

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Positions in Professional Public Affairs Positions and Other Related Positions
<b>Purpose:</b>	Prescribes requirements and responsibilities concerning information and outreach positions in the Bureau of Reclamation. The benefit of this Directive and Standard is that it aligns Reclamation procedures with requirements in the Departmental Manual (DM).
<b>Authority:</b>	470 DM 1, 1.6J-L
<b>Approving Official:</b>	Deputy Commissioner
<b>Contact:</b>	Chief, Public Affairs (92-40000)

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1. **Introduction.** The Department of the Interior requires specific coordination regarding information outreach and public affairs positions. This Directive and Standard prescribes the process Reclamation will use to comply with Department requirements.
2. **Applicability.** This Directive and Standard applies to professional-level Reclamation employees in the following types of positions: public affairs officers, public affairs specialists, information officers, information specialists, other positions in the information series, and any other positions performing similar functions, including those in external affairs. It also includes Reclamation professional-level publication and visual media personnel engaged in activities related to public information.
3. **Definitions.** There are no terms to define for this Directive and Standard.
4. **Responsibilities.**
  - A. **Reclamation Leadership Team.** The Reclamation Leadership Team members are responsible for ensuring staff within their organizations follow the requirements of this Directive and Standard.
  - B. **Supervisors/Managers.** Supervisors and managers are responsible for following the requirements of this Directive and Standard.
  - C. **Human Resource Managers/Supervisors/Staff.** Human Resources managers, supervisors, and staff are responsible for following the requirements of this Directive and Standard prior to advertising, offering, or changing the position description of employees in positions identified in Paragraph 2 of this Directive and Standard.
5. **Statement of Department Requirements.**
  - A. Prior approval by the Department's Office of Communications (OCO) is required for the creation of new positions, appointments, details, transfers, or termination of

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existing positions or termination of employment of professional-level employees covered by this Directive and Standard.

- B. OCO may obtain assistance directly from Reclamation information officers on any information project and, when the occasion arises, may detail Reclamation information personnel to OCO for work on special projects.
- C. OCO may issue instructions to Reclamation information officers to carry out the assigned responsibilities of OCO.

### 6. Procedures.

- A. Supervisors must request approval through their regional public affairs officer to the Chief, Public Affairs, prior to establishing or advertising a position, and/or prior to hiring, promoting, terminating, or changing the position description of personnel covered by this Directive and Standard.
- B. The Chief, Public Affairs, will coordinate approvals with OCO and notify the appropriate region once final approvals are received.

## 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: \_\_\_\_\_