

Reclamation Manual

Directives and Standards

Samples of Completed Reclamation Manual Routing, Approval, and Transmittal Forms

7-2522C (2/08)
Bureau of Reclamation

Reclamation Manual Routing Slip

ORIGINATING OFFICE (include name and mail code) Shannon Rizzi 84-52000		PHONE (author) 303-445-2894	
TYPE OF RECLAMATION MANUAL RELEASE (check one) <input type="checkbox"/> Delegations of Authority <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Directives and Standards <input type="checkbox"/> Temporary Release		DATE 06/02/2008	
SUBJECT RCD 03-01 Reclamation Manual (RM) Release Procedures			
ROUTING SEQUENCE	MAIL CODE	REVIEW AND COMMENT	NAME/DATE
1	84-52000	S. Rizzi	NAME
			DATE
2	84-52000	K. Stock	NAME
			DATE
			NAME
			DATE
			NAME
			DATE
			NAME
			DATE
3	84-52000	ENSURE RECLAMATION MANUAL REQUIREMENTS MET	NAME
			DATE
4	84-25500	FOR DETERMINATION OF NEED FOR UNION CONCURRENCE <input type="checkbox"/> NO <input type="checkbox"/> YES (send to Union representative)	NAME
			DATE
		SIGNATURE OF UNION REPRESENTATIVE <input type="checkbox"/> CLEARED <input type="checkbox"/> NOT CLEARED	NAME
			DATE
5	84-50000	FOR APPROVAL SIGNATURE	NAME
			DATE
6	84-52000	ASSIGN RM CODE, DISTRIBUTE, AND OFFICIAL FILE	NAME
			DATE

Hand carry package to next office.

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Directives and Standards

7-2522B (.02/08)
Bureau of Reclamation

Reclamation Manual Approval Form

Reclamation Manual Release Number and Subject:

RCD 03-01 Reclamation Manual (RM) Release Procedures

Summary of Changes (if applicable):

Supersedes RCD TRMR-15, Release No. 249

Distribution Instructions (indicate office codes to send this release to):

Note: All releases will go to the RM distribution list which includes all Senior Executives, Area Managers, and specific offices that have requested a copy of each release.

List specific codes which you want copies of release sent to (e.g., program contacts).

Reviewed by 84-25500: Referred to Union No Union referral required

Jo-Marie Lisa, HR Specialist

(Date)

Approved by Union:

(Name and Title)

(Date)

Approved by Management:

My signature below indicates my approval of this Reclamation Manual release. In addition, my signature certifies that this release (check the box that applies):

- May be reasonably anticipated to constitute significant guidance under the Office of Management and Budget's *Final Bulletin for Agency Good Guidance Practices No. 07-02* (<http://www.whitehouse.gov/omb/memoranda/fy2007/m07-07.pdf>) (Bulletin), but is **not** subject to the Bulletin because it meets the following exception(s) provided in section I.3. (b) of the Bulletin:

Under the Bulletin, an RM release that meets any of the following four criteria constitutes significant guidance:

- (1) Lead to an annual effect on the economy of \$100 million or more or adversely affect in a material way the economy, a sector of the economy, productivity, competition, jobs, the environment, public health or safety, or State, local, or tribal governments or communities;
- (2) Create a serious inconsistency or otherwise interfere with an action taken or planned by another agency;
- (3) Materially alter the budgetary impact of entitlements, grants, user fees, or loan programs or the rights and obligations of recipients thereof; or
- (4) Raise novel legal or policy issues arising out of legal mandates, the President's priorities, or the principles set forth in Executive Order 12866, as further amended.

- Does not constitute significant guidance under the Bulletin's definition of significant guidance.

Roseann Gonzales, Director, Policy and Program Services

(Date)

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7-2522A (2-08)
Bureau of Reclamation

Reclamation Manual Transmittal Sheet

Effective Date: 06/30/2009

Release No. 001

Please ensure that all employees who need this information are forwarded a copy of this release.

Reclamation Manual Release Number and Subject

RCD 03-01 Reclamation Manual (RM) Release Procedures

Summary of Changes

Supersedes RCD TRMR-15, Release No. 249

Filing Instructions

Remove Sheets

1-7
Appendices A-C

Insert Sheets

1-7
Appendices A-I

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>.

Filed by: _____

Date: _____