



United States Department of the Interior

BUREAU OF RECLAMATION
Washington, DC 20240



JAN - 5 - 2007

IN REPLY REFER TO:

96-42000
ADM-1.10

MEMORANDUM

To: Deputy Commissioner, Policy, Administration and Budget
Director, Office of Program and Policy Services
Chief of Staff
Regional Directors
Attn: PN-1000, MP-100, LC-1000, UC-100, GP-1000

From: Robert W. Johnson
Commissioner

Subject: Decision Related to Managing For Excellence Team 4 -- Final Recommendations

For those items where you have been specifically identified, you are hereby directed to take the appropriate actions necessary to implement the recommendations associated with decision making contained in the attached document, *Managing for Excellence Team 4 - Final Recommendations*. The actions are summarized below.

- All Directors should communicate decisions that have been made which have Reclamation-wide implications.
- The Director, OPPS, should evaluate the potential for incorporating Departmental guidance related to the compilation of Decision Files and Administrative Records into the Reclamation Manual. As appropriate, OPPS should participate in any Departmental effort to address the subject matter in the Departmental Manual.
- The Chief of Staff should communicate to Reclamation staff the role of the RLT and associated processes, including how related information will be shared.

Attachment

cc: 91-00000, 91-10000, 92-00000, 94-00000, 96-42000, 94-30000, 96-00000, 96-00001
84-200000, 84-21000, 84-40000, 84-44000, 84-50000 (Gonzales, Lindell),
86-60000 (Bach, Medina), 86-68000 (Gabaldon, Weitkamp)
PN-1000, SRA-1100
MP-100 (Rodgers, Schlueter), MP-103
LC-100, UC-100, UC-700, GP-1000, GP-1200

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