

Howto Write
Reclamation Manual
Policies
and
Directives and Standards



Reclamation Manual Handbook
January 2000

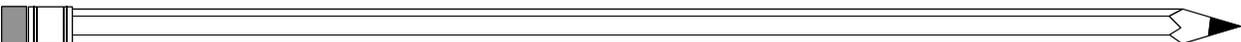


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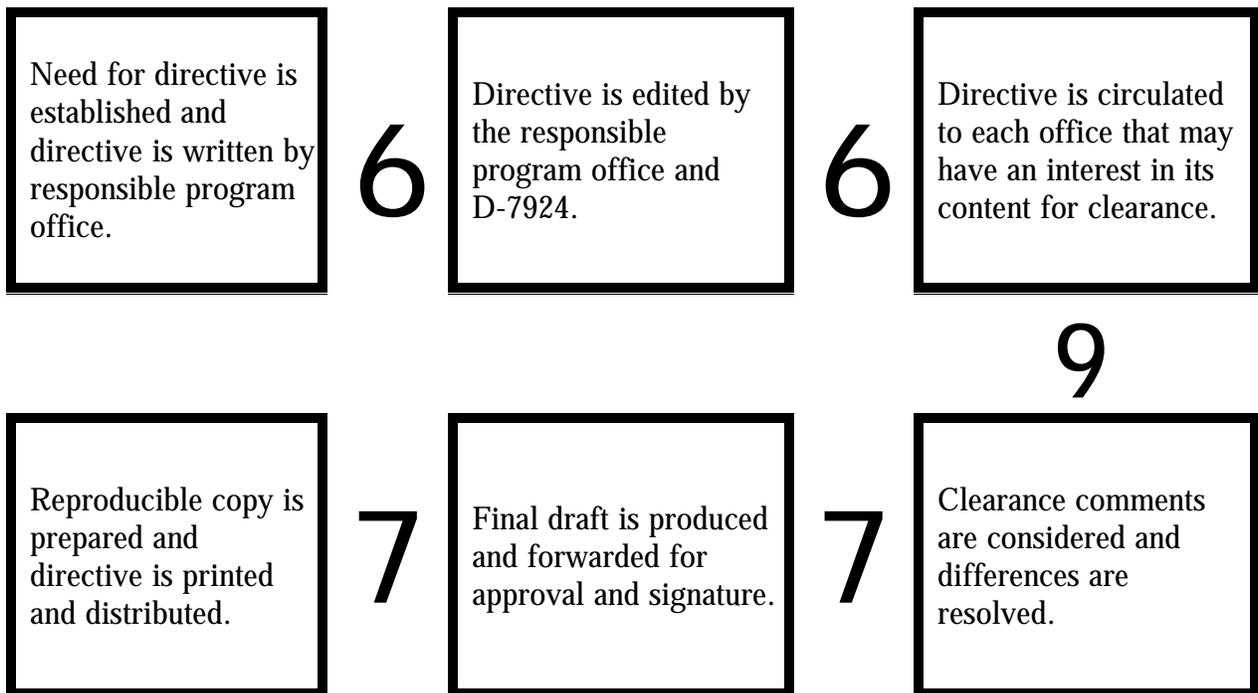
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Introduction

This handbook is designed to assist Reclamation offices in the creation and format of the Reclamation Manual (RM). If you have any questions regarding any aspect of the RM please contact the Directives and Paperwork Management Team (D-7924) at 1-800-822-7651.

The RM defines Reclamation's policies, assigns program responsibility and authority, and establishes and documents methods of doing business. The scope and level of detail will be the minimum necessary to ensure that Reclamation-wide policy is consistently implemented and conforms to the assigned authority, responsibility, and accountability for day-to-day resource management. Higher-level directives are referenced, but not reiterated, in the RM. Adherence is mandatory for all Reclamation offices.

A directive is initiated by the appropriate program office whenever there is a clear need to convey policy or mandatory procedures within Reclamation. The steps in producing RM releases is illustrated below:



Description of the RM

The RM is divided into three types of directives:

1. **Policy Statements (Reclamation-Wide).**

Usually signed by the Commissioner

- , Reflect *leadership direction and principles* of Reclamation's top management
- , Establish *goals and objectives* for programs and support activities
- , Define the broad framework in which *program accomplishment* will occur
- , Contain clear and concise statements of *authority, responsibility, and accountability* of line managers in carrying out the policy
- , Encourage line managers to use *innovation and discretion* in work accomplishment

2. **Mandatory Directives and Standards.**

Signed by the Program Director

- , *Support Reclamation or higher authority policy statements* and contain the *minimum scope and level of detail* necessary to ensure *consistent application* by line managers
- , These mandatory directives and standards are *instructional* in nature *without undue constraint* in interpretation and applicability
- , Contain *flexibility* to encourage line managers to use innovative techniques or approaches
- , *Cross references* to related policy, directives and standards, and mandatory handbooks included within

3. **Temporary Reclamation Manual Releases (TRMR).**

Signed by the Program Manager

- , Establishes *emergency directives* in advance of finalized RM or announces a *temporary change*
- , Dated to *expire 1 year after issuance*
- , *Converted to an RM release* within 1 year of issuance

Description of the RM

4. **Supplements to Higher-Level Regulations.**

Signed by Program Director

- , Issued to clarify Reclamation's procedures in implementing a regulation
- , Printed on colored paper and filed interspersed with the higher regulation
- , Three systems are supplemented with Reclamation information:
 - (1) *Federal Property Management Regulations* (blue paper).
 - (2) Reclamation supplements to Interior's *Departmental Accounting Manual* (salmon paper).
 - (3) *Federal Acquisition Regulations* (FAR) supplemented by *Reclamation Acquisition Regulations System* (RARS).

5. **Discretionary Guidance.** Consist of areas of broad application but are not mandatory. Typically, this includes manuals and handbooks and are signed by the head of the program function.

- , *"How to"* documents and other instructions dealing with *procedures, processes, and methodologies* which support programmatic, technical, and administrative activities
- , Independent of the RM and their use is optional
- , *Issuing program office is solely responsible* for the compilation, format, printing, distribution, and disposition of discretionary guidance
- , Manuals and handbooks will assist line managers and employees in accomplishing program responsibilities
- , Reference applicable RM releases and be structured to add value to the ultimate product, activity, or decision

Preparing RM Releases

The following guidelines for preparing RM releases apply to policy statements, directives and standards, and temporary releases.

1. **Planning the Directive.** Prepare a simple plan of action before you start writing the directive. The plan should contain the following information:
 - A. **Purpose of the Directive.** Determine the exact purpose of the directive. Confine your writing to those areas which you have determined to be required.
 - B. **Research.** Determine what background or regulatory material is available [i.e., laws, Code of Federal Regulations (CFR), Departmental Manual (DM), or other Reclamation directives].
 - C. **Impact.** Carefully consider what impact the proposed directive will have on Reclamation activities and others. Will any of these conditions cause major problems?
 - D. **RM Category.** Identify the appropriate RM category where the directive will be published (see Appendix 1). The Directives and Paperwork Management Team will assign the part number before distribution.
 - E. **Title.** Based on the purpose of the directive, develop a title which will clearly describe the overall intent of the directive.
 - F. **Target Completion Date.** Include writing, management/functional review, approval signature, printing, and distribution time.
2. **Preparing an Outline.** List major topics and subtopics in the order in which they will be covered in the directive. Asking management/functional users to review the outline will help identify errors, gaps, and omissions at an early stage.
3. **Writing the Directive.** If the directive is long, a team may write it, but one person serves as the lead writer. The lead writer is the liaison with the Directives and Paperwork Management Team (D-7924). Write directives to encourage innovation and discretion in work accomplishment. To ensure clear communication, write the directive for those who know the least about the subject but must use the directive. Put yourself in the position of the persons who must follow the directive. (Figures 1, 2, and 3 are sample formats for the various directive types.)
 - A. **Software.** All directives will be prepared in WordPerfect format.
 - B. **Organization.** Put general requirements first, specific requirements next.
 - (1) **Standard Headings.** Use the following standard headings in all policy and directives:

Preparing RM Releases

- (a) **Subject.** Brief descriptive title.
 - (b) **Purpose.** One or two paragraphs explaining the Reclamation-wide applicability, why the directive is needed, and the intent.
 - (c) **Authority.** One paragraph identifying higher-level external influences by title, date, and source. This may include public laws, statutory authority, Departmental Manual authority, Reclamation policy statements, etc.
 - (d) **Contact.** Provide the organization title and mail code.
- (2) **Additional Headings.** Select additional heading titles that clearly identify the subject matter in the directive. Avoid using vague or general titles. Descriptive titles aid the reader in locating needed information.
- C. **Grammar.** Directives should be written in concise, clear English so the reader can readily understand the message it intends to convey. Make sentences and paragraphs short, use present tense, the active voice, and action verbs.
 - D. **Consistent Style.** For editorial assistance, writers should first consult the *U.S. Government Style Manual* (produced by the U.S. Government Printing Office), the dictionary, and available publications on correct grammar usage.
 - E. **Tables and Figures.** All supplementary illustrations or compilations of data should be labeled as either Figures or Appendices.
 - F. **Table of Contents.** Prepare a table of contents for each series. List the title for each part (see Figure 4 for format).
 - G. **Keywords/Index Terms.** The author identifies 3-5 keywords in the directive which will be used by D-7924 to develop an index of the RM. This will aid in creating a search function for the Website. The keywords/index terms should be identified on the transmittal letter.
 - H. **Finalization.** Directives will be transmitted (LAN or disk copy), after routed and signed, to D-7924 for final typing, editing, formatting, printing, and distribution.
4. **Formating.** The following styles are used for RM issuances.
- A. **Paragraph Headings.** Use paragraph numbers and titles for all paragraphs. This makes the directive easier to read and simplifies referring to a particular place in a directive.

Preparing RM Releases

- (1) **Headings Style.** All headings will be bold, initial cap, and indented in increments of five. Whenever possible, use only three levels of the outline [i.e., to the "(1)" level]. This makes the directive easier to read. The standard numbering scheme is:
 1.
 - A.
 - (1)
 - (a)
 - B. **Page Numbers.** Each part will be numbered separately.
5. **Coordinating and Reviewing.** To facilitate the review process, coordinate informally with affected offices during the writing process.
 - A. **Determining Reviewers.** The originating office clears each directive with all Reclamation offices having a functional interest in its content. A copy of each directive is also sent to the Directives and Paperwork Management Team, D-7924, to ensure the directive meets the format requirements of the RM system. Directive writers are responsible for ensuring the correct routing of directives for review, surnaming, and signature.
 - B. **Clearance Reviews.** Whenever possible, use the LAN for simultaneous review and comment on the proposed directive. Clearance routes vary according to the content of material contained in the directive. Ensure that the appropriate offices had the opportunity to review and give input to the directive's content.
 - C. **Resolution of Comments.** All comments and recommendations received must be reviewed. If a proposed change is not incorporated, the office that suggested it should be informed of the reason. Differences must be resolved between the program and clearance offices before the directive is forwarded to the signing official.
6. **Reclamation Manual Transmittal Sheet.** The originating program office must complete and attach a *Reclamation Manual Transmittal Sheet*, Form 7-2522b (see Figure 5) to each generated policy or directives and standards. The transmittal sheet may be obtained from the Directives and Paperwork Management Team.
 - A. **Manual Number and Title.** D-7924 will assign RM number. The category and title of release should be supplied by originating office.
 - B. **Summary of Changes.** Contains what actions are associated with the RM release, i.e., replaces a previously issued policy memorandum (cite the memorandum by subject, source of memorandum (title/author), and date; replaces a previous RM issue (fill out the "Filing Instructions:" portion); or is a "New Release."

Preparing RM Releases

- C. **Keywords for Index and Search Engine.** The originating office should supply any keywords for the index and search engine.
 - D. **URL of Authorities Referenced Within This Release.** Supply the internet address where any listed authorities are referenced in order to supply the user with links to the various authority sites.
 - E. **Distribution Instructions.** Should instruct as to who is to receive the release in addition to the "Basic Distribution" which consists of all Directors in Denver and the Washington Office, and Regional Directors, and area offices.
 - F. **Reviewed by D-4200.** Transmittal sheet needs to be routed to D-4200 for signature and date.
 - G. **Approved by Union.** If D-4200 refers the release to the Union, an authorized individual signs and dates the transmittal sheet.
 - H. **Approved by Management.** Authorizing individual signs and dates the transmittal sheet.
7. **Routing Sheet.** The routing sheet (Figure 7) identifies the originator, ensures comments have been received and integrated, tracks the approval phase of the document, and consists of the *minimum* approval order for the RM release.
 8. **Approval Signature.** When all comments from the review process have been resolved, the originating office prepares a final draft, the authorizing individual signs and dates the transmittal sheet and the directive and the original signed copy of the transmittal sheet is submitted to D-7924 for processing.
 9. **Printing and Distribution.** D-7924 will generate a final reproducible copy supplied by the originating program office. A release number and date will be assigned and the directive will be printed and distributed.
 10. **Revisions.** The responsible program office initiates directive revisions as necessary. Existing directives may be revised by issuing a new page, a new chapter, or an entire part. No pen-and-ink changes will be issued.
 11. **Deleting a Directive.** Deleting a directive is accomplished using the *Reclamation Manual Transmittal Sheet*, Reclamation form No. 7-2522b.
 12. **Revalidation of Directives.** Both policy statements and directives and standards are revalidated every 2 years to ensure they are still current. The Directives and Paperwork Management Team will send the *Reclamation Manual Review and Certification* form (Figure 8) to the appropriate program office biennially.
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Preparing RM Releases

13. **Electronic Version of the RM.** The complete and current RM is located on the Internet at <http://www.usbr.gov/recman/>.

FIGURES

Reclamation Manual Policy

Subject: *Brief descriptive title*

Purpose: *One or two paragraphs explaining the Reclamation-wide applicability, why the policy is needed, and the intent.*

Authority: *One paragraph identifying external influences by title, date, and source. This may include public laws, statutory authority, Departmental Manual authority, etc.*

Contact: *Organization and mail code*

Appropriate Numbered Policy Headings. *Keep the actual body of the policy statement concise, clearly written, and within a broad framework. The point is to establish goals, objectives, program accomplishments, authority, responsibility, and accountability in a broad and flexible structure which reduces future changes.*

1. **Title in Bold.**

A. **Title in Bold.**

B. **Title in Bold.**

2. **Title in Bold.**

A. **Title in Bold.**

(1) **Title in Bold.**

(2) **Title in Bold.**

B. **Title in Bold.**

¹
Directives and Paperwork Management Team (D-7924) after signature of authorizing official.

Reclamation Manual
 Directives and Standards

Subject: *Brief descriptive title, same as the appropriate policy statement title, if applicable*

Purpose: *One or two paragraphs explaining the Reclamation-wide applicability, why the directive is needed, and the intent.*

Authority: *Appropriate policy statement title, if applicable, higher-level external regulations, technical/natural science standards, or administrative standards (e.g., DM's, ANSI standards, FIRMR's). Keep the description and source of higher-level external regulations and required standards concise and clearly written. Briefly summarize rather than reiterate references in the policy statement.*

Contact: *Organization and mail code*

Appropriate Numbered Directive Headings. *Keep the directive concise, clearly written, and without undue constraint in interpretation and applicability. As appropriate, include physical measures or product/process definitions in accordance with acceptable criteria, e.g., program accomplishment and Government Performance and Results Act of 1993 standards. If appropriate, list by source and originating office widely accepted and commonly used handbooks, manuals, etc. (discretionary components).*

- 1. **Title in Bold.**
 - A. **Title in Bold.**
 - B. **Title in Bold.**
- 2. **Title in Bold.**
 - A. **Title in Bold.**
 - (1) **Title in Bold.**

¹ The responsible program office should indicate in which RM category the directive should be placed. The specific RM Number will be assigned by the Directives and Paperwork Management Team (D-7924) after signature of authorizing official.

FIGURE 3

XXX TRMR-X¹

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires XX/XX/00)²

Subject: *Brief descriptive title*

Purpose: *One or two paragraphs explaining the Reclamation-wide applicability, why the directive is needed, and the intent.*

Authority: *Appropriate policy statement title, if applicable, higher-level external regulations, technical/natural science standards, or administrative standards (e.g., DM's, ANSI standards, FIRMR's). Keep the description and source of higher-level external regulations and required standards concise and clearly written. Briefly summarize rather than reiterate references in the policy statement.*

Contact: *Organization and mail code*

Appropriate Numbered Directive Headings: *Keep the listing of directives concise, clearly written, and without undue constraint in interpretation and applicability. As appropriate, include physical measures or product/process definitions in accordance with acceptable criteria, e.g., program accomplishment and Government Performance and Results Act of 1993 standards. If appropriate, list by source and originating office widely accepted and commonly used handbooks, manuals, etc. (discretionary components).*

1. **Title in Bold.**

A. **Title in Bold.**

(1) **Title in Bold.**

¹ The responsible program office should indicate in which RM category the temporary directive should be placed. The specific RM Number will be assigned by the Directives & Paperwork Management Team (D-7924) after signature of authorizing official.

² TRMR's are issued in emergency situations. Directives must be incorporated in the RM within 1 year by originating office.

FIGURE 4

Reclamation Manual

Table of Contents

FAC 01-04

Series	Part	Page
FAC 01-04	Directives for the Review of Operation and Maintenance (RO&M) Program Examination of Associated Facilities (Facilities Other Than High- and Significant-Hazard Dams)	
01-04.1	Definitions	1
01-04.1A	High- and Significant-Hazard Dams	1
01-04.1B	Associated Facilities	1
01-04.2	Program Implementation	1
01-04.2A	Listing of Facilities	1
01-04.2B	Funding/Cost Recover	2
01-04.2B(1)	Non-Reimbursable	2
01-04.2B(2)	Costs	3
01-04.2B(3)	Examinations	3
01-04.2B(4)	Inspections	3
01-04.3	Examination Purposes and Content	3
01-04.3A	Purposes	3
01-04.3B	Content	3
01-04.3C	Coordination With Other Programs	4
01-04.3D	Emphasis	5
01-04.4	Examination Procedures	5
01-04.4A	Conducting Office	5
01-04.4B	Duration/Exception	5
01-04.4C	Frequency	5
01-04.4D	Guidance	6
01-04.5	Examination Reports	6
01-04.5A	Content	6
01-04.5B	Format	7
01-04.5C	Peer Review	7
01-04.5D	Distribution	7
01-04.6	Recommendation Categorizing and Tracking	7
01-04.6A	Categorizing	7
01-04.6A(1)	Category 1	7
01-04.6A(2)	Category 2	8
01-04.6A(3)	Category 3	8
01-04.6B	Tracking	8
01-04.6B(1)	Category 1	8

FIGURE 5

(Name and Title)

(Date)

Approved by Management:

(Name and Title)

(Date)

Approved by Union:

(Name and Title)

(Date)

Reviewed by D-4500: Referred to Union No Union referral required

Distribution Instructions (indicate office codes this should be sent to):

Remove Sheets
Filing Instructions:

Insert Sheets

Keywords for the Index and Search Engine:

URL of Authorities Referenced Within This Release:

Summary of Changes:

Manual Number and Title:

RECLAMATION MANUAL TRANSMITTAL SHEET

BUREAU OF RECLAMATION
DEPARTMENT OF THE INTERIOR
UNITED STATES

(88-01) 4525-1
Bureau of Reclamation

FIGURE 6

Reclamation Manual Routing

Mail code	Purpose	Signature		Date
	Originator			
D-7924	Review			
	Management Review			
D-4200	Union Referral	Yes	Sign & Date Transmittal Letter	
		No		
	Union Approval	Sign & Date Transmittal Letter		
	Management Approval	Sign & Date Transmittal Letter		
D-7924	Distribution			

FIGURE 7

(Name of reviewer and date)

Comments:

- Current as written
- New Manual section or handbook needed—target date for completion: _____
- Minor changes needed—target date for completion: _____
- Substantive revisions needed—target date for completion: _____
- [prepare RM Transmittal Sheet (1-5252) and forward to D-1950 for processing]
- Unneeded or obsolete—cancel

Based on my review, the current status of this policy/directive is:

- The potential for simplification, efficiency, and relief of unnecessary administrative burden, operational functions.
- The degree to which the material is consistent with Reclamation policy on decentralization of meet the needs of the user.
- The nature and extent of complaints or comments received which suggest the material does not
- The degree of conflict and inconsistency within the directive or with related directives, resolution.
- The potential conflict with law, regulations, and written policy within the material. Identify policy

passed on the following criteria: ensuring that directives are cancelled when no longer needed. Please review the directive listed above Reclamation program officials are responsible for keeping directives issued by their offices current and

Title: _____ Last revision date: _____

Policy/Directive No.: _____

From: _____ Respond by (date): _____

To: _____ Date: _____

RECLAMATION MANUAL REVIEW AND CERTIFICATION

Bureau of Reclamation
1-5253 (10-84)

APPENDIX 1

Categories for the RM

CATEGORIES FOR THE RM

The RM consists of two major parts: (1) Policy and (2) Directives and Standards. Each of these is separated into Program and Administrative categories. Each category is divided into a subject area Series that is identified by a three-letter alpha code.

1. **Policy.** Each Policy Series is designated by a "P" suffix. All policy is approved by the Commissioner and published in one volume.

Program and Administrative Policy (currently 9 Series)
Policies issued in sequential order

Policy numbering example:

ENV P05 would represent the following:

ENV is the Series: Environmental Management
P indicates this is a policy
05 is the fifth policy issued in this series

2. **Directives and Standards.** The Directives and Standards are published in volumes separate from the Policy volume. The same Series codes as in Policy are used. However, the Series in Directives and Standards are divided into Parts and each Part can be divided into Chapters.

Program and Administrative Directives and Standards
Each Series is divided into Parts
Each Part is divided into Chapters

Directives and Standards numbering example:

RCD 03-01 represents the following:

RCD is the Series: Records Management
03 is the Part: Directives Management
01 is the Chapter: Directives Management System

PROGRAM CATEGORIES

- CMP Comprehensive**
Directives and Standards that span several other program categories
- ENV Environmental Management**
Environmental Compliance
Biological Resources Protection and Management
Hazardous Materials and Hazardous Waste Management
- FAC Project Planning and Facility OM&R**
Project Planning and Development
Land Planning and Development
Water Planning and Development
Power Planning and Development
Project Facility Management
Project Design, Specifications, and Construction
Project Cost Estimates
Power Management
Safety of Dams
- LND Land Management and Development**
Land Planning and Development
Land Acquisition
Land Disposition
Land Management
Land Classification
Land Appraisal
- LON Loans, Grants, R&B, and Distribution**
Small Grants and Loans
Grants and Loans
Rehabilitation and Betterment
Loan Distribution
- NIA National and International Affairs**
Native American Affairs
International Affairs
Partnerships
- PEC Program Economics, Revenues, and Contracts**
Economic Evaluations
Reclamation Law Administration
Revenues and Cost Recovery
Contracts

PROGRAM CATEGORIES

RES Research, Testing, and Technical

Research Program Development
Structural Research
Energy and Electric Research
Environmental Research
Salinity Research
Water Research
Testing
Inventions, Patents, and Copyrights

WTR Water Management and Development

Water Conservation
Water Rights
Water Quality
River Basin Management
Interstate Compacts

ADMINISTRATIVE CATEGORIES

ACM	Acquisition and Financial Assistance Management DIAR Supplements (RARS) DM Supplements (RFAD)	
ADM	Administrative Management Administrative Management Delegations of Authority Emergency, Disaster, and Security Planning Law Enforcement Litigation and Appeals Public Information Office and Facility Management Printing and Reproduction Services	
BGT	Budget Management Budget Management Delegations of Authority Budget Requests Appropriations	
FIN	Financial Management	DOI DAM Supplements
HRM	Human Resources Management	FPM Supplements
IRM	Information Resources Management Information Resources Management Delegations of Authority Software Acquisition, Development, and Management Hardware Acquisition, Development, and Management Computer Operations and Maintenance User Support Telecommunications Management	
PRM	Property Management	FPMR Supplements
RCD	Records Management Records Management Delegations of Authority Directives Management Forms Management	
SAF	Safety Management Safety Standards Accident Reports	

APPENDIX 2

Directives Management System

RCD 03-01, establishes the Reclamation Directives Management System and prescribes a uniform directives issuance system.

TABLE OF CONTENTS FOR RCD 03-01

Series	Part	Page
RCD 03-01	Reclamation Directives Management System	
	03-01.1 Reclamation Directives System	1
	03-01.2 RM Components	1
	03-01.2A Policy Statements	1
	03-01.2B Directives and Standards	1
	03-01.2C Temporary Reclamation Manual Releases (TRMR)	2
	03-01.2D Supplements to Higher-Level Regulations	2
	03-01.2E Supplements to the RM	2
	03-01.3 Use	2
	03-01.4 Preparation	3
	03-01.5 Review, Clearance, and Approval	3
	03-01.5A Originating Office	3
	03-01.5B Reviewing Offices	3
	03-01.5C The Directives and Paperwork Management Team	4
	03-01.6 Revisions to the Directives System	4
	03-01.7 Categories and Numbering of the Directives System	4
	03-01.7A Categories	4
	03-01.7A(1) Program Series	5
	03-01.7A(2) Administrative Series	5
	03-01.7B Numbering	5
	03-01.7B(1) Policy	5
	03-01.7B(2) Directives and Standards	5
	03-01.7B(3) Temporary Reclamation Manual Releases (TRMR)	6
	03-01.7B(4) Supplements to Higher-Level Regulations	6
	03-01.7B(5) Supplements to the RM	6
	03-01.8 Discretionary Guidance	6

These mandatory directives and standards are instructional in nature without undue level of detail necessary to ensure that they are consistently applied by the managers.

B. **Directives and Standards.** Directives and standards contain the minimum scope and

work accomplishment. Policy statements are signed by the Commissioner.

statements are structured to encourage the managers to use innovation and discretion in responsibility, and accountability of the managers in carrying out the policy. Policy accomplishment will occur. They contain clear and concise statements of authority, programs and support activities, and define the broad framework in which program Reclamation's top management, establish goals and objectives for Reclamation-wide

A. **Policy Statements.** These statements reflect leadership direction and principles of

KM. The KM is divided into five types of directives:

methods of doing business. Higher-level directives are referenced, but not reiterated in the policies, assign program responsibility and authority, and establish and document routine

S. **KM Components.** The KM consists of a set of directives designed to define Reclamation's

and are clear, concise, and easy to understand.

Reclamation-wide directives; differentiate between permanent and temporary directives;

C. Establishes distinctive formats for directives which are recognizable as official

recordkeeping system for easy reference and retrieval.

B. Integrates all Reclamation-wide policies and directives and standards into one

written instructions and procedures to users.

A. Provides a means to issue and document Reclamation's official policies and to convey

The KM:

responsible for managing Reclamation's directives program, the Reclamation Manual (KM).

I. **Reclamation Directives System.** The Directives and Paperwork Management Team is

Contact: Directives and Paperwork Management Team, D-1224

Department of the Interior.

assigns responsibilities for maintaining agency directives systems within the

Authority: The Departmental Manual, 381 DM 1, prescribes policies, outlines procedures, and

uniform directives issuance system.

Purpose: Establishes the directives management program for Reclamation and prescribes a

Subject: Reclamation Directives Management System

Directives and Standards

Reclamation Manual

BCD 03-01

available on the Internet at <http://www.uspr.gov/icsman>.
be filed in three-ring binders with appropriate subject classification dividers. The KM is also
the functioning of their program area. To facilitate use, filing, and updating, directives will
Region. Other offices may wish to maintain only those portions of the directives necessary to
3. Use. A complete copy of the KM will be maintained in Washington, D.C., Denver, and each

directives. Supplemental directives are signed by a Director.
originating office has sole responsibility for issuing and maintaining these supplemental
are printed on distinguishing colored paper and filed interperced with the KM. The
implement a directive. They will not contravene the KM which they supplement. They
instructions and information to enable an office with unique local conditions to
E. Supplements to the KM. These may be issued when it is necessary to provide further

- (c) Reclamation supplemental to Interior's Departmental Accounting Manual (DAM);
- Federal Acquisition Regulations (FAR); and
- (p) The Reclamation Acquisition Regulations System (RAR2), which supplements the
- (a) Reclamation's supplemental to the Federal Property Manual Regulations (FPMR);

Three supplemental systems will be used:

delegated.
These supplements are signed by the Director of the program function, unless further
printed on distinguishing colored paper and filed interperced with the higher regulation,
using the same format and numbering system as the higher-level regulation. They are
Reclamation's procedures in implementing the regulations. These supplements are issued
D. Supplements to Higher-Level Regulations. Issued when necessary to clarify

to expedite release, FRMR's may be signed by the program manager.
after issuance and must be converted to an KM release within that time period. In order
KM, or to announce temporary procedural changes. FRMR's are dated to expire 1 year
situations as temporary directives to establish policy in advance of incorporation in the
C. Temporary Reclamation Manual Releases (TRMR). These are issued in emergency

further delegated.
Directives and standards are signed by the Director of the program function, unless
related policy, directives and standards, and mandatory handbooks should be included.
encourage the managers to use innovative techniques or approaches. Cross references to
consistent in interpretation and applicability. They contain the flexibility necessary to

Directives and Standards
Reclamation Manual

BCD 03-04

concurrency will be assumed.

period. If the originating office does not receive a response by the deadline date,

- (5) Provide comments by the established deadline date or request an extended comment

rewritten due to personal preference for another writing style.

- (1) Provide substantive comments in their functional areas; directives should not be

B. Reviewing Offices. Reviewing offices will:

along with a WordPerfect file to the Directives and Paperwork Management Team.

- (2) Submit a final signed draft of the directive and appropriate signed clearance forms

- (4) Transmit the directive for appropriate signature.

- (3) Coordinate comments received and make appropriate revisions to the directive.

should be done concurrently using the LAM system.

- (5) Obtain the necessary reviews and signed clearance forms. Whenever possible this

expedite clearance of the final product.

Consultation with interested offices during the preliminary drafting stages will

- (1) Provide adequate coordination with program offices in affected organizations.

A. Originating Office. These program offices will:

2. Review, Clearance, and Approval.

compile and maintain a Reclamation-wide directive system subject list.

- E. Provide the Directives and Paperwork Management Team the information necessary to

implementing users, needs.

- D. Present the directives clearly, accurately, and concisely, but with sufficient detail for the

- C. Ensure the directive does not overlap, conflict with, or duplicate any other directive.

releases.

- B. Ensure that their directives conform with the standards and format prescribed for RM

- A. Initiate and write the directives in plain language.

4. Preparation. Program offices will:

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code:

category is divided into a subject area series that is identified by a three-letter alpha standard. Each of these is separated into Program and Administrative categories. Each

A. **Categories.** The KM consists of two major parts: (1) Policy and (2) Directives and

3. Categories and Numbering of the Directives System.

Transmittal Sheet, Reclamation form No. 1-5222P.

C. Cancellation of a directive will be accomplished using the Reclamation Manual

maintenance time no pen-and-ink changes will be issued.

reissued by the Directives and Paperwork Management Team. To reduce errors and user revisions may be authorized by the manager of the issuing program office and will be

B. Substantive revisions will be made by following the above procedures. Editorial

Paperwork Management Team to ensure directives are kept current.

A. A biennial review of system directives will be conducted by the Directives and

e. Revisions to the Directives System.

(1) Provide a handbook on how to write KM issuances.

(2) Maintain the complete KM on the Internet.

copy.

(3) Maintain the official record file for all mandatory policy and directives in hard

(4) Forward the directives for reproduction and distribution.

directive.

(5) Assign a directive release number and issue date, and identify the superseded

program office.

(6) Produce a final directive from a WordPerfect file supplied by the originating

administrative functions.

distributes annual checklists of current directives, and coordinates the system with training, controls issuances in the system, maintains a system subject index,

(7) Manage the directives system. The Team operates the system, provides for system

C. **The Directives and Paperwork Management Team.** This office will:

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following:

numbers are separated by a dash. For example, BCD 03-01 represents the
divided into Chapters designated by a two-digit number. The Part and Chapter
series is divided into Parts and designated by a two-digit number. Each Part is

- (5) **Directives and Standards.** The same series codes as in Policy are used. Each

02 is the Aff policy issued in this series
P indicates this is a policy
EML is the Series, Environmental Management

issued. For example, EML P02 would represent the following:

a two digit number that indicates the sequence order in which the Policy was

- (1) **Policy.** Each Policy is designated by the series code followed by a "P" suffix and

B. Numbering.

ZAF Safety Management
BCD Records Management
PRM Property Management
IRM Information Resources Management
HRM Human Resources Management
FIM Financial Management
BCL Budget Management
ACM Acquisition and Financial Assistance Management
ADM Administrative Management

- (5) **Administrative Series:**

WLB Water Management and Development
RES Research, Testing, and Technical
PEC Program Economics, Revenues, and Contracts
MIA National and International Affairs
GOI Loans, Grants, Rehabilitation and Betterment, and Distribution
GID Land Management and Development
Rehabilitation
FAC Project Planning and Facility Operations, Maintenance, and
EML Environmental Management
CMP Comprehensive

- (1) **Program Series:**

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the head of the program function.

and apply to the ultimate product, activity, or decision. Discretionary guidance is signed by reference appropriate Recommendation Policy and/or Directives and Standards, and be limited to accomplishment of program responsibilities. All discretionary guidance will specifically these manuals and procedures will primarily assist the managers and their employees in the planning, distribution, and organization of discretionary guidance. Information contained in optional. The issuing program office is solely responsible for the completion, format, technical, and administrative activities. They are independent of the KM and their use is dealing with procedures, processes, and methodologies which support programmatic.

8. **Discretionary Guidance.** These are typically "how to" documents and other instructions

(2) **Supplements to the KM.** Follows the KM numbering scheme.

numbering scheme.

(4) **Supplements to Higher-Level Regulations.** Follows higher-level regulations

(the sequence order in which the TRMB was issued).

(3) **Temporary Recommendation Manual Releases (TRMB).** TRMB "Series Title"-0X

01 is the Chapter, Directives Management System

03 is the Part, Directives Management

BCD is the Series, Records Management

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