

Reclamation Manual

Directives and Standards

Subject:	Reclamation Manual (RM) Release Procedures
Purpose:	Establishes requirements for managing the RM and prescribes a system for developing and issuing RM releases. The benefits of this Directive and Standard (D&S) are improved internal and external communication, efficiency, and transparency of RM requirements.
Authority:	381 Departmental Manual (DM) 1, <i>Directives Management</i> ; and 200 DM 1, <i>Delegation of Authority</i>
Approving Official:	Director, Policy and Program Services
Contact:	Program Services Office (84-52000)

1. **Introduction.** The Department of the Interior requires each of its bureaus to establish a directives system setting forth its bureau-wide requirements (see 381 DM 1.2). The Bureau of Reclamation's directives system is the RM. For a description of the RM, see RM Policy, *Bureau of Reclamation's Directives System (the Reclamation Manual (RM))*, [RCD P03](#). For information on requesting a waiver from an RM requirement, see RM D&S, *Request for Waiver from a Reclamation Manual Requirement and Approval or Disapproval of the Request*, [RCD 03-03](#). The RM is available at <http://www.usbr.gov/recman>.
2. **Applicability.** This D&S applies to all Reclamation employees who participate in the development, review, and approval of RM releases. It has limited applicability to discretionary guidance documents. See Paragraphs 3.A. and 10 of RCD P03 for information regarding discretionary guidance.
3. **Definitions.** See Paragraph 3 of RCD P03 for definitions applicable to this D&S.
4. **Responsibilities.**
 - A. **RCD P03.** The following responsibilities are established in addition to those in Paragraph 4 of RCD P03 in regard to the origination, review, and issuance of RM releases.
 - B. **Reclamation Manual Manager.** The RM manager issues final RM releases and serves as Reclamation's consultant in all matters related to managing the RM including:
 - (1) communicating RM-related activities inside and outside of the organization to create a transparent RM process;
 - (2) providing training and guidance on the RM requirements and on writing RM releases;

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- (3) advising managers, supervisors, and employees on the development of RM releases; and
 - (4) responding to questions concerning RM procedures.
5. **Origination, Review, and Issuance of Reclamation Manual Releases.** See Appendix A for a graphic illustration of the process for originating, reviewing, and issuing RM releases.
- A. **Originating Office.** The originating office will:
- (1) Notify the RM manager (84-52000) when development of new RM releases or substantial revisions to existing RM releases is undertaken to ensure proper maintenance of the [*Inventory of Reclamation Manual Policy and Directives and Standards Development Efforts*](#).
 - (2) During the drafting stages, provide coordination with all offices in Reclamation that may be affected by a specific RM release, particularly regional and field staff and management involved in the program related to the RM release, and consult with interested offices to expedite approval of the final product.
 - (3) Identify RM releases that a new release supersedes.
 - (4) Distribute the draft RM release under the signature of the organizational directorate identified in Appendix A of RCD P03 to all Senior Executives, directorate RM contacts, area managers, and program coordinators for an **internal** review and comment period of at least 30 calendar days. This memorandum must explain the reason Reclamation is issuing the RM release and identify the staff involved in developing the draft RM release. See Appendix B for a sample memorandum requesting review and comment of an RM release and directorate RM contacts. This memorandum is a sample. Executive assistants are responsible for ensuring compliance with Reclamation correspondence requirements.
 - (a) The originating office will coordinate disposition of internal comments received and make appropriate revisions to the RM release. The originating office will facilitate discussion with commenting offices, particularly regional and area office staff and management involved in the program related to the RM release, to resolve conflicting comments prior to determining final disposition of comments received. If necessary, the originating office will consult its Senior Executive.
 - (b) When the originating office consults its Senior Executive because disposition of a comment cannot be resolved, the Senior Executive of the program will consult with the Senior Executive(s) making the comment, and either make a decision on the disposition of the comment or elevate disposition of the

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comment to the appropriate Deputy Commissioner(s). If necessary, the Commissioner will determine the disposition of the comment.

- (5) Submit the draft RM release, under the e-mail account of the appropriate Senior Executive identified in Appendix A of RCD P03, to the RM manager (84-52000) to post on the RM website for an **external** review and comment period of at least 30 calendar days. The submittal must include the following:
 - (a) an electronic file in Microsoft Word providing a background of the RM release and a statement of its purpose (see Appendix C for a sample statement);
 - (b) the e-mail address of the author to which the public will submit comments;
 - (c) the due date for comments (must be at least 30 calendar days from the date the release is posted on the RM website); and
 - (d) an electronic file in Microsoft Word of the draft RM release and appendices, if applicable.
- (6) Maintain a record of all significant¹ **internal and external** comments received on a draft RM release and the final disposition of each comment, and submit an electronic copy in Microsoft Word to the RM manager (84-52000).²
- (7) Ensure formatting of RM Policy, D&S, and Temporary Reclamation Manual Releases meet the requirements identified in the templates provided in Appendix D and the formatting requirements provided in Appendix E.
- (8) Obtain the required review and approval of RM releases using the *Reclamation Manual Routing Slip* (Form No. [7-2522C](#)) and the *Reclamation Manual Approval Form* (Form No. [7-2522B](#)). See Appendix F for samples of completed forms.
- (9) Provide the RM manager (84-52000) a hard copy of the final RM release with the signed routing and approval forms (Form Nos. 7-2522C and 7-2522B) and an e-mail with an electronic copy of the final RM release in Microsoft Word.

¹Comments concerning items such as commas, typographical errors, and RM formatting are not considered significant, and recording the disposition of such comments is not required.

²Communicating the disposition of internal and external comments beyond submittal to the RM manager is **not** required unless specifically requested by a commenter. See Paragraph 5.C.(1)(d) for the RM manager's responsibilities for making disposition of comments available.

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B. Reviewing Offices. Offices reviewing draft RM releases will:

- (1) Provide any comments to the originating office by the stated due date or obtain an extended comment period. The originating office will assume the concurrence of any reviewing office from which it does not receive a response by the stated or extended due date.
- (2) Consolidate and submit all comments associated with draft RM releases under the signature of the Senior Executive.

C. Reclamation Manual Manager. The RM manager will:

- (1) manage the RM records, which consists of:
 - (a) posting draft RM releases on the RM website for external review and comment;
 - (b) maintaining the official approval records for all RM releases in hard copy;
 - (c) ensuring current RM releases are readily available on the Internet; and
 - (d) posting comments received and their disposition on the Policy and Program Services Intranet website.
- (2) finalize all RM releases, which includes:
 - (a) producing final RM releases from Microsoft Word files supplied by the originating office;
 - (b) assigning the RM release numbers and issue dates (the dates on which RM releases are signed by approving officials);
 - (c) completing the *Reclamation Manual Transmittal Sheet* (Form No. [7-2522A](#)) (see Appendix F) and forwarding RM releases for reproduction and distribution to the RM distribution list and as directed by the originating office on Form No. 7-2522B;
 - (d) posting final RM releases on the RM website; and
 - (e) providing quarterly Distribution E³ of RM activity.

³A Distribution E is a mailing that is sent to all Reclamation employees.

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6. **Standard Elements.** Each RM release will include all of the following:
- A. **Standard Headings.**
- (1) **Subject.** Each RM release will include a title describing the subject matter being addressed.
 - (2) **Purpose.** Each RM release will include a statement setting forth its purpose and intended benefits.
 - (3) **Authority.** Each RM release will explicitly identify its underlying authority. See Appendix G for details regarding proper citation of authority.
 - (4) **Approving Official.** Each RM release will identify the official who has the authority to approve the release.
 - (5) **Contact.** Each RM release will identify the office that developed the release and include its organizational code.
- B. **Standard Contents.**
- (1) **Introduction.** Each 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 D&S.
7. **Review of and Revisions to Reclamation Manual Releases.** The Senior Executive responsible for the program related to the RM release will:
- A. **Biennial Review.** Review it at least every 2 years, as required by 381 DM 1.8.G., to ensure that it is current and that the requirements respond to the needs of Reclamation and its stakeholders.

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- (1) If the Senior Executive determines that the release requires substantial revision, the process provided in Paragraph 5 must be followed. If the Senior Executive determines that the release is obsolete, the process provided in Paragraph 7.D. must be followed.
 - (2) The originating office will document its biennial reviews using the *Reclamation Manual Review and Certification* (Form No. [7-2523](#)) (see Appendix H), maintain records of all reviews completed, and submit a copy of the completed Form No. 7-2523 to the RM manager (84-52000).
 - (3) To allow sufficient time for all existing RM releases to be reviewed, reviews of RM releases predating this release must be documented as described in Paragraph 7.A.(2) within 5 years from the date of this release. After 5 years, RM releases predating this release will enter the 2-year review cycle.
- B. **Substantive Revision.** Follow the procedures in Paragraphs 5 and 6 when substantive revisions are made.
- C. **Minor Revision.** Approve minor revisions to RM releases by preparing a memorandum, signed by the Senior Executive of the program function, to the RM manager (84-52000). The RM release will be reissued by the RM manager with a notation of minor revision. See Appendix I for a sample memorandum.
- D. **Rescission.** Rescind obsolete RM releases using Form No. 7-2522B.
8. **Appendices.**
- A. **Appendix A.** Process for Originating, Reviewing, and Issuing a Reclamation Manual Release.
 - B. **Appendix B.** Sample Memorandum Requesting Internal Review and Comment.
 - C. **Appendix C.** Sample Purpose Statement for External Comments.
 - D. **Appendix D.** Formatting Templates for Policy, Directives and Standards, Temporary Reclamation Manual Releases, and Appendices.
 - E. **Appendix E.** Reclamation Manual Formatting Requirements.
 - F. **Appendix F.** Samples of Completed Reclamation Manual Routing, Approval, and Transmittal Forms.
 - G. **Appendix G.** Citing Authorities in Reclamation Manual Releases.

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- H. **Appendix H.** Sample of Completed Reclamation Manual Review and Certification Form.
- I. **Appendix I.** Sample Memorandum Approving Minor Revisions.