MEMORANDUM

To: Deputy Commissioner, Policy, Administration and Budget
   Director, Office of Program and Policy Services
   Chief of Staff
   Regional Directors
   Attn: PN-1000, MP-100, LC-1000, UC-100, GP-1000

From: Robert W. Johnson

Subject: Decision Related to Managing For Excellence Team 4 -- Final Recommendations

For those items where you have been specifically identified, you are hereby directed to take the appropriate actions necessary to implement the recommendations associated with decision making contained in the attached document, *Managing for Excellence Team 4 - Final Recommendations*. The actions are summarized below.

- All Directors should communicate decisions that have been made which have Reclamation-wide implications.

- The Director, OPPS, should evaluate the potential for incorporating Departmental guidance related to the compilation of Decision Files and Administrative Records into the Reclamation Manual. As appropriate, OPPS should participate in any Departmental effort to address the subject matter in the Departmental Manual.

- The Chief of Staff should communicate to Reclamation staff the role of the RLT and associated processes, including how related information will be shared.

Attachment

cc: 91-00000, 91-10000, 92-00000, 94-00000, 96-42000, 94-30000, 96-00000, 96-00001
   84-200000, 84-21000, 84-40000, 84-44000, 84-50000 (Gonzales, Lindell),
   86-60000 (Bach, Medina), 86-68000 (Gabaldon, Weitkamp)
   PN-1000, SRA-1100
   MP-100 (Rodgers, Schlueter), MP-103
   LC-100, UC-100, UC-700, GP-1000, GP-1200