

Reclamation Manual

Directives and Standards

Sample Purpose Statement for External Comment

The following is a sample 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.

DRAFT RECLAMATION MANUAL RELEASE

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.