

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Development and Maintenance Process for Bureau of Reclamation Finance and Accounting Reclamation Manual (RM) Releases and Discretionary Guidance
<b>Purpose:</b>	This Directive and Standard (D&S) establishes the collaborative process to use in developing and updating finance and accounting requirements and their formats ensuring compliance with RM D&S, <i>Reclamation Manual Release Procedures (RCD 03-01)</i> , and finance and accounting discretionary guidance. The benefits of this D&S are improved internal and external communication, efficiency, and transparency of RM releases and discretionary guidance to promote improved accountability throughout Reclamation.
<b>Authority:</b>	The Department of the Interior, <a href="#">Departmental Manual</a> (DM), Series 09, <i>Financial Management</i> , Part 330, Chapter 1, Section 1.4; <a href="#">Federal Accounting Standards Advisory Board (FASAB) Statements of Federal Financial Accounting Standards (SFFAS) 34</a> , <i>The Hierarchy of Generally Accepted Accounting Principles, Including the Application of Standards Issued by the Financial Accounting Standards Board</i> ; <a href="#">Office of Management and Budget (OMB) Circular A-136</a> , <i>Financial Reporting Requirements</i>
<b>Approving Official:</b>	Director, Management Services Office
<b>Contact:</b>	Business Analysis Division (BAD), Compliance and Audit Team (CAT) (84-27410)

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### 1. Introduction.

- A. Federal departments, bureaus, and the American public continue to place an increased emphasis on improving financial accountability within the Federal Government. In response to this emphasis, Congress passed significant legislation to include the Chief Financial Officer (CFO) Act of 1990. In response to the CFO Act of 1990, the Secretary of the Treasury, the Director of the OMB, and the Comptroller General of the United States established the FASAB as a Federal advisory committee to improve financial reporting throughout the Federal Government.
- B. FASAB is responsible for promulgating accounting standards for the United States Government. The FASAB plays a major role in fulfilling the Government's responsibility to be publicly accountable. FASAB accounting standards are the generally accepted accounting principles (GAAP) for the Federal Government. The FASAB adopted the hierarchy of GAAP from the Financial Accounting Standards Board (FASB), in SFFAS 34.

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- C. The FASB is a private sector organization responsible for establishing financial accounting standards that govern the preparation of financial reports by nongovernmental entities, whereas OMB Circular A-136 establishes financial reporting requirements for Federal Government entities.
  - D. Reclamation will establish finance and accounting requirements in the RM to clarify, enhance, or refine departmental or other Federal policies as they relate to Reclamation-specific financial requirements. Reclamation will use the collaborative team approach to develop RM releases and discretionary guidance.
- 2. **Applicability.** This D&S applies to all employees who participate in the development, review, and approval of RM releases and discretionary guidance.
  - 3. **Definitions.** See Paragraph 3 of Reclamation Manual D&S, *Roles and Responsibilities for the Bureau of Reclamation Finance and Accounting Reclamation Manual (RM) Releases and Other Guidance*, ([FIN 01-01](#)) for definitions applicable to this D&S.
  - 4. **Responsibilities.** See Paragraph 4 of FIN 01-01 for responsibilities applicable to this D&S.
  - 5. **Development Process.**
    - A. The process for developing and updating finance and accounting requirements and discretionary guidance will employ a collaborative team approach that focuses on prioritizing, researching, and developing finance and accounting RM releases and discretionary financial guidance. The Regional Financial Policy Team members will be representatives from CAT and the regional finance community. The team will consult with Reclamation program representatives for program-related cases. The team will also consult with the Department, departmental bureaus, the Department of the Treasury, and other external entities as resource references when appropriate.
    - B. The Regional Financial Policy Team will research finance and accounting issues and develop or update RM releases to meet Reclamation-specific requirements. The level of regional involvement in this process will depend upon the complexity, scope, and urgency of an issue and the availability of regional personnel and expertise. When circumstances and subject matter warrant, the Regional Financial Policy Team will develop an issue or discussion paper for regional and BAD management review, recommendations, and/or a final treatment determination. Not all issues will result in the development of a RM release. If the members of the team determine Reclamation-specific finance and accounting discretionary guidance is more appropriate and necessary, they will establish priorities, assign duties, and set due dates.
  - 6. **Development of RM Releases.** Reclamation-wide finance and accounting requirements will be issued in the form of a RM release in the Finance (FIN) Series, and will supplement the DM, FASAB SFFAS, etc.

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7. **Development of Reclamation Accounting Procedures (RAP) Memoranda.**
- A. RAP documents will provide discretionary Reclamation finance and accounting procedural guidance. RAPs will use a unique sequential numbering system by fiscal year to ensure clear identification. CAT will develop all RAPs. When time and circumstances allow, CAT will submit a RAP for regional comment and review before finalization. CAT and Regional Finance Officers (RFO) will distribute RAPs as required by Paragraph 4 of FIN 01-01. The use of a RAP is appropriate in the following applications:
- (1) a need for quick direction;
  - (2) detailed procedural instructions;
  - (3) direction which may change frequently; and
  - (4) direction which is not Reclamation-wide (e.g., region-specific).
- B. The finance community will request the re-examination of a RAP under a collaborative development process as deemed appropriate.
8. **Development of Other Discretionary Guidance Documents.** Generally, document types other than RAPs are appropriate for use when clarifying or providing detailed procedural information such as how to perform certain operations or how to implement departmental requirements. Document types may include, but are not limited to, memoranda, handbooks, or guidebooks. These documents do not establish Reclamation requirements.
9. **Requesting Financial Guidance.** To request financial guidance, submit a financial policy guidance request memorandum as required by the Requesting Financial Policy Guidance memorandum dated June 24, 2014 (see Appendix A).
10. **Quality Assurance Review.** The Regional Financial Policy Team will review all finance and accounting RM releases to ensure all substantive content and references are correct. RM release developers will maintain detailed records for all research references and supporting documentation to provide the basis for the quality assurance review. Developers shall retain support documentation in accordance with filing and archiving requirements set forth in the *Bureau of Reclamation Information Management Handbook*. A point for access to the handbook is the Reclamation Intranet site under “Information Management,” “Information Management Handbook.”
11. **Draft Review Period.**
- A. **RM Releases.** The Regional Financial Policy Team will have at least a 30-day review and comment period for coordinating regional participation in the review process. The Regional Financial Policy Team will submit recommendations to CAT for consolidation. CAT will send the revised draft to the Regional Financial Policy Team

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members for discussion of the recommended changes. After the Regional Financial Policy Team finalizes the document, CAT will submit the draft RM release for internal and external review and comment according to RCD 03-01. CAT will consolidate any internal or external comments for another review and discussion by the Regional Financial Policy Team. CAT will then obtain final approval and coordinate the official release of Finance RM releases. Minor revisions as a result of the biennial review may have a shorter review period.

- B. **Discretionary Guidance.** RAPs will be subject to a review period as circumstances allow. Other discretionary guidance will have at least a 30-day review and comment period.
12. **RM Releases, FIN Series Maintenance.** The CAT will review the RM, FIN Series, biennially, following the requirements of RCD 03-01. Revisions will be coordinated with the Regional Financial Policy Team.
  13. **Discretionary Guidance Maintenance.** CAT will notify the Regional Finance Policy Team and the RFOs of changes to discretionary guidance documents, such as RAPs, handbooks, or guidebooks. The CAT will post the revised discretionary documents to the CAT's Policy SharePoint site.

## 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: \_\_\_\_\_