

Reclamation Manual

Directives and Standards

Formatting Templates for Policy, Directives and Standards, Temporary Reclamation Manual Releases, and Appendices

XXX P##

Reclamation Manual

Policy

Subject:

Purpose: The purpose statement must include the benefits realized by the issuance of the Policy.

Authority:

Approving Official: Commissioner

Contact: The Senior Executive of the program function and mail code.

1. **Introduction.** Each Reclamation Manual (RM) release will include an introduction orienting the reader to its contents.
2. **Applicability.** Each RM release will state to whom the release applies.
3. **Definitions.** Each RM release will define terms that are used in the release to facilitate comprehension of the requirements it sets forth. The terms will be listed in alphabetical order for easy reference.
4. **Responsibilities.** Each RM release will include statements of responsibility for those positions and offices accountable for the implementation of its requirements. The statements generally set forth responsibilities further detailed through the remainder of the Policy or Directive and Standard (D&S).
5. **Headings.** Every paragraph must have a number or letter assigned to it.
6. **Formatting.** For specific formatting requirements, see Appendix E of RM D&S, *Reclamation Manual (RM) Release Procedures*, RCD 03-01.

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Reclamation Manual

Directives and Standards

Subject:

Purpose: The purpose statement must include the benefits realized by the issuance of the Directive and Standard (D&S).

Authority:

Approving Official: The approving official is the title of position approving the document.

Contact: The originating office name and mail code.

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XXX TRMR-##

Reclamation Manual

Policy / Directives and Standards

TEMPORARY RELEASE
(Expires mm/dd/yyyy)

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Authority:

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TEMPORARY RELEASE / SUPERSEDES (###) mm/dd/yyyy

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Appendix X

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Policy/Directives and Standards

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NEW RELEASE/SUPERSEDES (###) mm/dd/yyyy

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