

Reclamation Manual

Directives and Standards

Subject:	Advance Planning for Technical Services Work
Purpose:	This Directive and Standard (D&S) identifies requirements for communicating plans for future technical services work. This will benefit service providers in forecasting resources necessary to accomplish the Bureau of Reclamation's mission.
Authority:	Reclamation Act, June 17, 1902 (ch. 1093; 32 Stat. 388; 43 U.S.C. 391 <i>et seq.</i>), as amended and supplemented
Approving Official:	Deputy Commissioner – Operations (DCO)
Contact:	Coordination and Oversight Group (COG) Chairman

1. Introduction.

- A. Reclamation has developed a business model to provide agency-wide processes and procedures for obtaining and managing technical services in collaboration with its customers. This D&S directs a process for communicating future plans for the use of service providers in accomplishing Reclamation's technical services work.
- B. Advance planning of technical services work by program offices is intended to meet a variety of objectives including:
 - (1) improving coordination and communication between program offices and service providers in Reclamation;
 - (2) collecting and analyzing data on workload distribution and performance; and
 - (3) monitoring the outsourcing of technical services work.
- C. This D&S acknowledges the link between advance planning of technical services work and implementation of fee-for-service practices. The advance planning process provides the initial indication of projects needing service agreements in accordance with the fee-for-service practices identified in Reclamation Manual (RM) D&S, *Fee-for-Service Business Practices for Technical Services Work* (CMP 10-02).
- D. There is also a link between the budget formulation process and advance planning because program managers must make preliminary estimates of the technical services work which will be required to carry out the projects and programs for which funding is being sought.

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2. **Applicability.**

- A. This D&S applies to Reclamation employees involved in technical services work performed by program offices and service providers for all Reclamation project and resources program activities, other than routine project operation and maintenance. It is, therefore, applicable to technical services work required for construction of new projects or project features and safety of dams modifications, additions, modernizations, and replacements; for rehabilitation of project features; for extraordinary maintenance; for special, appraisal, and feasibility planning studies; and for the environmental and cultural resources compliance (including regulatory permitting) associated with construction activities, project operations, and land management activities. The practices described in this D&S may also apply to work requested by and, in some cases, conducted by non-Reclamation entities (see definition for program office below, and Paragraph 5).
- B. The practices set forth in this D&S are not required when Reclamation receives non-discretionary “pass-through” funding; however, should recipients of financial assistance from Reclamation choose to then request technical services work from Reclamation to accomplish the purposes of such assistance, such entities become program offices for purposes of this D&S, and the associated requirements will apply in those instances.

3. **Definitions.** The definitions included in RM Policy, *Bureau of Reclamation’s Business Model for Managing Technical Services* (CMP P10) apply to this D&S.

4. **Responsibilities.**

- A. **DCO.** The DCO is responsible for assuring that the advance planning process articulated in this D&S is implemented, followed, and adjusted as necessary to achieve its intended purpose.
- B. **Deputy Commissioner – Policy, Administration, and Budget (DC-PAB).** The DC-PAB is responsible for assuring that the annual budget formulation process incorporates requests from program offices for the estimated technical services work which will be required from service providers in order to accomplish a program office’s proposed projects and programs.
- C. **Directors.** Directors are responsible for assuring that program offices estimate and communicate to service providers the technical services work needed for carrying out the projects and programs proposed in their budgets.
- D. **Reclamation Managers, Supervisors, and Employees.** Reclamation managers, supervisors, and employees will promote effective and appropriate implementation of this D&S.

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- E. **COG.** The COG is responsible for collecting, consolidating, and distributing advance planning information to service providers, reporting findings to the DCO, and recommending appropriate changes in the advance planning process.
5. **Advance Planning Process.** The advance planning process is initiated each year with the call for preparation of Budget Review Committee (BRC) notebooks. Each office's BRC notebook shall contain tables identifying the program offices' estimates of the technical services work which will be needed from each Reclamation service provider. Advance planning tables shall be included for both the fiscal year of budget formulation and the prior fiscal year. Advance planning tables submitted with the BRC notebooks shall be consolidated by the COG and distributed to the service providers to aid them in planning their staffing and workload. The advance planning table for the year prior to the BRC budget year shall be updated to reflect changes that have occurred as a result of key budget decisions. See Appendix A for a template of the advance planning table.
6. **Items to be Advance Planned.** The goal of the advance planning process is to identify the technical services work which will be needed from service providers. Technical services work from all funding sources (e.g., appropriations, direct-funding, customer funding, other government agencies, etc.) will be included in the advance planning tables if the technical services work required equals or exceeds a total estimated cost of \$25,000.
7. **Accuracy of Estimates.** Values included in advance planning tables are early projections based on the best available information and are preliminary to service agreement commitments. These estimates are expected to be revised during the budget process as more information about specific projects and programs becomes available. The estimates will also provide an opportunity for service providers to initiate discussions with program offices to gain a better understanding of each project or program and the specific skills that will be required to successfully perform the required technical services work.
8. **Multiple Office Programs.** Several programs have shared or distributed management. To assure coordination of advance planning, the responsibility for communicating technical services work requirements is assigned as follows:
- A. **Safety of Dams (SOD).** The Dam Safety Office will provide advance planning estimates based on data contained in project management plans.
 - B. **Safety Examination of Existing Dams.** The Dam Safety Office will provide advance planning estimates based on activity plans developed in coordination with regional SOD coordinators.
 - C. **Facilities Security.** The Chief Security Officer will provide advance planning estimates based on work plans developed in coordination with Regional Security Officers.