

Reclamation Manual

Directives and Standards

Subject: Departmental Manual

Purpose: This directive establishes a central control point for submitting Bureau of Reclamation (Reclamation) proposed Departmental Manual releases.

Authority: Department of the Interior Departmental Manual, Parts 101 DM 3.5 and 381 DM 1.7C(3)

Contact: Records and Office Services Group, D-7924

1. **Responsibilities of Reclamation's Directives Officer.** Reclamation's Directives Officer is located in the Records and Office Services Group. In addition to managing Reclamation's directives system, the Reclamation Manual, the Directives Officer is designated as the central control point for coordinating, monitoring, and tracking all proposed Departmental Manual (DM) releases initiated by Reclamation.
2. **Procedures for Submitting a DM Release.** When a Reclamation program office needs to prepare a DM release, D-7924 will provide guidance on the correct format. The final version of each DM release will be forwarded to D-7924 for submission to the Department of the Interior. D-7924 will serve as liaison with the Department in securing clearance reviews and publication of the DM release.