

Reclamation Manual

Directives and Standards

Samples of Completed Reclamation Manual Routing, Approval, and Transmittal Forms

7-2522C.1 (09-2014)
Bureau of Reclamation

RECLAMATION
Managing Water in the West

RECLAMATION MANUAL ROUTING SLIP

Originating Office (include name and mail code) Shannon Rizzi 84-52100			Phone (author) 303-445-2894
Type of Reclamation Manual Release (check one) <input type="checkbox"/> Delegations of Authority <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Directives and Standards <input type="checkbox"/> Temporary Release			Date
Release Number and Subject RCD 03-01 Reclamation Manual Release Procedures			
Routing Sequence	Mail Code	Review and Comment	Name/Date
1	84-52100	S. Rizzi	NAME
			DATE
2	84-52100	K. Evans	NAME
			DATE
3	84-52000	G. Kunkel-Shields	NAME
			DATE
			NAME
			DATE
			NAME
			DATE
			NAME
			DATE
4	84-52100 RM Manager	Ensure Reclamation Manual Requirements Are Met	NAME
			DATE
5	84-58000 ER/LR Specialist	Requirement for union notification/requests for comments met; union comments, as appropriate, forwarded to originating office. <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Union referral not required.	NAME
			DATE
6	84-50000	Approving Official Signature (Short-Term/Actings Cannot Sign)	NAME
			DATE
7	84-52100 RM Manager	Assign Release Number, Distribute, and Official File	NAME
			DATE

Hand carry package to next office.

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RECLAMATION MANUAL APPROVAL FORM

Reclamation Manual Release Number and Subject:	
RCD 03-01 Reclamation Manual Release Procedures	
Summary of Changes (if applicable):	
<p>(1) Paragraph 4.B.(6) added to recognize the RM manager's responsibility to notify Senior Executives of upcoming biennial review certifications; (2) Paragraphs under 5.A. revised to include Paragraph titles for clarity; (3) Paragraph 5.A.(3) revised to delete reference to Appendix A of RCD P03 and refer to new RM Delegations of Authority component; add reference to directorate labor relations officers, and require offices to briefly describe the substantive changes made to the release if it is revising an existing release; (4) Paragraph 5.A.(4) revised to delete the reference to Appendix A of RCD P03 and refer to the new RM Delegations of Authority component; (5) Paragraph 6.B.(5) added to require every RM Policy to have a fifth paragraph which will include a Policy statement establishing the Commissioner's leadership philosophy; (6) Paragraphs 7.A., B., C., and D. revised to more clearly explain the requirements associated with biennial reviews, substantive revisions, minor revisions, and rescissions of RM releases; (7) Appendix D revised to more provide improved templates for drafting RM releases; (8) Appendix E revised to reflect how to properly format a RM release using the current version of Word; (9) Appendices F and H revised to reflect the revised RM surmaming, approval, and transmittal forms; and the biennial certification forms. Revision of forms coordinated with Printing and Duplicating Team in the Information Resources Office.</p>	
Terms/Words for Index and Search Engine:	
Reclamation Manual; Policy; Directives and Standards; Temporary Reclamation Manual Release; Delegations of Authority; Inventory of Reclamation Manual Release Development Efforts; Certification of Reclamation Manual Release; Substantive Revision; Minor Revision; Rescission	
Distribution Instructions (indicate office codes to send this release to):	
Normal RM Distribution	
Reviewed by Employee/Labor Relations (84-58000):	
<input type="checkbox"/> Requirement for union notification/request for comments met; union comments, as appropriate, forwarded to originating office. <input type="checkbox"/> Union referral not required.	
_____ (Signature)	_____ (Date)
_____ Terence Berger, Employee and Labor Relations Specialist (Name and Title)	
Approved by Management (temporary actings cannot approve Reclamation Manual actions):	
My signature below indicates my approval of this Reclamation Manual action described in the Summary of Changes section above.	
_____ (Signature)	_____ (Date)
_____ Roseann Gonzales, Director, Policy and Administration (Name and Title)	

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RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: <u>08/25/2014</u>	Release No. <u>338</u>
Ensure all employees needing this information are provided a copy of this release.	
Reclamation Manual Release Number and Subject	
RCD 03-01 Reclamation Manual Release Procedures	
Summary of Changes	
<p>Minor revisions as follows:</p> <p>(1) Paragraph 4.B.(6) was added to recognize the RM manager's responsibility to notify Senior Executives of upcoming biennial review certifications.</p> <p>(2) Paragraphs under 5.A. were revised to include Paragraph titles for clarity.</p> <p>(3) Paragraph 5.A.(3) was revised to delete the reference to Appendix A of RCD P03 and refer to the new RM Delegations of Authority component; add reference to directorate labor relations officers, and require offices to briefly describe the substantive changes made to the release if it is revising an existing release.</p> <p>(4) Paragraph 5.A.(4) was revised to delete the reference to Appendix A of RCD P03 and refer to the new RM Delegations of Authority component.</p> <p>(5) Paragraph 6.B.(5) was added to require every RM Policy to have a fifth paragraph which will include a Policy statement establishing the Commissioner's leadership philosophy.</p> <p>(6) Paragraph 7.A., B., C., and D. were revised to more clearly explain the requirements associated with biennial reviews, substantive revisions, minor revisions, and rescissions of RM releases.</p> <p>(7) Appendix D was revised to more provide improved templates for drafting RM releases.</p> <p>(8) Appendix E was revised to reflect how to properly format a RM release using the current version of Word.</p> <p>(9) Appendices F and H were revised to reflect the revised RM surnaming, approval, and transmittal forms; and the biennial certification forms. Revision of these forms was coordinated with the Printing and Duplicating Team in the Information Resources Office.</p> <p> </p> <p>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.</p>	
Filing instructions	
<p>Remove Sheets</p> <p>pp 1-7; App A p 1; App B pp 1-2; App C p 1; App D pp 1-4; App E pp 1-10; App F pp 1-3; App G pp 1-4; App H p 1; App I p 1</p>	<p>Insert Sheets</p> <p>pp 1-7; App A p 1; App B pp 1-2; App C p 1; App D pp 1-7; App E pp 1-9; App F pp 1-3; App G pp 1-4; App H p 1; App I p 1</p>
All Reclamation Manual releases are available at http://www.usbr.gov/recman/	
Filed by: _____	Date: _____