

# Reclamation Manual

## Directives and Standards

<b>Subject:</b>	Departmental Manual
<b>Purpose:</b>	This Directive and Standard (D&S) clarifies the roles and responsibilities for Bureau of Reclamation employees working on Departmental Manual (DM) chapters. The benefits realized by the issuance of this D&S include identifying the roles and responsibilities of Reclamation staff and specific offices when working with the Department of the Interior to develop or revise DM chapters.
<b>Authority:</b>	Department of Interior Departmental Manual, Parts <a href="#">011 DM 1</a> , <a href="#">101 DM 3.5</a> , <a href="#">200 DM 1</a> , and <a href="#">381 DM 1.7.C.(3)</a>
<b>Approving Official:</b>	Director, Policy and Administration
<b>Contact:</b>	Business and Administrative Services Division, Program Services Office (PSO), 84-52100

1. **Introduction.** The Department of the Interior uses the DM to communicate instructions, requirements, and provide guidance to all Department bureaus on procedures and program operations, organizational structure, and authority to function. This D&S clarifies roles and responsibilities within Reclamation when coordinating creation of or changes to DM chapters.
2. **Applicability.** This D&S applies to all Reclamation employees and is particularly applicable to employees that provide Reclamation-wide program and administrative coordination and are involved in the development and review of DM chapters.
3. **Definitions.**
  - A. **Delegations of Authority.** DM chapters in Parts 200-299 of the DM pertaining to statements of authorities and authorities delegated to officials to perform administrative and program responsibilities (011 DM 1.6.C.). Delegations to Reclamation are provided in Part 255 DM, Chapters 1 and 2.
  - B. **Department Manual (DM).** The directives system at the Department level used to issue instructions, policy, and procedures and applicable to all Department bureaus.
  - C. **Organizational Structure.** DM chapters in Parts 100-199 of the DM describing a bureau's organizational structure and functions (011 DM 1.6.B.). Reclamation's organizational structure is described in Part 155 DM.
  - D. **Program-Specific and Administrative DM Parts.** DM chapters pertaining to the administration of the Department (011 DM 1.6.D.) as well as specific program activities of the Department (e.g., Environmental Quality Programs, Federal Assistance Programs, Public Lands, Water and Land Resources, etc.) (011 DM 1.6.E).

# Reclamation Manual

## Directives and Standards

---

- E. **Reclamation Manual (RM).** The directives system for Reclamation to establish Reclamation-wide requirements for doing business.
  - F. **Reclamation Subject Matter Experts.** Reclamation employees that provide Reclamation-wide coordination of a specific programmatic or administrative subject area.
4. **Responsibilities.**
- A. **Program Services Office (PSO), Policy and Administration.** The PSO is responsible for directly coordinating with the Department on changes to the Organizational Structure (155 DM) and the Delegations of Authority (255 DM) chapters of the DM. The PSO RM Manager will be the primary point of contact for Reclamation employees with questions regarding DM releases.
  - B. **Reclamation Subject Matter Experts.** Reclamation subject matter experts are responsible for directly coordinating with the Department on DM releases related to their expertise.
  - C. **Employees.** All Reclamation employees are responsible for being aware of and adhering to DM requirements.
5. **Procedures.**
- A. **Program-Specific and Administrative DM Chapters.** When the Department contacts a Reclamation office as the subject matter experts on specific programs or administrative functions addressed in Parts 300-999 of the DM, the subject matter expert shall provide comments and feedback on the DM release to the Department contact after obtaining appropriate management approval. If the program expert does not have comments, he/she shall officially inform the Department, after obtaining appropriate management approval, that Reclamation does not have any official comments.
  - B. **Organization and Delegation of Authority DM Chapters.** The PSO shall initiate, coordinate, and obtain appropriate approval of Reclamation's Organizational Structure (see Part 155 DM chapters) and Delegations of Authority (see Part 255 DM, Chapters 1 and 2).
    - (1) If any Reclamation employee notices an error in Reclamation's Organizational Structure chapters (155 DM) or Delegations of Authority (255 DM), he/she shall notify the PSO.
    - (2) Once notified, the PSO shall research, initiate, coordinate, and obtain approvals necessary to keep the organization and delegation of authority Parts current.

# Reclamation Manual

## Directives and Standards

---

- (3) The PSO will keep offices informed of the status of changes in 155 and 255 DM Parts.

## RECLAMATION MANUAL TRANSMITTAL SHEET

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

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

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

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.

### Filing instructions

Remove Sheets

Insert Sheets

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

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

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