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Bureau of Reclamation

# Reclamation Manual Transmittal Sheet

Effective Date: **08/08/2012**

Release No. **314**

**Please ensure that all employees who need this information are forwarded a copy of this release.**

Reclamation Manual Release Number and Subject

**FAC TRMR-23 Performing Certification of Select Water Resources Management Reports**

Summary of Changes

**Minor revision to extend the expiration date of this release from 06/30/2012 to 06/30/2013.**

Filing Instructions

| Remove Sheets | Insert Sheets |
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Filed by: _____ Date: _____

# Reclamation Manual

Directives and Standards

## *TEMPORARY RELEASE*

*(Expires 06/30/2013)*

**Subject:** Performing Certification of Select Water Resources Management Reports

**Purpose:** To establish quality assurance requirements for certification of select Reclamation water resources management reports. The benefits of this Directive and Standard are improvements in quality of water resources management reports and consistency among reports selected for certification.

**Authority:** The Reclamation Act of 1902 (Act of June 17, 1902, 32 Stat. 388), as amended and supplemented.

**Approving Official:** Director, Office of Program and Policy Services

**Contact:** Water and Environmental Resources Office, 84-55000

1. **Introduction.** Certain Reclamation water resources management reports (Reports) will be certified before they are approved and released outside Reclamation. This Temporary Reclamation Manual Release (TRMR) establishes the basic requirements for performing and documenting certification of selected Reports. Each certification will be conducted in the uniform and standard manner stated in this TRMR.

2. **Scope.** Requirements for (a) determining who will select, and (b) determining which Reports will be selected and subjected to the certification requirements of this TRMR are found in TRMR, FAC TRMR-22, *Certification of Select Water Resources Management Reports.*

3. **Responsibilities.**

   A. The Senior Executive Service (SES) member who is delegated authority for the Report will sign and transmit a completed certification form (see Appendix A), <u>or</u> a transmittal memorandum which addresses the information requested in Appendix A, for each Report he/she determines is certified[1].

   B. The certification staff selected by the SES member will prepare and sign the certification information form or the transmittal memorandum.

4. **Report Certification Process.** Each certification effort will be integrated into the day-to-day work process so the investment in certification is most cost effective. The Report certification process is not required to be a totally separate and additional process. The

[1]See Paragraph 4.B.(2) of FAC TRMR-22 for related SES member responsibilities.

Report certification process can replace (completely or in part) an organization's standard review process for a Report, as long as all requirements of FAC TRMR-22 and this TRMR are met.

5. **Commencement of Certification.** The SES member will select Reports to be certified as early in the Report development process as practicable.

6. **Independence and Communication During Certification.** Certification activities will be performed by staff that have, as practicable, not directly participated in the subject activity or Report preparation, but are involved in a manner and frequency that optimizes the quality, completeness, effectiveness, and value of the certification effort. Staff performing Report certification activities and Report preparer(s) will communicate as appropriate throughout Report preparation and certification.

7. **Sharing Reports Prior to Certification.** Reports selected for certification that are shared inside and outside Reclamation prior to certification must be prominently marked: DRAFT. THIS DOCUMENT HAS BEEN SELECTED FOR CERTIFICATION, BUT IS NOT YET CERTIFIED PURSUANT TO RECLAMATION MANUAL POLICY FAC TRMR-22 AND DIRECTIVE AND STANDARD FAC TRMR-23.

8. **Documentation of Certification.** Documentation of each certification review will be prepared:

   A. By completing and signing a copy of the form in Appendix A of this TRMR entitled *Select Water Resources Management Report (Report), Certification Information Form*, <u>or</u>

   B. By completing and signing a transmittal memorandum that provides all information required in Appendix A.

9. **Report Certification and Independent Oversight Reviews of Design, Cost Estimating, and Construction (DEC) Projects.** An SES member may request a DEC oversight review of a project that is going to be the subject of or part of a Report (see Paragraph 5.A. (2) of FAC TRMR-13, *Identifying Design, Cost Estimating, and Construction Projects for which Independent Oversight Review is Required, and Performing those Reviews*). Completion of a DEC oversight review of a project associated with a Report selected for certification will be noted as part of the certification information. Performing a DEC oversight review of a project or activity associated with a Report does not in and of itself certify the Report.

10. **Budget Considerations for Report Certification.** Costs incurred directly during certifications, including those for scheduling, conducting, and documenting certifications,

will be funded as a project activity (e.g., Water and Related Resources). The responsibility for budgeting for certifications and the direct management of funds to perform certifications will reside in the office of the SES member responsible for a Report requiring certification, and must be budgeted as part of the annual budget requests.