SOD Act) (Pub. L. 95-578; 92 Stat. 2471).

Explanation		
Pub. L.	95	578
Type of law ⁹	Number of enacting Congress	Sequential number of enactment among enactments by the identified Congress
92	Stat.	2471
Volume	Publication	Page

- (ii) If the act cited is a title or section within a larger public law, specify the title or section (e.g., Reclamation Reform Act of 1982 (Pub. L. 97-293, Title II; 96 Stat. 1263)).
- (iii) Include the chapter number in citations to the statutes for laws lacking public law numbers (e.g., Reclamation Act of 1902 (ch. 1093, 32 Stat. 388)).
- (b) **United States Code.**
- (i) Follow citation to the statutes with a citation to the USC for codified laws (e.g., Sale of Water for Miscellaneous Purposes Act of 1920 (Pub. L. 66-147; 41 Stat. 451; 43 USC 521)).

⁸Some laws predate the adoption of the public law numbering system and so lack public laws numbers.

⁹Congress enacts public and private laws. Public laws apply generally to the public. Private laws normally apply to specified individuals, businesses, or groups, and address some injury resulting from a government activity. For example, Private Law (abbreviated “Pvt. L.”) 69-396, enacted on February 25 1927, authorized compensation to specifically identified property owners for flood damages.

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Explanation		
43	USC	521
Title	Source	Section

- (ii) In citing generally to laws codified at multiple sequential sections in the USC, provide either the span of sections or the number of the first section followed by “et seq.”¹⁰ For example: Reclamation Reform Act of 1982 (Pub. L. 97-293, Title II; 96 Stat. 1263; 43 USC 390aa – 390zz-1 or 43 USC 390aa, et seq.).
- (c) **Citation to Specific Sections.**
- (i) When referring to a particular provision of law:
- (aa) cite the appropriate section(s) of the public law, if it has a number;
- (bb) cite its location in the Statutes at Large; and
- (cc) cite the USC, if it is codified.
- (ii) For example, to identify the source of legal authority for the statement “The Reclamation Reform Act of 1982 raised the acreage limitation on lands irrigated with water supplied by Reclamation,” use the following citation: “(Pub. L. 97-293, Title II, section 204; 96 Stat. 1265; 43 USC 390dd).”
- (d) **References in Text.** Do not repeat information in the citation that has already been provided in the text. For example, if the text in the paragraph above stated specifically that section 204 of the Reclamation Reform Act of 1982 raised the acreage limitation, the citation will omit the section number.
- (e) **Citation to Amended and/or Supplemented Laws.**
- (i) **General Reference.** If the intention is to cite to current law where the law cited has been amended and/or supplemented, simply follow the citation, outside the parentheses, with the appropriate phrase (i.e., “as

¹⁰“Et seq.,” abbreviated from *et sequentia*, means “and those (pages or sections) that follow.” *Black’s Law Dictionary*, 8th ed. 2004.

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amended,” “as supplemented,” or “as amended and supplemented” (or “and acts amendatory thereto,” “and amending acts,” and so forth)) (e.g., Reclamation Safety of Dams Act of 1978 (Pub. L. 95-578; 92 Stat. 2471; 43 USC 506, et seq.), as amended).

- (ii) **Specific Reference.** When citing to specific amendments and/or supplements, follow the primary citation with a full citation to the amending and/or supplementing law(s) (e.g., Reclamation Safety of Dams Act of 1978 (Pub. L. 95-578; 92 Stat. 2471; 43 USC 506, et seq.), as amended by the Reclamation Safety of Dams Act Amendments of 1984 (Pub. L. 98-404; 98 Stat. 1481).
- C. **Executive Orders.** Each Executive Order has its own number locating it in sequence among all Executive Orders. They are cited simply using this number headed by the standard abbreviation “EO.”
- D. **Code of Federal Regulations.**¹¹ A citation to the Code of Federal Regulations (CFR) identifies the title, the source (abbreviated as “CFR”), and the part and/or section. The CFR is organized topically into 50 titles, which are subdivided into chapters, and sometimes into subchapters and groups. These are further divided into parts, and the parts into sections. There are two basic citation forms: citation generally to a part and citation specifically to a section or sections. It is unnecessary to cite chapters, subchapters, and groups, since part and section numbers do not repeat within a single title.
- (1) **Citation Generally to a Part.** Cite the title, abbreviated name of the source, and the part number, identified as such (e.g., 43 CFR part 426).
- (2) **Citation to a Specific Section or Sections.** Cite the title, abbreviated name of the source, and the section(s) (e.g., 43 CFR section 426.5). Each section number includes the number of the part within which it appears, so that it is unnecessary to include the part number separately in a citation to a section of the CFR.
- E. **Departmental Manual.** The Department of the Interior’s Departmental Manual (DM) is organized by subject/agency into series. The series are divided into parts and chapters. A citation to the DM includes the part and chapter numbers (e.g., 155 DM 1 refers to Series: Organization; Part 155: Bureau of Reclamation; Chapter 1: Creation, Objectives, and Functions).

¹¹The CFR is the annual collection of executive-agency regulations published in the daily Federal Register, combined with previously issued regulations that are still in effect.

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- F. **Reclamation Manual Policy and Directives and Standards.** Spell out “Reclamation Manual” at the first textual reference to it in a release, and provide the abbreviation “RM” in parentheses. Do same with “Directive and Standard,” providing the abbreviation “D&S.” At the first textual reference to a particular RM Policy or D&S, include its title in italics, followed by its locating number in parentheses (e.g., Reclamation Manual (RM) Policy, *Bureau of Reclamation’s Directives System (the Reclamation Manual)*, RCD P03). Refer to the same RM Policy or D&S thereafter by its locating number (e.g., RCD P03).

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Reclamation Manual

Directives and Standards

Reclamation Manual Formatting Requirements

1. Header.

A. Font.

(1) Policy or Directive and Standard.

- (a) **Series (e.g., RCD 03-01).** Helvetica 10pt. If an appendix, include a row beneath the series (e.g., Appendix A).
- (b) **Reclamation Manual.** Arial 16pt.
- (c) **Policy/Directives and Standards.** Times New Roman 12pt.
- (d) **Temporary Release.** Insert a hard return after Policy/Directives and Standards, Times New Roman 12pt, caps, bold, and italics.
- (e) **(Expires mm/dd/yyyy).** Times New Roman 9pt, bold, and italics.

B. Horizontal Line.

- (1) Make sure there is a hard return after the line with “Policy” or “Directives and Standards.”
- (2) Place cursor on “Policy” or “Directives and Standards.”
- (3) Right click.
- (4) Choose “Paragraph.”
- (5) Set “Indentation” at “Left: -.5 inches” and “Right: -.5 inches.”
- (6) Click “OK.”
- (7) From task bar, select “Format.”
- (8) Choose “Borders and Shading.”
- (9) Select “Border Tab,” “Preview,” click “_____” (bottom), click “Apply to: Paragraph.”

2. Standard Headings.

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A. Subject, Purpose, Authority, and Approving Official.

- (1) Select first four paragraphs.
- (2) Right click.
- (3) Choose "Paragraph."
- (4) Set "Indentation" at "Left: 0 inches" and "Right: 0 inches."
- (5) Special: "Hanging."
- (6) By: 1.55 inches.
- (7) Click "OK."
- (8) From task bar, select "Format."
- (9) Choose "Tabs."
- (10) Select "Clear All."
- (11) Tab stop position: 1.55 inches.
- (12) Click "Set."
- (13) Click "OK."

B. Contact.

- (1) Place cursor on "Contact."
- (2) Right click.
- (3) Choose "Paragraph."
- (4) Set "Indentation" at "Left: -.5 inches" and "Right: -.5 inches."
- (5) Special: Hanging.

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- (6) By: 2.05 inches.
- (7) Click “OK.”
- (8) From task bar, select “Format.”
- (9) Choose “Tabs.”
- (10) Select “Clear All.”
- (11) Tab stop position: 0 inches, 1.55 inches.
- (12) Click “Set.”
- (13) Click “OK.”

C. Horizontal Line,

- (1) From task bar, select “Format.”
- (2) Choose “Borders and Shading.”
- (3) Select “Border Tab,” “Preview,” click “----” (top), click “Apply to: Paragraph.”

3. Body of Release.

A. First-Level Paragraph. The first-level paragraphs are numbered (e.g., 1., 2., 3.).

- (1) Right Click.
- (2) Choose “Paragraph.”
- (3) Set “Indentation” at “Left: 0 inches” and “Right: 0 inches.”
- (4) Special: Hanging.
- (5) By: .32 inches.

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- (6) Click "OK."
- (7) From task bar, select "Format."
- (8) Choose "Tabs."
- (9) Select "Clear All."
- (10) Tab stop position: .32 inches.
- (11) Click "Set."
- (12) Click "OK."

B. Second-Level Paragraph. The second-level paragraphs are identified by capital letters (e.g., A., B., C.).

- (1) Right Click.
- (2) Choose "Paragraph."
- (3) Set "Indentation" at "Left: .32 inches" and "Right: 0 inches."
- (4) Special: Hanging.
- (5) By: .32 inches.
- (6) Click "OK."
- (7) From task bar, select "Format."
- (8) Choose "Tabs."
- (9) Select "Clear All."
- (10) Tab stop position: .64 inches.
- (11) Click "Set."
- (12) Click "OK."

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- C. **Third-Level Paragraph.** The third-level paragraphs are numbered with parenthesis (e.g., (1), (2), (3)).
- (1) Right Click.
 - (2) Choose “Paragraph.”
 - (3) Set “Indentation” at “Left: .64 inches” and “Right: 0 inches.”
 - (4) Special: Hanging.
 - (5) By: .37 inches.
 - (6) Click “OK.”
 - (7) From task bar, select “Format.”
 - (8) Choose “Tabs.”
 - (9) Select “Clear All.”
 - (10) Tab stop position: 1.01 inches.
 - (11) Click “Set.”
 - (12) Click “OK.”
- D. **Fourth-Level Paragraph.** The fourth-level paragraphs are identified by lower-case letters in parenthesis (e.g., (a), (b), (c)).
- (1) Right Click.
 - (2) Choose “Paragraph.”
 - (3) Set “Indentation” at “Left: 1.01 inches” and “Right: 0 inches.”
 - (4) Special: Hanging.
 - (5) By: .32 inches.

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- (6) Click "OK."
 - (7) From task bar, select "Format."
 - (8) Choose "Tabs."
 - (9) Select "Clear All."
 - (10) Tab stop position: 1.33 inches.
 - (11) Click "Set."
 - (12) Click "OK."
- E. **Fifth-Level Paragraph.** The fifth-level paragraphs are numbered with lower-case Roman numerals in parenthesis (e.g., (i), (ii), (iii)).
- (1) Right Click.
 - (2) Choose "Paragraph."
 - (3) Set "Indentation" at "Left: 1.33 inches" and "Right: 0 inches."
 - (4) Special: Hanging.
 - (5) By: .32 inches.
 - (6) Click "OK."
 - (7) From task bar, select "Format."
 - (8) Choose "Tabs."
 - (9) Select "Clear All."
 - (10) Tab stop position: 1.65 inches.
 - (11) Click "Set."
 - (12) Click "OK."

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- F. **Sixth-Level Paragraph.** The sixth-level paragraphs are identified by double lower-case letters in parenthesis (e.g., (aa), (bb), (cc)).
- (1) Right Click.
 - (2) Choose “Paragraph.”
 - (3) Set “Indentation” at “Left: 1.65 inches” and “Right: 0 inches.”
 - (4) Special: Hanging.
 - (5) By: .32 inches.
 - (6) Click “OK.”
 - (7) From task bar, select “Format.”
 - (8) Choose “Tabs.”
 - (9) Select “Clear All.”
 - (10) Tab stop position: 1.97 inches.
 - (11) Click “Set.”
 - (12) Click “OK.”
4. **Footer.** Type (xxx) mm/dd/yyyy on first line of footer. Type “New Release or Supersedes (xxx) mm/dd/yyyy” as appropriate on the second line.
- A. **Font.** Helvetica 10pt.
 - B. **Page Numbers.**
 - (1) Click “Insert.”
 - (2) Click “Page Numbers.”
 - (3) Click “Bottom of page (Footer).”

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- (4) Alignment: Right.
- (5) Click “OK.”
- (6) Click on page number in footer and insert the word “Page” prior to the number (e.g., Page 1). If an appendix, include the appendix letter prior to the number (e.g., Page A1).

C. Horizontal Line.

- (1) Place cursor on “(xxx) mm/dd/yyyy” in first line of footer.
- (2) Right click.
- (3) Choose “Paragraph.”
- (4) Set “Indentation” at “Left: -.5 inches” and “Right: -.5 inches.”
- (5) Click “OK.”
- (6) From task bar, select “Format.”
- (7) Choose “Borders and Shading.”
- (8) Select “Border Tab,” “Preview,” click “----” (top), click “Apply to: Paragraph.”

5. Miscellaneous Formatting Requirements.

A. Contact.

- (1) **Policy.** Contacts for Policy are at the Senior Executive level (e.g., Management Services Office, 84-27000; Office of Program and Policy Services, 84-50000).
- (2) **Directives and Standards.** Contacts for Directives and Standards are at the office level (e.g., Maintenance Services Office, 84-57000; Business Analysis Division, 84-27400).

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- B. **Body.** The body of every Policy or Directive and Standard must be stated as requirements and use such words as will, must, and shall.

- C. **Paragraphs.**
 - (1) Paragraph numbers are not bolded, but paragraph headings are bolded and first letters are capitalized. Paragraph headings must be consistent (e.g., if (1) has a heading then (2) has to have a heading).

 - (2) Outline rules apply, if there is a (1) there must be a (2).

- D. **Acronyms.** Acronyms are established the first time the term is used, and then the acronym is used. Originating office will determine if they want to use acronyms in the Subject, Purpose, Authority, Approving Official, Contact section of the release or in paragraph titles, but their use must be consistent throughout the release.

- E. **Lists.**
 - (1) If a list completes the sentence, and there is no paragraph title, the first word of each of the list item is not capitalized, and each line of the list ends with a comma (,) or a semicolon (;).

Example
Reclamation Manual Release. (1) An RM release is a written document that: <ul style="list-style-type: none">(a) states one or more Reclamation-wide requirement;(b) sets the framework and provides direction for management decisions;(c) initiates or governs actions, conduct, or procedures; and/or(d) establishes results to be achieved.

- (2) If a listing has complete sentences intermingled with statements that complete a sentence, each line of the list ends with a period (.).

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Example
<p>A. Originating Office. The originating office will:</p> <ol style="list-style-type: none">(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 <i>Inventory of Reclamation Manual Policy and Directives and Standards Development Efforts</i>.(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 its approval of the final product.(3) Identify RM releases that a new release supersedes.(4) Distribute each final draft RM release under the signature of the organizational directorate identified in Appendix A to all Senior Executives, regional policy contacts, area managers, and program coordinators for an internal review and comment period of at least 30 calendar days. (See Appendix C for a sample memorandum requesting review and comment of an RM release and identifying regional policy contacts. This memorandum is a sample and executive assistants are responsible for ensuring compliance with Reclamation correspondence requirements.)

- (3) If a listing has paragraph titles, each line will end with a period (.) regardless of whether the list is made up of complete sentences.

Example
<p>(2) The four types of RM releases are:</p> <ol style="list-style-type: none">(a) Delegations of Authority. Delegations of Authority consist of Reclamation-wide redelegations of the Commissioner’s authority. Put in reference when available.(b) Policy. Policy reflects the Commissioner’s leadership philosophy and principles and defines the general framework in which Reclamation pursues its mission. Policy is structured

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to provide flexibility in its implementation at the local level.

- (c) **Directives and Standards.** D&S provide the level of detail necessary to ensure consistent application of their requirements. D&S are structured to provide flexibility in their implementation at the local level.
- (d) **Temporary Reclamation Manual Releases.** Reclamation issues Temporary Reclamation Manual Releases (TRMRs) to accelerate the release of Delegations of Authority, Policy, and D&S or make temporary changes in requirements. TRMRs will be incorporated permanently into the RM within 1 year or expire. Requirements for final approval of TRMRs are identical to those for permanent releases. TRMRs have the full force of permanent Delegations of Authority, Policy, or D&S (Paragraphs 3.C.(2)(a)-(c)).

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7-2523 (2-08)
Bureau of Reclamation

Reclamation Manual Review and Certification

Originating Office: Program Support Services Office, 84-520000 Date: 12/31/2011

Reclamation Manual Release Number and Subject:

RCD 03-01 Reclamation Manual (RM)

Date of Release: 01/01/2009

Reclamation Senior Executives are responsible for keeping Reclamation Manual releases they approve current and ensure that the releases are cancelled when no longer needed. The release identified above has been reviewed for:

- potential conflict with law, regulations, and other Reclamation Manual releases;
 - nature and extent of complaints or comments received which suggest the release does not meet the needs of the user; and
 - potential efficiency, clarity, and transparency improvements.
-

Based on the review, the release needs:

- to be cancelled (prepare Reclamation Manual Approval Form No. 7-2522B and forward to 84-52000).
 - substantive revisions – target completion date: _____. Please provide information to 84-52000 to include on the *Inventory of Reclamation Manual Policy and Directives and Standards Development Efforts*.
 - minor changes – target completion date: _____.
 - no revision.
-

Comments:

Shannon Kerstiens, Program Analyst

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Sample Memorandum Approving Minor Revisions

The following is a sample transmittal memorandum approving minor revisions to a Reclamation Manual release. The highlights indicate information that must be customized for each release.

Mail code

RIM-1.10

MEMORANDUM

To: Director, Office of Program and Policy Services
Attention: 84-52000 (Kerstiens)

From: Senior Executive Approving Official
Title

Subject: Approval of Minor Revision to Reclamation Manual (RM) Policy/Directive and Standard

Today I have authorized minor revisions to RM Policy/Directive and Standard, *Subject of Reclamation Manual Release, XXX P## / XXX ##-##* (RM Release No. ###).

Must include a description of minor change.

My authorization is consistent with the requirements of Paragraph 7.C. of RM Directive and Standard RCD 03-01. Please insert the attached edited and approved version into the RM.

Attachment

Copies of memorandum and attachments to be sent at the discretion of author.