

Reclamation Manual

Directives and Standards

Sample of Completed Reclamation Manual Biennial Review and Certification Form

7-2523.1 (09-2014)
Bureau of Reclamation

RECLAMATION MANUAL REVIEW AND CERTIFICATION

RECLAMATION
Managing Water in the West

Originating Office Contact: _____	Mail Code: _____
Reclamation Manual Release Number and Subject:	
Date of Release: _____	Date Certification Due: _____
Reclamation Senior Executives are responsible for keeping Reclamation Manual releases they approve current and ensure releases are cancelled when no longer needed. The release identified above has been reviewed for:	
<ul style="list-style-type: none"> • potential conflict with law, regulations, and other Reclamation Manual releases; • nature and extent of complaints or comments received which suggest the release does not meet the needs of the user, and • potential efficiency, clarity, and transparency improvements. 	
Based on the review, the release needs:	
<input type="checkbox"/> to be cancelled (prepare Reclamation Manual Approval Form 7-2522B and forward to 84-52100). <input type="checkbox"/> substantive revisions – target date for completion _____. Provide information to 84-52100 to include on the <i>Inventory of Reclamation Manual Policy and Directives and Standards Development Efforts</i> . <input type="checkbox"/> minor changes – target date for completion _____. <input type="checkbox"/> no revision.	
Comments:	
Signature of Reviewer _____	Date Reviewed _____
Name and Title of Reviewer _____	