

RECLAMATION

Managing Water in the West

<i>Action Item</i>	<i>Action Item Description</i>	<i>Task ID</i>	<i>Task Summary</i>	<i>Responsible Deputy Commissioner/Director</i>	<i>Implementation Task Status</i>	<i>Click Link Below for More Information</i>
1	Strengthen Relationships with Customers and Other Stakeholders	DCEIA-4	Develop an award for Reclamation employees to recognize excellence in building working relationships--internally and externally	Deputy Commissioner, External and Intergovernmental Affairs/Deputy Commissioner, Policy, Administration, and Budget	COMPLETED Reclamation has developed a new award, the John W. Keys, III Award, for Building Partnerships and Strengthening Relationships.	Commissioner's Decision Memo for Action Item 1
		DCPAB-7	Develop a policy that establishes a general expectation of effective communication and collaboration with customers and stakeholders.	Deputy Commissioner, Policy, Administration, and Budget	COMPLETED Follow link at right to read the policy.	Communication and Collaboration with Customers and Stakeholders Related to the Bureau of Reclamation's Mission CMP P08
		DCPAB-8	Implement Benchmark Supervisory Performance Standards for 2008 rating period.	Deputy Commissioner, Policy, Administration, and Budget	COMPLETED Modified benchmark supervisory performance standards that address customer service have been put into effect for the 2008 rating period.	
2	Ensure availability of the Reclamation Manual	DCEIA-1	Send memo to employees concerning Reclamation Manual	Deputy Commissioner, External and Intergovernmental Affairs	COMPLETED On May 30, 2006, the Acting Commissioner sent a memo to all Reclamation employees to communicate improvements to the Reclamation Manual web site.	Commissioner's Decision Memo for Action Item 2 May 30, 2006 memo to all employees
		DCEIA-2	Send letter to stakeholders and other external offices concerning Reclamation Manual	Deputy Commissioner, External and Intergovernmental Affairs	COMPLETED On May 31, 2006, the Acting Commissioner sent a letter to Reclamation stakeholders announcing improvements to the Reclamation Manual web site.	May 31, 2006 letter to stakeholders
		DOPPS-1	Launch new Reclamation Manual web site	Director, Office of Program and Policy Services	COMPLETED A new Reclamation Manual web site was launched May 31, 2006.	Reclamation Manual web site

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2	Ensure availability of the Reclamation Manual	DOPPS-2	Ensure future Reclamation Manual improvements are coordinated by OPDS and consider stakeholder suggestions	Director, Office of Program and Policy Services	COMPLETED The Reclamation Manual web site now invites the public to provide comments and gives directions to those who wish to receive a response. Reclamation will respond to any comments and will explain how suggestions are being addressed.	
		RD-1	Send letter to region-specific stakeholders and other external offices concerning Reclamation Manual	All Regional Directors	COMPLETED Reclamation has sent letters to numerous stakeholders concerning changes to the Reclamation Manual. Follow the link at right to see an example. Reclamation will continue to distribute these letters to additional stakeholders.	Example of a letter sent to stakeholders
3	Revise policy development to consider transparency and value added	DOPPS-3	Issue specified temporary Reclamation Manual releases	Director, Office of Program and Policy Services	COMPLETED Follow the links at right to see the specified Reclamation Manual releases.	Commissioner's Decision Memo for Action Item 3 Mandatory Reclamation-wide Requirements (RCD P03) Managing the Reclamation Manual (RCD 03-01) Requests for Waiver of a Reclamation Manual Requirement (RCD 03-03)
		DOPPS-4	Issue specified permanent Reclamation Manual releases	Director, Office of Program and Policy Services	COMPLETED	Bureau of Reclamation's directives and standards directives system (the Reclamation Manual (RM))
4	Identify decision-making process gaps	All-1	Communicate decisions that have Reclamation-wide implications	All Directors	COMPLETED On June 2, 2008, the Commissioner reaffirmed that Reclamation identifies decision documents of value to the public and thus eligible for broad dissemination. In a April 22, 2008 memo, the Commissioner reaffirmed that all significant internal	Commissioner's Decision Memo for Action Item 4
		COS-1	Communicate role of Reclamation Leadership Team (RLT) to Reclamation staff	Chief of Staff	COMPLETED On June 7, 2007, the Commissioner informed all Reclamation employees of the revised RLT charter and new RLT web site. The internal Reclamation web site addresses the role of the RLT, members, meeting schedules, and other information.	June 7, 2007 memo to all employees

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4	Identify decision-making process gaps	DOPPS-5	Evaluate potential for incorporating specified Departmental guidance into Reclamation Manual and participate in any effort to address this subject in the Departmental Manual.	Director, Office of Program and Policy Services	COMPLETED In a May 28, 2008 memo to the Department, Reclamation expressed interest in efforts to incorporate this guidance into the Departmental Manual and provided a contact for the Department. Reclamation will participate in any such effort as approp	
5	Revise delegations of authority	DOPPS-6	Finalize temporary delegations of authority	Director, Office of Program and Policy Services	COMPLETED Reclamation has consolidated this task with Task DOPPS-7, below. Rather than putting temporary delegations of authority into place, Reclamation is working to finalize permanent delegations of authority.	Commissioner's Decision Memo for Action Item 5
		DOPPS-7	Finalize permanent delegations of authority	Director, Office of Program and Policy Services	COMPLETED Delegations of authority were approved and will be posted when approved by the Department.	
		DOPPS-8	Provide training on delegations of authority	Director, Office of Program and Policy Services	Reclamation has developed a training module and will develop a schedule for training when delegations of authority are approved by the Department.	
6	Identify policy gaps	DOPPS-10	Maintain inventory of policy gaps	Director, Office of Program and Policy Services	COMPLETED Reclamation maintains an inventory of policy gaps on its web site, where the public is invited to review and comment on Reclamation's current policy development efforts. Follow the link at right to see the inventory of policy gaps.	Commissioner's Decision Memo for Action Item 6 Inventory of policy gaps
		DOPPS-11	Coordinate schedule for completion of highest priority Policy and Directives and Standards (D&S)	Director, Office of Program and Policy Services	COMPLETED Follow the link at right to see the inventory of policy gaps, which includes schedules for the completion of each Policy and D&S and opportunities for review/comment. Reclamation continues to coordinate the schedule on an ongoing basis.	Inventory of policy gaps

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6	Identify policy gaps	DOPPS-9	Facilitate expedited release of highest priority Policy and D&S.	Director, Office of Program and Policy Services	COMPLETED Reclamation continues its ongoing work to facilitate release of these products. Reclamation Manual releases on Cost Estimating, DEC, and Title XVI are now in place. Follow the links at right for timelines for each high priority Policy and D&S.	Cost Estimating, FAC P09 FAC 09-01 FAC 09-02, and FAC 09-03 DEC Policy and D&S Program & Budget Policy Timeline for Planning D&S Report Certification Temporary Releases 22 and 23 O&M Cost Allocation Policy Title XVI D&S
7	Expedite policy development for identified gaps	DOPPS-19	Incorporate requirement to post draft Policy and D&S on web site	Director, Office of Program and Policy Services	COMPLETED Reclamation has incorporated the requirement for 30-day external review into the Reclamation Manual process. See Paragraph 4.C. of RCD P03 and Paragraph 6 of RCD 03-01 (links at right).	Commissioner's Decision Memo for Action Item 7 RCD 03-01
		DOPPS-20	Identify responsibilities for posting draft Policy and D&S.	Director, Office of Program and Policy Services	COMPLETED Responsibilities and procedures for posting drafts can be found in Paragraph 3 of RCD P03 and Paragraph 6 of RCD 03-01 (links at right).	RCD P03 RCD 03-01 RCD P03
		DOPPS-21	Use TRMR-15 to develop high priority Policy and D&S in Action Item 6.	Director, Office of Program and Policy Services & Director, Technical Resources	COMPLETED Follow the links at right to see complete timelines for release of each high priority Policy and D&S.	Cost Estimating, FAC P09 FAC 09-01 FAC 09-02, and FAC 09-03 DEC Policy and D&S Program & Budget Policy Timeline for Planning D&S Report Certification Temporary Releases 22 and 23 O&M Cost Allocation Policy Title XVI D&S

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7	Expedite policy development for identified gaps	DOPPS-22	Ensure release of six high priority Policies and D&S	Director, Office of Program and Policy Services & Director, Technical Resources	COMPLETED Follow the links at right to see complete timelines for release of each high priority Policy and D&S.	Cost Estimating, FAC P09 FAC 09-01 FAC 09-02, and FAC 09-03 DEC Policy and D&S Program & Budget Policy Timeline for Planning D&S Report Certification Temporary Releases 22 and 23 O&M Cost Allocation Policy Title XVI D&S
8	Analyses of alternative scenarios for future infrastructure management	DOPPS-23	Make report available to RLT	Director, Office of Program and Policy Services	COMPLETED The report entitled "Analysis of Alternative Scenarios for Future Infrastructure Management" was transmitted to the RLT on May 25, 2007.	Commissioner's Decision Memo for Action Item 8 May 25, 2007 memo to transmit report to RLT
9	Evaluate engineering and design services workload	T9	Forward report to Team 12		COMPLETED On October 19, 2006, the Acting Deputy Commissioner -- Operations transmitted the report entitled "Evaluation of Historical and Near-Term Workload" to Team 12 Leads.	October 19, 2006 memo to transmit report.
10	Evaluate workload (identified by Team 9) in terms of Commercial, Commercial Core, and Inherently Governmental	T10	Evaluate and classify workload		COMPLETED On November 30, 2006, the Director, Technical Resources transmitted the report entitled "FAIR Act Classification" to Team 12 Leads.	November 30, 2006 memo to transmit report
11	Analyze the costs of in-house performance of the commercial workload vs. outsourcing	T11	Forward report to Team 12		COMPLETED On January 29, 2008 the report titled "Cost Comparison of Engineering Work Performed In-House Versus Outsourcing" was provided to Team 12.	January 29, 2008 memo to transmit report
12	Complete a right-sizing process	T12	COG	Deputy Commissioner, Operations	Visit the website, at right, for links to temporary Reclamation Manual Release, work plan for implementing the business model for technical services, the charter for the COG and latest information.	Commissioner's Decision Memo for Action Item 12 http://www.usbr.gov/coq/ Temporary Reclamation Manual Release 19

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14/15	Implement design engineering estimate oversight functions and establish policies and procedures for the oversight of design and construction estimates	DTR-1	Issue specified temporary Reclamation Manual releases for Design, Estimate and Construction (DEC) and Cost Estimating.	Director, Technical Resources; Director, Office of Program and Policy Services	COMPLETED Follow the links at right to see Reclamation Manual releases.	Commissioner's Decision Memo for Action Item 14 DEC Policy DEC D&S Cost Estimating Policy Cost Estimating D&S Construction and Project Cost Estimates D&S Representation and Referencing of Cost Estimates D&S
		DTR-2	Complete package of projects for review and exception requests	Director, Technical Resources	COMPLETED On January 18, 2007, Director, WO Operations notified Regional Directors and Director, Technical Resources of the projects approved for DEC review.	January 18, 2007 memo on projects approved for DEC review.
		DTR-3	Implement decision-making process for DEC review recommendations	Director, Technical Resources and Regional Directors for UC and MP	COMPLETED The decision-making process for DEC review recommendations is being implemented as part of ongoing DEC activities.	
16	Analyze engineering standards	DTR-11	Reaffirm role of Director, Technical Service Center in developing policies and standards related to design and engineering	Director, Technical Service Center	COMPLETED The Commissioner's January 5, 2007 memo on Action Item 16 reaffirmed the role of the Director, Technical Service Center in developing and implementing design standards related to design and engineering.	Commissioner's Decision Memo for Action Item 16
		DTR-12	Supplement the "Final Design Process" with a Communications Plan between stakeholders, Reclamation, and design providers	Director, Technical Service Center	COMPLETED A Communications Plan supplements the "Final Design Process" to ensure critical stakeholder input can be integrated into the development of designs.	Communication Plan comments and responses
		DTR-13	Evaluate more efficient methods to produce Reclamation designs	Director, Technical Service Center	A draft report that contains a list of project features and components, including discussion of approaches to design, is being developed and will be made available for review and comment at this website.	
		DTR-14	Develop a process to collect and record the costs for performing designs.	Director, Technical Service Center	COMPLETED Implementation of this task is being accomplished as part of Task DTR-16.	

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16	Analyze engineering standards	DTR-15	Develop Directives & Standards (D&S) for close-out process	Director, Technical Service Center	FAC 03-03 will be revised to incorporate the close-out process.	
		DTR-16	Develop web-based close-out questionnaire	Director, Technical Service Center	This task will be accomplished by deployment of the completion report in ESAM	
		DTR-17	Finalize design data collection guidelines.	Director, Technical Service Center	COMPLETED Data collection guidelines have been finalized. See attached memo. RDCCT has determined that no additional training is necessary.	November 1, 2007 Memo
		DTR-4	Provide Team 16's report to Team 12	Director, Technical Resources	COMPLETED Team 16's report was posted on the M4E web site along with the Commissioner's January 5, 2007 memorandum announcing the completion of the report and endorsement of its recommendations.	
		DTR-5	Assemble team to review specified design standards	Director, Technical Service Center	COMPLETED	
		DTR-6	Develop a process that ensures design standards are reviewed and updated as necessary subject to budgetary constraints; that allows for internal and external input; that includes formal announcement of decisions on design standards.	Director, Technical Service Center	Design standard No. 1, which defines this process, is being finalized.	
		RD-2	Assign design data collection responsibilities to appropriate offices within each region.	All Regional Directors	The Team 16 Implementation Project Management Team and the RDCCT are currently coordinating to complete this task.	
		RD-3	Determine capabilities of area and field offices to coordinate with stakeholders	All Regional Directors	The Team 16 Implementation Project Management Team and the RDCCT are currently coordinating to complete this task.	

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16	Analyze engineering standards	RD-4	Ensure appropriate dialog between producers and recipients of design standards	All Regional Directors	The Team 16 Implementation Project Management Team and the RDCCT are currently coordinating to complete this task.	
		RD-5	Assign one individual in each region to input responses on close-out questionnaire into database	All Regional Directors	The Team 16 Implementation Project Management Team and the RDCCT are currently coordinating to complete this task.	
		RDCCT	Develop guidelines and/or standards for close-out process that involves users of designs	Director, Technical Service Center	Reclamation has developed an implementation plan for this task.	
17	Seek/Obtain legislative authority for loan guarantees to facilitate private financing	DOPPS-12	Provide Reclamation Leadership Team draft guidelines for loan guarantee program	Director, Office of Program and Policy Services	COMPLETED Follow the link at right for the November 6, 2006 memo used to transmit the draft guidelines to the RLT.	Commissioner's Decision Memo for Action Item 17
		DOPPS-13	Develop necessary forms for loan guarantee program	Director, Office of Program and Policy Services	COMPLETED	November 9, 2006 memo on loan guarantee program
		DOPPS-14	Prepare for implementation of loan guarantee program	Director, Office of Program and Policy Services	COMPLETED The proposed rule for loan guarantee was published in the Federal Register on October 6, 2008. Reclamation will respond to public comments and, if necessary, revise the rule prior to re-submitting it in final form to the Federal Register for pu	Press Release for the Loan Guarantee Program.
18	Develop processes & measuring tools to determine the need for major repairs	DCPAB-6	Consider advisability of combining some facility reviews	Director , Washington Office Operations; Director, Safety, Security, and Law Enforcement; Director, Office and Program and Policy Services	COMPLETED On May 13, 2008, the "Reclamation Facility Review Resource Matrix" was transmitted to Regional Directors and Area Managers for use in determining opportunities to combine site-specific and program reviews at the facility level.	Commissioner's Decision Memo for Action Item 18 May 13, 2008 Memo

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18	Develop processes & measuring tools to determine the need for major repairs	DOPPS-15	Revise D&S to address customer representation in facility review teams	Director, Office of Program and Policy Services	COMPLETED For revisions to the Reclamation Manual Directives and Standards FAC 01-04 and FAC 01-07, see link at right.	FAC 01-04 FAC 01-07
				Director, Technical Resources	Revisions to FAC 04-01 is being addressed by the Power Group and has been implemented in practice.	
		RD-6	Ensure facility review process for major repairs is documented and includes opportunities for stakeholder involvement	All Regional Directors	MP Region -- COMPLETED In Reclamation's MP Region, all area offices have adopted Team 18's template as their process. Follow the link at right for details.	Detailed status
				All Regional Directors	LC Region -- COMPLETED In Reclamation's LC Region, an implementation plan has been developed for this task. Follow the link at right to see detailed status.	Detailed status
				All Regional Directors	PN Region -- COMPLETED In Reclamation's PN Region, all Area Offices have developed a documented process.	Detailed status
			All Regional Directors	UC Region -- COMPLETED In Reclamation's UC Region a documented process has been developed and accepted by all area offices.		
			All Regional Directors	GP Region -- COMPLETED In Reclamation's GP Region, an implementation plan has been developed for this task. Follow the link at right to see detailed status.	Detailed status	
19	Develop processes to add value to major repair projects	DCO-1	Ensure customer involvement in project management	Deputy Commissioner, Operations	COMPLETED This task has been incorporated into Task DOPPS-16 (Team 20-23), which includes development of Directives & Standards on project management process and training.	Commissioner's Decision Memo for Action Item 19
		DCO-2	Explore options to use customer assistance in repair projects	Deputy Commissioner, Operations	COMPLETED This task has been addressed as part of the efforts of Team 12 (Right-Sizing).	

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19	Develop processes to add value to major repair projects	DCO-3	Ensure funding for technical assistance for review and oversight	Deputy Commissioner, Operations	COMPLETED This task is being addressed by providing guidance to Reclamation's Budget Review Committee during annual deliberations.	
		DCO-4	Develop Indefinite Delivery Indefinite Quantity (IDIQ) contracts and post available IDIQs	Deputy Commissioner, Operations	COMPLETED Sample IDIQs can be found at on Reclamation's Acquisition Assistance Website under "Resources". Select "Reclamation Wide Indefinite Delivery Indefinite Quantity (IDIQ) Contracts". A memo from the Deputy Commissioner, Operations will provide di	Acquisition Assistance Website
		DCO-5	Develop guidebook for major repair projects	Deputy Commissioner, Operations	COMPLETED Implementation of Project Management will add value to major repairs. See team's report "Appendix B - Tools/measures to be used in justifying major repairs to or rehabilitations of Reclamation facilities" for a list of related resources.	Team 19 Final Report
		DCO-6	Identify methods to add value to project management processes	Deputy Commissioner, Operations	COMPLETED This task has been incorporated into Task DOPPS-16 (Team 20-23), which is the development of the project management process and training directive and standard.	
		DCO-7	Develop presentation on improving Reclamation performance on major repairs	Deputy Commissioner, Operations	COMPLETED Implementation of Project Management will add value to major repairs. See team's report "Appendix B - Tools/measures to be used in justifying major repairs to or rehabilitations of Reclamation facilities" for a list of related resources.	Team 19 Final Report
		DCO-8	Develop, maintain, and expand partnerships on major repairs	Deputy Commissioner, Operations	COMPLETED Reclamation is currently building on core partnership agreements with TVA, the Army Corps of Engineers and others. Workshops and partnership activities continue on an ongoing basis.	
		All-2	Begin implementation of the specified recommendations immediately.	All Directors	COMPLETED See the list at right of actions being taken.	Commissioner's Decision Memo for Action Item 20-23 Project Management Implementation by Office
		20 -23	Implement a project management process and training			

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20 -23	Implement a project management process and training	DOPPS-16	Develop and issue appropriate Project Management Policy and Directives & Standards	Director, Office of Program and Policy Services	COMPLETED See link at right for Project Management D&S and Policy.	Project Management Policy Project Management D&S
24	Establish and maintain a central contracting repository	DA-4	Post web site for acquisition and assistance	Director, Administration	COMPLETED Follow the link at right to view Reclamation's Acquisition and Assistance Management Division web site.	Commissioner's Decision Memo for Action Item 24 Reclamation's Acquisition and Assistance web site
		DA-5	Maintain acquisition and assistance web site	Director, Administration	COMPLETED A process for maintaining and updating Reclamation's Acquisition and Assistance Management Division web site has been implemented. The web site will be maintained as necessary.	
25	Improve financial status reporting	DCPAB-1	Establish team to finalize the requirements and format of the Statement of Project Construction Cost and Repayment (SPCCR) report	Deputy Commissioner, Policy, Administration, and Budget / Director, Administration	COMPLETED A new Reclamation Manual release (FIN 06-02) was posted on September 28, 2007. Follow the links at right to see the Reclamation Manual entry and the timeline.	Commissioner's Decision Memo for Action Item 25 Reclamation Manual Entry on SPCCRs (FIN 06-02) Timeline
		DCPAB-2	Prepare and implement Facility Condition & Investment Summary report and assess results.	Deputy Commissioner, Policy, Administration, and Budget / Director, Office of Program and Policy Services	COMPLETED A memo to Regional Directors and Area Managers, concerning discretionary use of FC&IS report was sent Oct. 14, 2008.	
		DCPAB-3	Review process for reporting incidental revenues and develop Incidental Revenue report	Deputy Commissioner, Policy, Administration, and Budget / Director, Administration; Director, Office of Program and Policy Services	COMPLETED A Reclamation team has developed the Incidental Revenues report format. The report format is planned to be available to customers in FY 2008.	Detailed status
		DCPAB-4	Establish a team to develop Financial Management Training for managers and customers	Deputy Commissioner, Policy, Administration, and Budget / Director, Administration	COMPLETED Training has been developed and piloted to managers and customers. On May 28, 2008, training materials and a template for development of a training schedule were transmitted to Regional Directors.	November 5, 2007 Memo May 28, 2008 Memo

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25	Improve financial status reporting	DCPAB-5	Develop and/or revise financial management Policy and Directives & Standards as appropriate	Deputy Commissioner, Policy, Administration, and Budget / Director, Office of Program and Policy Services	COMPLETED Reclamation has determined that no revisions to existing Policy and Directives & Standards are necessary.	
		RD-10	Continue to provide project customers with O&M budget and cost reports	All Regional Directors	MP Region -- COMPLETED Reclamation's MP region will continue to provide O&M budget and cost reports on an ongoing basis.	Detailed status
				All Regional Directors	LC Region -- COMPLETED Reclamation's LC Region will continue to provide project customers with O&M budget and cost reports on an ongoing basis. Follow the link at right to see detailed status.	Detailed status
				All Regional Directors	GP Region -- COMPLETED Reclamation's GP Region will continue to provide budget and financial information to meet the needs of customers. Follow the link at right to see detailed status.	Detailed status
				All Regional Directors	UC Region -- COMPLETED Project customers within the Region are provided O&M budget and cost reports on a regular basis.	
				All Regional Directors	PN Region -- COMPLETED Reclamation's PN Region will continue to provide information to customers responsible for O&M of reserved works. Follow the link at right to see detailed status.	Detailed status
		RD-11	Incorporate recommendations into meetings with project customers	All Regional Directors	LC Region -- COMPLETED Reclamation's LC Region has processes in place to ensure that the recommendations are incorporated into customer meetings. Follow the link at right to see detailed status.	Detailed status
				All Regional Directors	UC Region -- COMPLETED In Reclamation's UC Region, processes are in place to meet regularly with customers.	
				All Regional Directors	MP Region -- COMPLETED Reclamation's MP region will meet with customers as required to explain project financial information.	Detailed status

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25	Improve financial status reporting	RD-11	Incorporate recommendations into meetings with project customers	All Regional Directors	GP Region -- COMPLETED . Reclamation's GP Region will continue to provide budget and financial information to meet Reclamation Manual requirements. Follow the link at right to see detailed status.	Detailed status
				All Regional Directors	PN Region -- COMPLETED . In Reclamation's PN Region, each Area Manager will continue to meet with customers and provide information in accordance with Reclamation policy. Follow the link at right to see detailed status.	Detailed status
		RD-12	Require financial management training for managers and appropriate staff	All Regional Directors	Follow the link at right to see current training schedule.	Financial Management training schedule.
		RD-13	Provide financial management training for area offices	All Regional Directors	Follow the link at right to see current training schedule.	Financial Management training schedule.
		RD-14	Provide financial management training for customers	All Regional Directors	Follow the link at right to see current training schedule.	Financial Management training schedule.
		RD-15	Provide electronic reporting of financial information when requested	All Regional Directors	UC Region -- COMPLETED . In Reclamation's UC Region, official financial reports extracted from the Federal Financial System are available to customers in an electronic format (PDF). Other budgetary and financial reports are also available.	
				All Regional Directors	GP Region -- COMPLETED . Reclamation's GP Region will continue to provide budget and financial information to customers in an electronic format. Follow the link at right to view detailed status.	Detailed status
				All Regional Directors	LC Region -- COMPLETED . LC Region provides electronic financial reports to all project customers on a regular agreed upon schedule.	
				All Regional Directors	MP Region -- COMPLETED . Reclamation's MP Region provides electronic statements when requested. Follow the link at right for details.	Detailed status

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25	Improve financial status reporting	RD-15	Provide electronic reporting of financial information when requested	All Regional Directors	PN Region -- COMPLETED In Reclamation's PN Region, Area Managers and staff will continue to work with customers to provide information in a format to meet customer needs as requested. Follow the link at right to view detailed status.	Detailed status
		RD-16	Explore ways to report financial information electronically	All Regional Directors	PN Region -- COMPLETED In Reclamation's PN Region, Area Managers and staff will continue seek opportunities to provide information more efficiently to customers and in a mutually agreeable format. Follow the link at right to view detailed status.	Detailed status
				All Regional Directors	GP Region -- COMPLETED Reclamation's GP Region will continue to provide budget and financial information in an electronic format. Follow the link at right to view detailed status.	Detailed status
				All Regional Directors	MP Region -- COMPLETED Reclamation's MP Region's implementation of this task is ongoing. Activities are to be developed when requested by the customer. Follow the link at right to view detailed status.	Detailed status
				All Regional Directors	UC Region -- COMPLETED In Reclamation's UC Region, official financial reports extracted from the Federal Financial System are available to customers in an electronic format (PDF). Reports will be provided through e-mail as requested.	
				All Regional Directors	LC Region -- COMPLETED In Reclamation's LC Region, processes are in place to communicate with project customers on a regular basis to ensure their needs are being met in obtaining the electronic version of financial reports.	
		RD-7	Complete Statement of Project Construction Cost and Repayment (SPCCR) reports	All Regional Directors	COMPLETED This task was implemented using new Reclamation Manual release FIN 06-02, which establishes requirements for SPCCR reports.	
		RD-8	Complete Facility Condition & Investment Summary reports	All Regional Directors	COMPLETED A memo to Regional Directors and Area Managers, concerning discretionary use of FC&IS report was sent Oct. 14, 2008.	

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25	Improve financial status reporting	RD-9	Complete Incidental Revenue reports	All Regional Directors	COMPLETED The FY07 Incidental Revenue Reports have been posted for use by the Regions. Follow the link at right.	Incidental Revenues Website
26 -27	Determine opportunities for beneficial transfer and/or outsourcing of O&M responsibilities	DCO-10	Establish process to identify opportunities to contract for O&M.	Deputy Commissioner, Operations	COMPLETED This task is being addressed through the implementation of Team 12.	Commissioner's Decision Memo for Action Item 26-27
		DCO-9	Establish process to secure formal O&M transfer agreements.	Deputy Commissioner, Operations	COMPLETED A memo to Regional Directors addressed opportunities for O&M transfer agreements and a process to document results.	
28	Identify opportunities for mutually beneficial title transfers	DCEIA-3	Convene the Title Transfer Program Implementation Team	Deputy Commissioner, External and Intergovernmental Affairs	COMPLETED On June 3, 2008, the Commissioner sent legislation to the Speaker of the House and the President of the Senate to authorize the establishment of a title transfer program within Reclamation.	Commissioner's Decision Memo for Action Item 28
29 -30	Analyze effectiveness of O&M planning and integrate with the budgeting process	DOPPS-17	Improve efficiency and consistency in asset management	Director, Office of Program and Policy Services, or Regional Directors as appropriate	COMPLETED Reclamation is addressing this recommendation as part of its implementation of Task DOPPS-18, below.	Commissioner's Decision Memo for Action Item 29
		DOPPS-18	Convene Implementation Team to address recommendations	Director, Office of Program and Policy Services	COMPLETED See memo explaining how the recommendations of Teams 29-30 have been addressed.	Maintenance Service Office Memo
31	Benchmark O&M of water storage and distribution facilities			Deputy Commissioner, Operations	COMPLETED Accurate O&M benchmarking of water facilities not feasible because no benchmarks were identified. Memo to Regional Directors encouraged sharing of best practices on a yearly basis.	Commissioner's Decision Memo for Action Item 31

Action Item	Action Item Description	Task ID	Task Summary	Responsible Deputy Commissioner/ Director	Implementation Task Status	Click Link Below for More Information
32 - 33	Determine opportunities for use of federal and non-federal lab services and retaining, consolidating, and/or eliminating lab services within the TSC and regions.		Consolidate selected laboratory groups in the TSC and negotiate consolidation cost savings with the GSA.	Deputy Commissioner, Operations and Deputy Commissioner, Policy, Administration, and budget	COMPLETED	Commissioner's Decision Memo for Action Item 32-33
34	Continue implementation of PART goals for R&D			Deputy Commissioner, Operations	COMPLETED The programmatic objectives associated with the PART goals are being addressed by the S&T Steering Team established in Action Item 35.	Commissioner's Decision Memo for Action Item 34
35	Re-evaluate the (S&T) Program Steering Committee's charge	DTR-18	Establish Science & Technology Steering Team and assign representatives	Director, Technical Resources; Director, Office of Program and Policy Services; Director, Security, Safety, and Law Enforcement; All Regional Directors	COMPLETED Membership of the S & T Steering Team has been revised.	Commissioner's Decision Memo for Action Item 35
36	Assess the NAS review of the role of federal desalination R&D and consider recommendations	T36	Address recommendations and findings in the final NAS report on federal desalination R&D.	Deputy Commissioner, Operations	COMPLETED The prepublication version of the NAS report has been reviewed. Reclamation will develop an up-to-date strategic plan for guiding Reclamation's investment in desal and associated research.	Commissioner's Decision Memo for Action Item 36
37	Identify and refine PDs for positions that require collaboration skills	DA-1	Ensure that supervisors identify level of collaborative competency for each employee	Director, Administration	COMPLETED A collaborative competency level for each Reclamation employee has been identified. Follow the link at right to see the complete timeline.	Commissioner's Decision Memo for Action Item 37 Timeline
		DA-2	Modify Position Descriptions to include collaborative competency requirement	Director, Administration	COMPLETED Position Descriptions for all Reclamation employees have been modified to include discussion of collaborative competency requirement. Follow the link at right to see the complete timeline.	Timeline

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37	Identify and refine PDs for positions that require collaboration skills	DA-3	Work with RLT to establish an expectation of collaboration	Director, Administration	COMPLETED On May 23, 2007, the Commissioner sent a memo to all employees concerning the expectation of collaboration in all Reclamation activities and announcing the requirement for collaborative competencies in each employee's position description.	May 23, 2007 memo on collaborative competencies
38 -39	Create collaborative competency curriculum and ensure inclusion into each employee and manager's skill set	DA-6	Ensure supervisors are in possession of and use the Individual Development Plan (IDP) to improve collaboration skills	Director, Administration	COMPLETED On August 24, 2007, the Director, Administration sent a memo to all Reclamation Human Resources Officers on collaboration competencies and attached an Individual Development Plan template for training on collaboration competency.	Commissioner's Decision Memo for Action Item 38 August 24, 2007 memo on collaboration competencies
		DA-7	Coach supervisors in recruiting for collaborative competencies	Director, Administration	COMPLETED On August 24, 2007, the Director, Administration asked Reclamation Human Resources Officers to develop questions on collaborative competencies for the Quickhire library. Further coaching of supervisors will continue on an ongoing basis.	August 24, 2007 memo on collaboration competencies
		DA-8	Identify opportunities to use the Learning Management System for training on collaborative skills	Director, Administration	COMPLETED On August 24, 2007, the Director, Administration asked Regions to load courses on collaborative skills into the Learning Management System. Further opportunities will be identified on an ongoing basis.	August 24, 2007 memo on collaboration competencies
40	Evaluate the effectiveness of Reclamation's learning and development programs in supporting succession planning, leadership development, and technical training.	DA-11	Develop a process to facilitate a corporate approach to training.	Director, Administration	Implementation of this task is under development. As part of implementation, a new position has been added to Reclamation's Learning and Employee Development Office.	Commissioner's Decision Memo for Action Item 40

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41	Incorporate conclusions and decisions into workforce and succession planning	DA-10	Determine timing for next round of workforce planning	Director, Administration	COMPLETED Follow the link at right to see the complete timeline.	Commissioner's Decision Memo for Action Item 41
		DA-9	Convene a team to implement Workforce/Succession plan	Director, Administration	COMPLETED A team was convened in May 2007 and developed an implementation plan for the Workforce/Succession plan. Follow the link at right to see the complete timeline.	Timeline