

# Reclamation Manual

## Directives and Standards

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### 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<sup>1</sup>” 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.”

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<sup>1</sup>Ensure that Microsoft Word is set to inches. Select “Tools,” “Options,” “General Tab,” “Measurement Units = Inches.”

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### 2. **Standard Headings.**

#### 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.
- (6) By: 2.05 inches.

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- (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.
- (6) Click "OK."
- (7) From task bar, select "Format."
- (8) Choose "Tabs."

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- (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."

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."

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- (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.
- (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.”

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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."

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."

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- (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 P## or XXX ##-## (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).”
    - (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.”

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- (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; Policy and Program 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).

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.

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### 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 (;).

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

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

<b>Example</b>
A. <b>Originating Office.</b> The originating office will: <ul style="list-style-type: none"><li>(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 <a href="#"><i>Inventory of Reclamation Manual Policy and Directives and Standards Development Efforts</i></a>.</li><li>(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.</li><li>(3) Identify RM releases that a new release supersedes.</li><li>(4) Distribute each final draft RM release under the signature of the organizational directorate identified in Appendix A of RCD P03 to all Senior Executives, directorate RM contacts, area managers, and program coordinators for an <b>internal</b> 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</li></ul>

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Appendix B for a sample memorandum requesting review and comment of an RM release and directorate RM contacts. This memorandum is a sample. 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

- (2) The three types of RM releases are:
- (a) **Policy.** Policy reflects the Commissioner's leadership philosophy and principles and defines the general framework in which Reclamation pursues its mission. Policy is structured to encourage innovation to accomplish implementation at the local level.
  - (b) **Directives and Standards.** D&S provide the level of detail necessary to ensure consistent application of their requirements. D&S are also structured to encourage innovation to accomplish implementation at the local level.
  - (c) **Temporary Reclamation Manual Releases.** Reclamation issues Temporary Reclamation Manual Releases (TRMRs) to accelerate the release of Policy and D&S or make temporary changes in requirements. TRMRs will either 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 Policy or D&S (Paragraphs 3.D.(2)(a)-(b)).