

# Reclamation Manual

## Policy

<b>Subject:</b>	Bureau of Reclamation's Directives System – Reclamation Manual
<b>Purpose:</b>	Establishes the Reclamation Manual (RM) as Reclamation's directives system. The benefits of this Policy are improved internal and external communication, efficiency, consistency, and transparency of Reclamation-wide requirements for doing business.
<b>Authority:</b>	381 Departmental Manual (DM) 1, <i>Directives Management</i> ; and 200 DM 1, <i>Delegation of Authority</i>
<b>Approving Official:</b>	Commissioner
<b>Contact:</b>	Director, Policy and Administration (Policy); Business and Administrative Services Division; Program Services Office (84-52100)

### 1. Introduction.

- A. 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). Reclamation's directives system is the RM. The RM supersedes the sunset Reclamation Instructions in its entirety.
  - B. Requirements set forth in the RM do not supersede those set forth in higher-level authorities, such as statutes, regulations, Executive Orders, Office of Management and Budget Circulars and Bulletins, Secretarial Orders, and departmental directives.<sup>1</sup>
2. **Applicability.** This Policy applies to all Reclamation employees who participate in the development and approval of RM releases. It has limited applicability to discretionary guidance documents. See Paragraph 3.A., defining "Discretionary Guidance" and see Paragraph 10 for pertinent requirements.
  3. **Definitions.** For the purposes of this Policy, RM Directive and Standard (D&S), *Reclamation Manual Release Procedures* ([RCD 03-01](#)), and RM D&S, *Request for Deviation from a Reclamation Manual Requirement and Approval or Disapprove of the Request* (RCD 03-03), the terms in this Paragraph are defined as follows:
    - A. **Discretionary Guidance.** Explains, but does not create, requirements and provides guidance for implementation. Examples of discretionary guidance include handbooks, manuals, guidebooks, and other instructional materials.

<sup>1</sup>While these are not part of the RM, the RM Web site provides direct links to supplements to higher-level regulations, such as the Federal Acquisition Regulation and Federal Property Management Regulation.

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- B. **Program.** An agency function (e.g., water contracting, accounting, resource management) through which Reclamation performs activities and provides services in support of its mission.
- C. **Reclamation Manual.** The RM consists of the current set of RM releases, which establish requirements, assign program responsibility, and establish and document required methods of doing business. It is divided into four components according to the four types of RM releases identified in Paragraph 3.D.(2). The RM references higher-level requirements but does not restate them.
- D. **Reclamation Manual Release.**
- (1) An RM release is a written document:
    - (a) stating one or more Reclamation-wide requirements;
    - (b) setting the framework and providing direction for management decisions;
    - (c) governing actions, conduct, or procedures; and/or
    - (d) describing results to be achieved.
  - (2) The four types of RM releases are:
    - (a) **Delegations of Authority.** Delegations of Authority consist of Reclamation-wide re-delegations of the Commissioner's authority.
    - (b) **Policy.** Policy reflects the Commissioner's leadership philosophy and principles and defines the general framework in which Reclamation pursues its mission. Policy is structured to encourage innovation to accomplish implementation at the local level.
    - (c) **Directives and Standards.** D&S provide the level of detail necessary to ensure consistent application of requirements. D&S are also structured to provide flexibility to local offices, allowing the unique aspects of each Reclamation project and program to be taken into consideration.
    - (d) **Temporary Reclamation Manual Releases.** Temporary Reclamation Manual Releases (TRMRs) are issued to accelerate the release of Policy and D&S or make temporary changes in requirements. TRMRs will either be incorporated permanently into the RM within 1 year or expire. Requirements for final approval of TRMRs are identical to those for permanent releases [see Paragraph 5.A.(7) of RCD 03-01]. TRMRs have the full force of permanent Policy or D&S [Paragraphs 3.D.(2)(b)-(c)].

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### 4. Responsibilities.

- A. **Commissioner.** The Commissioner is responsible for approving RM requirements and deviations from the requirements in RM Policy and TRMR Policy [see Paragraph 6.Q.(2)(a) of RM Delegations of Authority]. See RM D&S, *Request for Deviation from a Reclamation Manual Requirement and Approval or Disapproval of the Request* ([RCD 03-03](#)), for specifics on the approval or disapproval of deviations from RM requirements.
- B. **Senior Executives.** Reclamation Senior Executives who have been delegated authority to approve RM releases in Paragraph 6.Q.(2)(b) of the RM Delegations of Authority are responsible for:
- (1) providing oversight to ensure RM releases conform to the requirements in this Policy and RCD 03-01;
  - (2) supporting and providing resources for development, revision, and review of RM releases;
  - (3) deciding whether draft RM releases will be provided for official internal and external comment independently or concurrently;
  - (4) approving minor revisions to Policy, TRMR Policy, D&S, and TRMR D&S for the program areas for which they have been assigned responsibility; and
  - (5) approving or disapproving deviations from requirements in RM D&S and TRMR D&S for which they are the approving official. See RCD 03-03 for specifics on the approval or disapproval of deviations from RM requirements.
- C. **Director, Policy and Administration.**<sup>2</sup> The Director, Policy is responsible for:
- (1) managing the RM;
  - (2) supporting the oversight function for the RM [Paragraph 4.B.(1)];
  - (3) providing training support related to the RM [Paragraph 4.D.(6)]; and
  - (4) assisting with the RM deviation request process outlined in RCD 03-03.

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<sup>2</sup>These responsibilities are in addition to the Policy Director's responsibilities as a Senior Executive and a member of the Reclamation Leadership Team.

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- D. **Managers and Supervisors.** Managers and supervisors are responsible for:
- (1) informing new employees and contractors of the existence and location of the RM and their responsibility for understanding and adhering to the Delegations of Authority, Policy, TRMR Policy, D&S, and TRMR D&S contained within the RM;
  - (2) ensuring their employees comply with all RM release requirements for doing business consistent with the effective date of the RM release;
  - (3) determining the need for RM releases for their programs;
  - (4) serving as the originating office (see Paragraph 5.A. of RCD 03-01) for development and revision of RM releases for their programs, ensuring:
    - (a) RM releases do not conflict with or unnecessarily duplicate other RM releases, which requires collaboration with other affected offices;
    - (b) RM releases are written in clear, accurate, and concise language, while providing sufficient information for intended users to implement its requirements; and
    - (c) RM releases are current;
  - (5) reviewing draft RM releases; and
  - (6) providing training on RM procedures, as necessary.

5. **Policy.**

- A. Reclamation will use the RM to establish and formally communicate, internally and externally, Reclamation-wide requirements necessary for the consistent and efficient accomplishment of its mission. All requirements set forth in the RM constitute official Reclamation-wide mandates.
- B. Reclamation will not establish Reclamation-wide requirements by issuing memoranda or any other means outside of the RM process established by this Policy and RCD 03-01.

6. **Collaboration with Affected Offices.** Reclamation will develop RM releases through collaborative efforts among affected offices to ensure balance between centralized responsibility for establishing RM requirements and decentralized implementation. Collaboration will be documented in the request for internal review and comment as described in Paragraph 5.A.(3) of RCD 03-01.

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7. **Communication with Potentially Affected Outside Entities.** Reclamation will post draft RM releases on the RM Web site for public comment for a minimum of 30 calendar days as described in Paragraph 5.A.(4) of RCD 03-01.
8. **Identification of Benefits.** RM releases will be designed to contribute to the accomplishment of Reclamation's mission. See Paragraph 6.A.(2) of RCD 03-01 for related requirements.
9. **Deviations from Reclamation Manual Requirements.** Adherence to requirements in the RM is mandatory unless specific deviations are approved in writing. RCD 03-03 sets forth requirements for deviation requests.
10. **Discretionary Guidance.** Discretionary guidance is not included in the RM and must state it does not create requirements. Discretionary guidance must specifically identify the sources, in the RM and elsewhere, of any stated requirements. The Senior Executive issuing discretionary guidance is solely responsible for the discretionary guidance their organization produces and shall ensure it does not conflict with RM and other requirements.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

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

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_