

Reclamation Manual

Directives and Standards

Subject: Area Manager Funds - Criteria

Purpose: Ensures that the costs of appropriate activities are properly charged to Area Manager Funds in a consistent manner throughout Reclamation.

Authority: Reclamation Project Act of 1902 and Supplementary Acts; Title 43 U.S.C. 377, Fact Finders Act of 1924, Subsection O, as amended.

Contact: Water Resources Office, D-5500; Associate Director, Operations, D-6000

1. **Background.** Area Manager funds (AM funds) were introduced within Reclamation in FY 1997 in recognition of the fact that Area Managers were playing an expanded role in the broader policy issues and administration activities within Reclamation.
2. **Criteria.**
 - A. AM funds are nonreimbursable and a part of the Water and Related Resources appropriation. AM funds are to be used only by Area Managers, Deputy/Assistant Area Managers, and area office staff as provided in paragraph 2B below.
 - B. AM funds are to be used, to the extent available, only by Area Managers and Deputy/Assistant Area Managers for appropriate policy issues and management expenses where no other authorized funding source exists. Area Office staff are allowed to use AM funds only to the extent that the staff is providing direct support to the Area Manager or Deputy/Assistant Area Manager during the conduct of activities charged to AM funds. Direct support does not include conducting the activity for the Area Manager, but means direct clerical and technical support to assist the Area Manager.
3. **Examples of Appropriate Uses.**
 - A. **Meetings.** Policy meetings and conferences attended by the Area Manager that are not related to a project or program that has specific line item funding.
 - B. **Correspondence.** Area Manager responses to congressional or other correspondence that is not related to a project or program that has specific line item funding.
 - C. **Law Suits or Adjudications.** Work by the Area Manager associated with lawsuits, such as depositions or adjudication, where no clear project or program funding source exists.

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- D. **Outside Inquiries and Discussions.** Contacts from Federal and local agencies to the Area Manager regarding general Reclamation-wide matters where no funding source currently exists. Also, for contacts from the general public to the Area Manager seeking information regarding Reclamation policy, law, etc.
 - E. **Policy Review.** Responses by the Area Manager to requests to review policies or other matters for which no program has been established or is available to the Area Office. Policy review by Area Office staff should not be charged to AM funds.
4. **Examples of Inappropriate Uses.**
- A. General Area Office expenses, such as furniture or equipment acquisitions, moves, budget formulation or tracking, or other similar “cost of doing business” or administrative-type expenses.
 - B. Activities which can be identified to a specific project or activity (output), as addressed within *Standard Processes of Costing (SPOC) Business Practices*, dated September 1999.