

## 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

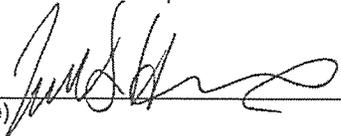
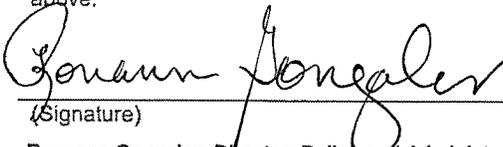
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All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_

RECLAMATION MANUAL APPROVAL FORM

<b>Reclamation Manual Release Number and Subject:</b>
BGT 04-07 Operation and Maintenance Program Management
<b>Summary of Changes (if applicable):</b>
The majority of the relevant information from the D&S is in the Bureau-wide Program Description document which is a part of the Programmatic Budget Structure. This D&S can be deleted.
<b>Terms/Words for Index and Search Engine:</b>
<b>Distribution Instructions (indicate office codes to send this release to):</b>
<b>Reviewed by Employee/Labor Relations (84-58000):</b>
<input checked="" type="checkbox"/> Requirement for union notification/request for comments met; union comments, as appropriate, forwarded to originating office. <i>Determined at local level</i>
<input type="checkbox"/> Union referral not required.
 _____ (Signature)
<i>2/1/17</i> _____ (Date)
Jolene Haines, HR Specialist, ER/LR _____ (Name and Title)
<b>Approved by Management (temporary actings cannot approve Reclamation Manual actions):</b>
My signature below indicates my approval of this Reclamation Manual action described in the Summary of Changes section above.
 _____ (Signature)
<i>2/8/17</i> _____ (Date)
Roseann Gonzales, Director, Policy and Administration _____ (Name and Title)

BGT 04-07

# Reclamation Manual

## Directives and Standards

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**Subject:** Operation and Maintenance Program Management

**Purpose:** Outlines the work activities and representative tasks to be included under the Operation and Maintenance Program Management program and appropriate means of funding.

**Authority:** Reclamation Project Act of 1902 and Supplementary Acts; Title 43 U.S.C. 377, Fact Finders' Act of 1924, Subsection O, as amended; Act of October 29, 1971, Public Law 92-149, 85 Stat. 416.

**Contact:** Maintenance Services Office, D-5700

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1. **Background.** Operation and Maintenance Program Management (O&M-PM) is one of a number of Reclamation programs that have been referred to in the past as “Associated O&M”, “Bureauwide”, or “Reclamation-wide” Programs. These programs have been established to fund the non-reimbursable costs of those activities that Reclamation has determined to be inappropriate to charge to funded projects as “project O&M” activities. Often the activities included in this program may be related to many projects throughout Reclamation or the activities are related to a specific project where there is no specific line item in Reclamation’s budget because the activities are minor or non-recurring in nature. Refer to Reclamation Manual Directives & Standards BGT 04-02 (<http://www.usbr.gov/recman/bgt/bgt04-02.html>) for general information regarding “Reclamation-wide Program Funding Criteria.”

2. **Objective.** These Directives and Standards (D&S) are intended to provide a general description of this program, the types of activities that are to be included under this program, and the authorities, as applicable, and rationale for the non-reimbursable funding of the program.

### 3. Definitions.

A. **Funded project.** A specific authorized Reclamation project which receives annual appropriations or revenues to fund project O&M activities.

B. **Project O&M activities.** Activities determined by Reclamation to be performed on behalf of and directly benefiting the ongoing operation and maintenance of a specific project or project feature, and thus are considered to be reimbursable or partially reimbursable.

C. **Reimbursable costs.** Costs related to project O&M activities that are reimbursed to the Federal government in accordance with established reimbursable cost allocations as determined by the original project authorizations, legislatively approved expansion of project purposes, or current project uses.

### 4. General Program Description.

A. **Business Practices.** O&M-PM provides for efficient management and evaluation of Reclamation's O&M Program. This includes providing assistance to offices in Reclamation to increase awareness of the kinds of business practices that are necessary to be fiscally responsible and accountable to the customers and the taxpayers, and assisting these offices in fulfilling agency goals and objectives in water resource management.

B. **Systematic Review and Evaluation.** This program also provides for systematic overview and evaluation/analysis of activities related to operation and maintenance of Reclamation facilities, operated by both Reclamation and other entities. This provides for ensuring the safe and proper operation and associated scheduled maintenance of facilities for their intended purposes, the reduction of in-service and breakdown facilities maintenance, and the protection of the Federal investment.

## 5. Representative Tasks.

A. **O&M Evaluation.** Evaluation of O&M related processes and procedures to ensure consistent application.

B. **O&M Management.** Promoting and disseminating O&M management techniques and procedures to be applied to facilities on a Reclamation-wide basis.

## 6. Funding Criteria.

A. **General.** Reclamation's authority to determine which costs to charge customers is governed by general provisions of Reclamation law, project and program specific legislation, and specific provision of contracts that Reclamation enters into with water users. As such, only the costs of those activities considered appropriate by Reclamation to be "project O&M" activities are charged to water users or power customers. The costs of other activities (non-project costs) are typically captured as non-reimbursable costs under the Reclamation-wide Programs.

B. **Criteria.** Within Reclamation Manual D&S BGT 04-02, criteria is outlined for the establishment of Reclamation-Wide Programs (which includes the O&M-PM program) and the related types of activities appropriate to fund under these programs.

C. **Specific Authorities.** In addition to Reclamation's general authority, as cited above, the Fact Finders Act of 1924, Subsection O, as amended, and Public Law 92-149 provide additional basis to support the non-reimbursable funding determination of general engineering and evaluation activities that are conducted for non-specific project purposes.

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(214) 03/31/05  
New Release

## Surnames for DCN: BOR0012104

Subject: Deletion of Reclamation Manual (RM), Directives and Standards (D&S), BGT 04

Addressee: Rizzi, Shannon

Date: 02/10/2017

Surname: Martin A Bauer

Office: DO-PA-AMD

Title:

Entered By: Martin A Bauer

Date: 01/31/2017

Comments:

None

Attachments Surnamed:

BGT 04-01 Area Manager Funds - Criteria 7-2522B (1).pdf ver. 1 01/30/2017

BGT 04-04 Examination of Existing Structures (EES) Program 7-2522B (1).pdf ver. 1 01/30/2017

BGT 04-06 Miscellaneous Flood Control 7-2522B (1).pdf ver. 1 01/30/2017

BGT 04-07 Operation and Maintenance Program Management 7-2522B (1).pdf ver. 1 01/30/2017

bgt04-01 (1).pdf 01/30/2017

bgt04-04 (1).pdf 01/30/2017

bgt04-06 (1).pdf 01/30/2017

bgt04-07 (1).pdf 01/30/2017

Note to Reviewers\_\_\_D\_S for Deletion 013117.doc ver. 2 01/31/2017

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Entered By: Shannon M Rizzi

Date: 01/31/2017

Comments:

None

Attachments Surnamed:

bgt04-01 (1).pdf 01/30/2017

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bgt04-06 (1).pdf 01/30/2017

bgt04-07 (1).pdf 01/30/2017

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BGT 04-04 7-2522B.pdf ver. 2 01/31/2017

BGT 04-06 7-2522B.pdf ver. 2 01/31/2017

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Date: 02/01/2017

Comments:

None

Attachments Surnamed:

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7-2522B 04-01.PDF ver. 3 02/01/2017

7-2522B 04-07.PDF ver. 3 02/01/2017

7-2522B 04-06.PDF ver. 3 02/01/2017

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Comments:  
None

### Attachments Surnamed:

bgt04-01 (1).pdf 01/30/2017  
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bgt04-06 (1).pdf 01/30/2017  
bgt04-07 (1).pdf 01/30/2017  
Note to Reviewers\_\_\_D\_S for Deletion 013117.doc ver. 2 01/31/2017  
7-2522B 04-01.PDF ver. 3 02/01/2017  
7-2522B 04-07.PDF ver. 3 02/01/2017  
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7-2522B 04-04.PDF ver. 3 02/01/2017

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None

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bgt04-06 (1).pdf 01/30/2017  
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Note to Reviewers\_\_\_D\_S for Deletion 013117.doc ver. 2 01/31/2017  
7-2522B 04-01.PDF ver. 3 02/01/2017  
7-2522B 04-07.PDF ver. 3 02/01/2017  
7-2522B 04-06.PDF ver. 3 02/01/2017  
7-2522B 04-04.PDF ver. 3 02/01/2017

**84-57000 - Notes to Reviewer (January 30, 2016)**

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**Subject:** Deletion of Reclamation Manual (RM), Directives and Standards (D&S), BGT 04-01 Area Manager Funds - Criteria , BGT 04-04 Examination of Existing Structures (EES) Program, BGT 04-06 Miscellaneous Flood Control, and BGT 04-07 Operation and Maintenance Program Management

The information in the subject D&S ~~is has been incorporated into~~ the Bureau of Reclamation-wide *Program Description document and are a part of the Programmatic Budget Structure* Placement of Program Items in the Programmatic Budget Structure. The D&Ss are no longer needed and can be deleted. This has been coordinated with the Washington Budget Office and the regional budget officers.

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**Due Date:** 2/03/2016

**Review by:** 84-57000/84-50000

**Signatory:** Roseann Gonzales