

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Reclamation Reform Act of 1982 (RRA) Reference Manual
<b>Purpose:</b>	The purpose of the RRA Reference Manual is to provide direction and guidance to employees involved with the implementation, administration, and enforcement of the acreage limitation provisions of Federal reclamation law, including the RRA, the <i>Acreage Limitation Rules and Regulations</i> (43 CFR Part 426), and the <i>Information Requirements for Certain Farm Operations in Excess of 960 Acres and the Eligibility of Certain Formerly Excess Land</i> (43 CFR Part 428). The benefit of this Directive and Standard (D&S) is to establish the primary source of direction and guidance concerning the consistent implementation, administration, and enforcement of the acreage limitation provisions of Federal reclamation law.
<b>Authority:</b>	The Reclamation Act of 1902 (Act of June 17, 1902; 32 Stat. 388), as amended, including but not limited to the RRA (43 U.S.C. 390aa, et seq.); <a href="#">(43 CFR Part 426)</a> and <a href="#">(43 CFR Part 428)</a>
<b>Approving Official:</b>	Director, Policy and Administration
<b>Contact:</b>	Reclamation Law Administration Division, 84-55000

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1. **Introduction.** The RRA Reference Manual was created to ensure that the acreage limitation provisions and the regulations are administered and enforced consistently Bureau of Reclamation-wide. The RRA Reference Manual developed over time as follows:
  - A. **Acreage Limitation Casebook.** In 1984, approximately 1 year after the initial version of 43 CFR Part 426 had been promulgated, Reclamation prepared an Acreage Limitation Casebook (Casebook). The Casebook contained detailed reference materials relating to the administration and enforcement of the acreage limitation provisions.
  - B. **RRA Reference Manual Replaced Casebook.** Many of the documents in the Casebook became obsolete when revised acreage limitation regulations were published in April 1987. Therefore, Reclamation discontinued the Casebook and issued the RRA Reference Manual. The RRA Reference Manual is a multi-volume set of loose-leaf binders containing selected documents from the Casebook and relevant RRA documents issued between 1987 and the present. While the Casebook was made available to the public, the RRA Reference Manual was designed for internal use only.
2. **Applicability.** This D&S applies to all Reclamation staff that are responsible for the implementation, administration, and enforcement of the acreage limitation provisions of Federal reclamation law.

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3. **Definitions.** The definitions applicable to the acreage limitation program may be found within 43 CFR parts 426 and 428.
4. **Responsibilities.**
  - A. **Policy and Administration.** The staff assigned to work on acreage limitation within Policy and Administration are responsible for ensuring the RRA Reference Manual remains current and updates are distributed to those Reclamation employees who are recipients of the RRA Reference Manual.
  - B. **Regional RRA Coordinators.** At the RRA coordinators' meetings, the RRA coordinator from each region (see Paragraph 4.B.(2) of the Reclamation Manual Policy PEC P02, *Acreage Limitation Program*) and an RRA representative from the Reclamation Law Administration Division in Policy and Administration will determine if changes are needed to the RRA Reference Manual.
5. **Arrangement of RRA Reference Manual.**
  - A. **Sections.** The RRA Reference Manual is divided into sections corresponding to the various sections of the Acreage Limitation Rules and Regulations. Each document is assigned a section number based on the section of the regulations it addresses. The RRA Reference Manual also has additional sections. For example, one section contains a copy of the RRA and the Acreage Limitation Rules and Regulations and another section contains documents relating to general administrative and enforcement matters.
  - B. **Table of Contents.** At the beginning of each section, a table of contents lists the documents contained in that section. The table of contents gives the "date" and the "to," "from," and "subject" lines for each document. Some documents are classified for more than one section of the RRA Reference Manual. In these cases, a table of contents entry is made in each section for which the document has been classified. Each entry shows all the classification numbers applicable to the document; however, the RRA Reference Manual contains only one copy of the document. The table of contents indicates the section of the manual in which the document is located.
  - C. **Clarification Sheets.** Some documents in the RRA Reference Manual contain minor points that need to be corrected or clarified. In these cases, the document directs the reader to a Clarification Sheet which explains the changes or clarifications needed. Clarification Sheets are located after the table of contents in each section of the RRA Reference Manual.
6. **Updates to the RRA Reference Manual.** The RRA Reference Manual is updated semi-annually after RRA Coordinators' meetings. During the meetings, the participants decide what updates will be made to the RRA Reference Manual.

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7. **Requirement to Use the RRA Reference Manual.** Most documents in the RRA Reference Manual provide detailed direction or address topics or issues not found in the acreage limitation provisions of Federal reclamation law or the associated regulatory provisions. Therefore, all Reclamation employees involved with the implementation, administration, and enforcement of the RRA and the regulations are directed to comply with the policy and direction set forth in RRA Reference Manual documents. This will ensure that the RRA and the associated regulations are administered and enforced consistently Reclamation-wide.

## Reclamation Manual Transmittal Sheet

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

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

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

Reclamation Manual Release Number and Subject

Summary of Changes

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### Filing Instructions

Remove Sheets

Insert Sheets

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

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

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