

# Reclamation Manual

## Directives and Standards

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### Sample Purpose Statement for External Comment

The following is a sample purpose statement developed to post a Reclamation Manual Directive and Standard for external comment. If a Policy and a Directive and Standard are being posted simultaneously, a purpose statement must be developed for each. The highlights indicate information that must be customized for each statement.

#### **DRAFT RECLAMATION MANUAL RELEASE**

**Comments on this draft release must be submitted to e-mail address of author by date.**

#### **Background and Purpose of the Following Draft Policy/Directive and Standard (D&S)**

The goal of preparing this new Policy/D&S document and providing stakeholders with the opportunity to comment on it in draft form is to enhance common understanding of how the Title XVI Water Reclamation and Reuse (Title XVI) program is administered and to enhance working relationships with our project partners. This will make the program more responsive to project sponsors, and more consistent Reclamation-wide and thus more effective.

Explain the process used to develop the Policy or D&S.

The Reclamation Manual is used to clarify program responsibility and authority and to document Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory for Reclamation.

See the following pages for the draft Policy/D&S.