

Reclamation Manual

Policy

Subject: Overall Administrative Management Policy

Purpose: To ensure that Reclamation can effectively carry out its program mission by providing efficient and effective overall Administrative Management.

This policy statement provides the broad framework of goals, strategies, and principles which will guide Administrative Management in Reclamation. Administrative Management includes the areas of:

Acquisition Management	Budget Management
Financial Management	Human Resources Management
Information Resources Management	Property Management
Records Management	Safety Management

Authority: See each appropriate directive.

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1. **Administrative Management Policies.** It is the policy of the Bureau of Reclamation to provide effective and efficient overall Administrative Management by ensuring that:
 - A. Within the constraints set by law and appropriate regulatory requirements, Reclamation Administrative Management will seek to reduce costs, promote efficiency, and improve services.
 - B. In the interests of efficiency, Administrative Management procedures common to all Reclamation offices will be uniform.
 - C. All Administrative Management directives require the minimum constraints necessary to provide Reclamation-wide implementation of the policies of the Commissioner, the Secretary, the President, and other officials of the Executive Branch.
 - D. All Administrative Management procedures will be designed to allow responsible managers an appropriate degree of discretion and judgement in accomplishing their duties.