

Reclamation Manual

Directives and Standards

Formatting Templates for Policy, Directives and Standards, Temporary Reclamation Manual Releases, and Appendices

Xxx P##

Reclamation Manual Policy

Subject: Insert Subject Here

Purpose: Insert purpose here. The purpose statement must identify the benefits intended to be realized with issuance of this Policy.

Authority: See RCD 03-01, Appendix G for proper listing and citation of authorities.

Approving Official: Commissioner

Contact: The Senior Executive of the program function and (mail code)

1. **Introduction.** Each Reclamation Manual (RM) release will include an introduction orienting the reader to its contents.
2. **Applicability.** The applicability will state to whom the release applies. This paragraph can also be used to define the scope of the Policy; but it must identify the people within Reclamation to which it applies.
3. **Definitions.**
 - A. Each RM release will define terms that are used in the release to facilitate comprehension of the requirements it sets forth.
 - B. Terms must be 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 Directive and Standard (D&S).
5. **Policy.** The fifth paragraph in every RM Policy must include a Policy statement that establishes the Commissioner's leadership philosophy and the framework within which Reclamation will pursue its mission in a specific program.
6. **Headings.** Every paragraph number have a number or letter assigned to it.
7. **Formatting.** For specific formatting requirements, see Appendix E of RM D&S, *Reclamation Manual Release Procedures* (RCD 03-01).
 - A. Every Paragraph level must have at least two entries [e.g., if there is a 1., there must be a 2.; if there is an A., there must be a B.; if there is a (1), there must be a (2); if there is a (a), there must be a (b); if there is a (i), there must be an (ii); if there is an (aa), there must be a (bb), etc.].
 - B. This is a placeholder to show proper formatting.
 - (1) This is a placeholder to show proper formatting.

(###) mm/dd/yyyy
NEW RELEASE/SUPERSEDES (###) XXX P## or XXX ##-## mm/dd/yyyy

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Reclamation Manual

Policy

- (2) This is a placeholder to show proper formatting.
 - (a) This is a placeholder to show proper formatting.
 - (b) This is a placeholder to show proper formatting.
 - (i) This is a placeholder to show proper formatting.
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Subject: Insert Subject Here

Purpose: Insert purpose here. The purpose statement must identify the benefits intended to be realized with issuance of this Directive and Standard (D&S).

Authority: See RCD 03-01, Appendix G for proper listing and citation of authorities.

Approving Official: The official title of the Senior Executive delegated authority to approve D&S.

Contact: The originating office name and (mail code)

1. **Introduction.** Each Reclamation Manual (RM) release will include an introduction orienting the reader to its contents.
2. **Applicability.** The applicability will state to whom the release applies. This paragraph can also be used to define the scope of the D&S; but it must identify the people within Reclamation to which it applies.
3. **Definitions.**
 - A. Each RM release will define terms that are used in the release to facilitate comprehension of the requirements it sets forth.
 - B. Terms must be 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 D&S.
5. **Headings.** Every paragraph number must have a number or letter assigned to it.
6. **Formatting.** For specific formatting requirements, see Appendix E of RM D&S, *Reclamation Manual Release Procedures* (RCD 03-01).
 - A. Every Paragraph level must have at least two entries [e.g., if there is a 1., there must be a 2.; if there is an A., there must be a B.; if there is a (1), there must be a (2); if there is a (a), there must be a (b); if there is a (i), there must be an (ii); if there is an (aa), there must be a (bb), etc.].
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- (a) This is a placeholder to show proper formatting.
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Policy / Directives and Standards

TEMPORARY RELEASE

(Expires mm/dd/yyyy)

Subject: Insert Subject Here

Purpose: Insert purpose here. The purpose statement must identify the benefits intended to be realized with issuance of this Temporary Reclamation Manual Release (TRMR) Policy or Directive and Standard (D&S).

Authority: See RCD 03-01, Appendix G for proper listing and citation of authorities.

Approving Official: Policy – Commissioner; D&S - the official title of the Senior Executive delegated authority to approve the Policy or D&S.

Contact: Policy – Senior Executive of the program function and (mail code); D&S - the originating office name and (mail code)

1. **Introduction.** Each Reclamation Manual (RM) release will include an introduction orienting the reader to its contents.
2. **Applicability.** The applicability will state to whom the release applies. This paragraph can also be used to define the scope of the TRMR Policy or D&S; but it must identify the people within Reclamation to which it applies.
3. **Definitions.**
 - A. Each RM release will define terms that are used in the release to facilitate comprehension of the requirements it sets forth.
 - B. Terms must be 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 TRMR Policy or D&S.
5. **Headings.** Every paragraph number must have a number or letter assigned to it.
6. **Formatting.** For specific formatting requirements, see Appendix E of RM D&S, *Reclamation Manual Release Procedures* (RCD 03-01).
 - A. Every Paragraph level must have at least two entries [e.g., if there is a 1., there must be a 2.; if there is an A., there must be a B.; if there is a (1), there must be a (2); if there is a (a), there must be a (b); if there is a (i), there must be an (ii); if there is an (aa), there must be a (bb), etc.].
 - B. This is a placeholder to show proper formatting.

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TEMPORARY RELEASE
(Expires mm/dd/yyyy)

- (1) This is a placeholder to show proper formatting.
- (2) This is a placeholder to show proper formatting.
 - (a) This is a placeholder to show proper formatting.
 - (b) This is a placeholder to show proper formatting.
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Appendix X

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Policy / Directives and Standards

1. **Appendix Formatting.** Appendix formatting must follow the same formatting as other Reclamation Manual releases.
 - A. Every Paragraph level must have at least two entries [e.g., if there is a 1., there must be a 2.; if there is an A., there must be a B.; if there is a (1), there must be a (2); if there is a (a), there must be a (b); if there is a (i), there must be an (ii); if there is an (aa), there must be a (bb), etc.].
 - B. This is a placeholder to show proper formatting.
 - (1) This is a placeholder to show proper formatting.
 - (2) This is a placeholder to show proper formatting.
 - (a) This is a placeholder to show proper formatting.
 - (b) This is a placeholder to show proper formatting.
 - (i) This is a placeholder to show proper formatting.
 - (ii) This is a placeholder to show proper formatting.
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 2. **Example.** This is a placeholder to show proper formatting.