

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to disleman@usbr.gov by 04/14/2024.

Background and Purpose of the Following Draft Directive and Standard (D&S), *Reclamation Manual Release Procedures* (RCD 03-01)

The goal of preparing this revised D&S document and providing stakeholders with the opportunity to comment on it in draft form is to enhance common understanding of how the Reclamation Manual (RM) program is administered and to enhance working relationships with our project partners. This will make the program more responsive to project sponsors, and more consistent Reclamation-wide and thus more effective.

This revision was developed in coordination with Reclamation Manual Coordinators from all Directorates and Regions across Reclamation. Revisions to the release include switching to forms instead of memos for requesting specific RM actions. This change was made to streamline and bring consistency to the RM process. This change resulted in removing some template appendices. Other appendices were relocated to a SharePoint site where the most up-to-date templates will be readily available and maintained. Changes also include certifying releases on an annual basis rather than a quarterly basis. Additionally, the overall order of the release was modified to improve the readability of the requirements.

The Reclamation Manual is used to clarify program responsibility and authority and to document internal Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

See the following pages for the draft D&S.

Reclamation Manual

Directives and Standards

Subject:	Reclamation Manual Release Procedures
Purpose:	Establishes Bureau of Reclamation requirements for consistency in managing the Reclamation Manual (RM) and prescribes a system for planning, developing, reviewing, approving, and revising RM releases. The benefits of this Directive and Standard (D&S) are improved internal and external collaboration and communication, as well as consistency and transparency in developing internal Reclamation-wide RM requirements.
Authority:	381 Departmental Manual (DM) 1, <i>Directives Management</i> ; and 200 DM 1, <i>Delegation of Authority</i>
Approving Official:	Director, Mission Assurance and Protection Organization (MAPO)
Contact:	Reclamation Law Administration Division; Quality Controls and Standards Office (84-55000)

1. Introduction.

The Department of the Interior requires each of its bureaus to establish a directives system containing its bureau-wide requirements (see 381 DM 1.2). Reclamation's directives system is the RM. For a description of the RM, see RM Policy, *Bureau of Reclamation's Directives System - Reclamation Manual* ([RCD P03](#)). For information on requesting a deviation from an RM requirement, see RM D&S, *Request for Deviation from a Reclamation Manual Requirement and Approval or Disapproval of the Request* ([RCD 03-03](#)). The RM is available at <https://www.usbr.gov/recman>.

2. Applicability.

This D&S applies to all Reclamation employees who participate in planning, developing, reviewing, approving, revising, and implementing RM releases that establish internal Reclamation-wide requirements for doing business.¹ It has limited applicability to discretionary guidance documents. See Paragraphs 7 and 8.B. of [RCD P03](#) for information regarding discretionary guidance.

¹When drafting acquisition requirements (i.e., a Solicitation's Statement of Work, Statement of Objectives, or technical specifications), the program/requesting office is responsible for including any RM requirements that apply to contract performance, deliverables, and contractor employees.

Reclamation Manual

Directives and Standards

3. New Releases and Major Revisions.

A. Development.

- (1) **Development Team.** The originating office must take the following steps:
 - (a) Identify and form a development team.
 - (b) Include individuals on the development team from offices in Reclamation that will be affected by the RM release.
 - (c) Seek Reclamation Leadership Team (RLT) input on development team members.
 - (d) Coordinate with the development team before the 45-day RLT review.
- (2) **Format.** The originating office must ensure that the formatting of RM releases meets the requirements identified in [RCD P03](#), this D&S and Appendix B.
- (3) **Standard Headings.** Include the following headings in every RM release as described below.
 - (a) **Subject.** Each RM release must include a title describing the subject matter being addressed.
 - (b) **Purpose.** Each RM release must include a statement setting forth its:
 - (i) purpose (explains what the release does);
 - (ii) need (explains why the release is needed); and
 - (iii) intended benefits (explains anticipated improvements in business practices with the implementation of release).
 - (c) **Authority.** Each RM release must explicitly identify its underlying authority. See Appendix C for details regarding proper citation of authority.
 - (d) **Approving Official.** Each RM release must identify the approving official who is delegated the authority to approve the release. See RM [Delegations of Authority](#), Paragraph 4.Q.(2). If more than one approving official jointly issues an RM release, list all approving officials and have each approve the release.
 - (e) **Contact.** Each RM release must identify the office that developed it and include its organizational code. Contacts for Policy are at the RLT level (e.g.,

Reclamation Manual

Directives and Standards

Mission Assurance and Protection Organization, 84-5000). Contacts for Directives and Standards are at the division level (e.g., Reclamation Law Administration Division, 84-5500).

- (4) **Standard Contents.** Include the following paragraphs in every RM release as described below:
- (a) **Introduction.** The first paragraph must be an introduction orienting the reader to its contents.
 - (b) **Applicability.** The second paragraph must be an applicability statement identifying the Reclamation employees to whom the release applies. This paragraph may also include the scope of the release.
 - (c) **Policy.** The third paragraph in every RM Policy must include a Policy statement establishing the Commissioner's leadership philosophy and the framework within which Reclamation will pursue its mission in a specific program.
 - (d) **Requirements and Responsibilities.** The third and subsequent paragraphs in D&S and the fourth and subsequent paragraphs in Policy will establish requirements and identify those accountable for implementing the requirements. The paragraph title "Requirements and Responsibilities" is not required to be used; instead, this title is used to explain the content of these paragraphs. During the development or revision of RM releases, originating offices must:
 - (i) establish Reclamation-specific requirements, not restate higher-level requirements;
 - (ii) identify RM releases that the release supersedes; and
 - (iii) ensure the RM release does not contradict or conflict with other RM releases and other higher-level authorities, such as statutes, regulations, Executive Orders, Office of Management and Budget Circulars and Bulletins, Secretarial Orders, and departmental directives.
 - (e) **Definitions.** The second to last paragraph must define terms used in the release to facilitate comprehension of its requirements. List the terms in alphabetical order for easy reference. All terms defined in the RM release must be used in the release.
 - (f) **Review Period.** The last paragraph must identify how often, not to exceed four years, the originating office will review the release.

Reclamation Manual

Directives and Standards

(5) Records.

- (a) Originating offices must manage and maintain all records, including, documenting decisions made in the development of new releases and revisions to existing releases per RCD 05-01 *Information Management*.
- (b) The RM program will maintain a record of all review, publishing, deletion, and certification submittals per the Department Records Schedule.

B. RLT Review – 45 days

- (1) Originating Offices must request an RLT Review by ensuring that the following documents are entered into the Data Tracking System (DTS), surname through the originating office's appropriate staff, surname by the RM Manager, and signed by the approving official (a complete DTS routing list can be found on the [RM SharePoint Site](#)):
 - (a) RM Review Request Form (Appendix E),
 - (b) draft release's track changes version (not required for New Releases) that reflects all changes, or if the revisions are so extensive it makes the track change version difficult to comprehend, include a detailed description on the RM Review Request Form (Appendix E) of the major revisions made to the RM release and related appendices; and,
 - (c) draft release's clean version.
- (2) Once the Approving Official signs the RM Review Request Form (Appendix E), the originating office distributes the signed RM Review Request Form and the two versions (track changes and clean) by email using the distribution instructions included on the form.
- (3) RM Coordinators (RMCs) must ensure appropriate managers within their organization are provided the opportunity to review and comment on the draft RM release using the RM Review Tracker (Tracker) site, which is accessed through the [RM SharePoint Site](#).
- (4) Managers must forward the comment link e-mail they receive from the Tracker to the appropriate staff and must use the Tracker to approve the resulting comments.

Reclamation Manual

Directives and Standards

- (5) Comments must be submitted in the Tracker² using the e-mailed comment link. Commenters must assign each comment a severity designation:
 - (a) **Editorial.** Changes to grammar, punctuation, style, or RM formatting requirements.
 - (b) **Suggestion.** Recommended change that, if not incorporated, does not require consultation with the commenting office.
 - (c) **Critical.** A significant change that, if not incorporated, will require consultation with the commenting office and could result in a fatal flaw response if not adequately addressed.
- (6) RMCs must review and consolidate their organization's comments, particularly critical comments, before submission to the originating office to ensure there are no duplicate comments, no conflicting comments, and that the comments reflect the views of their organization's RLT member.
- (7) The originating office must use the Tracker to address all comments received and make appropriate revisions to the RM release (i.e., incorporate, not incorporate, partially incorporate).
 - (a) Originating offices must coordinate with the development team (Paragraph 3.A(3)) and affected offices as needed.
 - (b) The originating office must facilitate discussion with commenting offices, particularly the RMCs and regional and area office staff and management involved in the program related to the RM release, to resolve critical conflicting comments before determining the final disposition of comments. If necessary, the originating office will consult the approving official.
 - (c) When the originating office consults the approving official because the disposition of a critical comment cannot be resolved, the approving official of the program must consult with the RLT member(s) making the comment and either decide on the disposition of the comment or elevate disposition of the comment to the appropriate Deputy Commissioner(s).

C. RLT Fatal Flaw Review of Critical Comments – 14 days

² Comments may be submitted to an originating office outside of the Tracker only when there are extenuating circumstances (e.g., the Tracker is unavailable), provided the comments are submitted through the appropriate RLT member.

Reclamation Manual

Directives and Standards

- (1) Critical comments received during the 45-day RLT review must be given a fatal flaw review by the organization(s) that submitted the critical comments. Fatal flaw reviews are not required for RM Policies or D&Ss that did not receive **critical** comments during the 45-day RLT review.
- (2) The following documents are entered into DTS, surnamed through the originating office's appropriate staff, surnamed by the RM Manager, and signed by the approving official (a complete DTS routing list can be found on the [RM SharePoint Site](#)):
 - (a) RM Review Request Form (Appendix E),
 - (b) draft release's track changes version that reflects changes based on comments received during the 45-day RLT review, or if the revisions are so extensive it makes the track change version difficult to comprehend, include a detailed description on the RM Review Request Form (Appendix E) of the major revisions made to the RM release and related appendices,
 - (c) draft release's clean version; and,
 - (d) list of comments and their dispositions from the Tracker.
- (3) Once the Approving Official signs the RM Review Request Form, the originating office distributes the signed RM Review Request Form and the two versions (track changes and clean) to the distribution list included on the form by email.
- (4) The organizations that receive this distribution (in Paragraph 3.C(3)) follow the steps in Paragraphs 3.B(3) through 3.B(6).
- (5) The originating office follows the steps in Paragraph 3.B(7).

D. External Review – 30 days

- (1) The approving official can determine whether this external review will occur independently or concurrently with the required 45-day RLT review (Paragraph 3.B).
- (2) To request the RM Manager to post the draft RM release for the required 30-day external review to the RM website, ensure that the following documents are entered into DTS, surnamed through the originating office's appropriate staff, surnamed by the RM Manager, and signed by the approving official (a complete DTS routing list can be found on the

Reclamation Manual

Directives and Standards

- (a) RM Review Request Form (Appendix E), which includes a purpose statement and an e-mail address of the point of contact to which the public will submit comments; and
 - (b) An electronic file in Microsoft Word of the draft RM release and appendices, if applicable.
- (3) After receiving the required documents, the RM Manager will post the draft RM release on the RM Internet website for external review.
- (4) If an originating office plans to issue a news release or engage in additional public involvement related to the development of an RM release, they must contact the Public Affairs Office to ensure their schedule reflects the time Public Affairs needs to make the appropriate people aware of the upcoming announcement.
- (5) Disposition of External Comments.
 - (a) The originating office must address all external comments and appropriately revise the RM release. Because external commenters do not identify the severity of their comments, the originating office will determine which external comments are critical. The originating office must facilitate discussion with the RMCs and regional and area office staff when an external commenter is a stakeholder from that region/area before determining the final disposition of external comments. If necessary, the originating office will consult the approving official.
 - (b) When the originating office consults the approving official because the disposition of a comment cannot be resolved, the approving official of the program must consult with the RLT member(s) who disagrees with how to address the comment and either decide on the disposition of the comment or elevate disposition of the comment to the appropriate Deputy Commissioner(s).
 - (c) The originating office must address all external comments using the external comment disposition matrix (Appendix D) and make appropriate revisions to the RM release. See Paragraph 3.A.(5) for maintaining records on the disposition of external comments.
 - (d) Communicating the Disposition with External Commenter. Originating offices must respond directly to the external commenter via e-mail with the language from the final external comment disposition matrix of how their comments were addressed. The originating office must copy their approving official and RMC on this e-mail.

Reclamation Manual

Directives and Standards

E. External Fatal Flaw Review – 14 days

- (1) Critical comments received during external review must be given a fatal flaw review by the RLT. External fatal flaw reviews are not required for RM Policies or D&Ss that did not receive **critical** comments during the external review.
- (2) Follow the steps in Paragraph 3.C(2) through 3.C(5), with the following exceptions.
 - (a) Paragraph 3.C(2)(b): Include the draft release's track changes version that reflects changes based on comments received during the external review,
 - (a) Paragraph 3.C(2)(d): Include the external comment disposition matrix (Appendix D).

F. Approval for Publication

- (1) **Approval.** The originating office must create a DTS package to approve an RM release. The DTS package must include the following:
 - (a) RM Approval Form (Appendix F),
 - (b) Microsoft Word version of final RM release and related appendices (no track changes),
 - (c) track change version that reflects all changes, including those made as a result of RLT or external reviews or, if the revisions are so extensive it makes the track change version difficult to comprehend, a detailed description on the RM Approval Form (Appendix F) of the major revisions made to the final RM release and related appendices; and
 - (d) final consolidated comment disposition matrices.³
- (2) At a minimum, the RM release must complete the following tasks in DTS depending on if it is a Policy or a D&S. See the [RM SharePoint site](#) for complete DTS routing lists:
 - (a) Policies must be surnamed by the originating office RLT Member and RM Manager⁴. The RM Approval Form (Appendix F) for Policies must be signed by the Reclamation-wide Human Resources (HR) Specialist (Employee

³The final consolidated matrices include comment disposition matrices (where applicable) from RLT review, RLT fatal flaw review, external review, and external fatal flaw review.

⁴RM Manager surname indicates requirements of [RCD P03](#) and this D&S have been met.

Reclamation Manual

Directives and Standards

Relations (ER)/Labor Relations (LR)) and the Commissioner or Deputy Commissioner⁵.

- (b) Directives and Standards must be surnamed by the originating office and RM Manager⁴. The RM Approval Form (Appendix F) for Directives and Standards must be signed by the Reclamation-wide HR Specialist (ER/LR) and the approving official⁶.
- (3) **Finalize.** The RM Manager will obtain the final files from the DTS package and complete the following actions:
 - (a) produce final RM release,
 - (b) assign RM release numbers and issue dates (the dates on which RM releases are signed by approving officials),
 - (c) maintain the approval records for all RM releases as permanent records.
- (4) **Distribute.** The RM Manager will:
 - (a) post final RM releases on the RM website,
 - (b) notify the originating office that the RM release is available on the RM website.

4. Minor Revisions.

- A. If an originating office identifies the need for minor revisions to an existing release, the originating office must prepare the RM Approval Form (Appendix F) to send to the RM Manager (84-55000). The RM Approval Form must be surnamed through the originating office's appropriate staff, surnamed by the RM Manager⁴, and signed by the approving official⁶ (a complete DTS routing list can be found on the [RM SharePoint Site](#)).
- B. The originating office must include a clean copy and a copy of the minor revisions in track changes with the form. Or, if the revisions are so extensive it makes the track

⁵Actings are prohibited from approving RM Delegations of Authority, Policy, and TRMR Policy unless the position is vacant (see prohibition in the RM [Delegations of Authority](#), Paragraph 4.Q.(2)(a).

⁶ If an RM release is jointly issued by more than one approving official, all approving officials will be listed on and approve the release. Actings are prohibited from approving RM D&S and TRMR D&S unless the position is vacant (see prohibition in the RM [Delegations of Authority](#), Paragraph 4.Q.(2)(b).

Reclamation Manual

Directives and Standards

change version difficult to comprehend, a detailed description of the revisions made to the final RM release and related appendices within the summary of changes section of the RM Approval Form (Appendix F).

C. The RM Manager will reissue the RM release with a notation of minor revision.

5. Temporary Reclamation Manual Releases (TRMR).

A. **New TRMR or TRMR Major Revision.** To develop a new TRMR or perform a Major Revision on a TRMR, follow the steps from Section 3.A, 3.B, and 3.F with the following exception: In step 3.B, the RLT Review Period will be two weeks.

B. **Minor Review or Renewing a TRMR.** To perform a minor revision or renew a TRMR, follow steps from Section 4. Minor Revision with the following exception: In step 4.C, If the only revision to an existing release is to extend the expiration date of a TRMR, no attachment is required.

6. Deletions.

A. If an approving official determines an existing release is no longer needed, follow steps from Section 3.B and 3.F(1)-(2) with the following exceptions:

- (1) In step 3.B, the RLT Review Period will be two weeks.
- (2) In step 3.B(1)(a) on the RM Review Request Form (Appendix E), include an explanation of why the release is being proposed for deletion.
- (3) In step 3.B(1)(b) no tracked changes version needed.
- (4) In step 3.F(1)(c) no tracked changes version is needed. On the RM Approval Form (Appendix F), include an explanation of why the release is being proposed for deletion.

B. The RM Manager will obtain the final files and complete the following actions:

- (1) Remove the release from the RM website.
- (2) Notify the originating office.

7. **Certification Process.** Each RM release must be reviewed by the originating office at least once every four years to ensure it is current and the requirements respond to the needs of Reclamation and its stakeholders. The originating office will identify the appropriate review period in the last paragraph of each release. Originating offices will complete the certification process for the releases due for certification during the upcoming calendar year during the preparation for the Annual RM Planning Meeting as described in Sec. 8.A.(2).

Reclamation Manual

Directives and Standards

8. **Annual Planning.** Each year, the RM Manager will schedule a meeting in early January for approving officials to determine the prioritization of RM efforts for the calendar year.
- A. **Meeting Preparation.** At least one month in advance of the annual planning meeting, the RM Manager and Originating Offices will complete the following:
- (1) The RM Manager will provide approving officials and their RMCs with a report reflecting plans for new releases, major revisions, minor revisions, deletions, and TRMRs identified for completion in the upcoming calendar year. In consultation with their approving official, RMCs will update the information for their organization's releases to ensure all known RM efforts for the calendar year are reflected and that target completion dates and target RLT review start dates, where applicable, are reported to the RM Manager before the Annual Planning Meeting.
 - (2) The RM Manager will provide the approving officials and their RMCs with a report reflecting releases due for certification in the upcoming calendar year. Originating offices must complete a review of these releases by ensuring the information in the release is accurate and reflects current Reclamation requirements. In addition, the review must ensure the release meets the requirements established in this release, RCD 03-01; the Internet links in the document are current and working properly; and information such as mail codes and organizational references are accurate. The originating office will complete certification reviews before the Annual Planning Meeting and report them to the RM Manager. The RM Manager will include a list of all RM release certifications in the annual RM Report (see Sec 8.B.(5)).
- B. **Annual Planning Meeting.** At least one week before the annual planning meeting, the RM Manager will provide approving officials and RMCs with an updated report for use at the meeting to accomplish the following:
- (1) **Prioritize Release Development.** Approving officials will strategize and prioritize the development of RM releases to focus efforts on the most critical needs and ensure a manageable workload for reviewing offices throughout the year.
 - (2) **Consider Joint Release Development.** Approving officials will identify opportunities where RM releases can be developed jointly because the subject matter affects more than one functional area, and joint development would ensure consistency among releases (e.g., joint development of assets under construction releases in the FIN and FAC series by the Mission Support Organization and Dam Safety and Infrastructure).

Reclamation Manual

Directives and Standards

- (3) **Identify Duplicative Releases for Consolidation.** Approving officials will review existing and proposed releases to identify opportunities to consolidate releases (e.g., combining four D&S that address aspects of hazardous waste into one D&S or issuing one release to be used by several programs).
 - (4) **Limit Releases to Those That Establish Internal Reclamation-wide Requirements.** Approving officials will ensure their originating offices only develop RM releases to establish Reclamation-specific requirements and not simply restate higher-level requirements.
 - (5) **Report to the Reclamation Leadership Team.** After each annual planning meeting, the RM Manager will prepare a report on the RM development efforts for the calendar year. The report will also include a list of all releases due for certification during the calendar year, along with their certification status as reported by originating offices during the preparation for the Annual Planning Meeting. Approving officials will surname this report in DTS before finalization. The MAPO Director will provide the report to the RLT for discussion at the January RLT meeting. The RM Manager will post this report on the [RM SharePoint site](#).
- C. **Regular Updates.** Throughout the year, originating offices must keep their approving officials and RMCs apprised of new RM efforts and proposed changes in prioritization. Changes to the prioritization set during the annual planning meeting will be discussed each month at the Denver Leadership Team's (DLT) first meeting of the month, and the Washington Office approving officials will be included as needed. The RM Manager will present an update on the progress made during the calendar year at these meetings and document any prioritization changes reported by approving officials. The RM Manager will keep a record of the changes to RM effort prioritization.

In preparation for the first DLT meeting of each month, the RM Manager will coordinate with RMCs to verify the progress made on RM prioritization work. When originating offices cannot accomplish target completion dates previously reported for the annual planning meeting, they will provide the RM Manager with a new target completion date before the first DLT meeting of each month.

9. Appendices.

- A. Appendix A contains a side-by-side comparison of the process for developing, reviewing, and approving new RM releases and major revisions, TRMRs, minor revisions, and deletions of RM releases.
- B. Appendix B. Formatting Requirements
- C. Appendix C. Authority Citations

Reclamation Manual

Directives and Standards

D. Appendix D. External Comment Disposition Matrix

E. Appendix E. RM Review Request Form

F. Appendix F. RM Approval Form

10. Definitions.

- A. **Approving Official.** The Reclamation Senior Executive or Senior Level employee whose organization develops RM releases and who has been delegated authority to approve RM releases in Paragraph 4.Q.(2) of the RM [*Delegations of Authority*](#).
- B. **Development Team.** An advisory team formed by the originating office with input from the RLT that the originating office coordinates with in developing and revising RM releases. The team comprises staff from offices across Reclamation affected by the RM release.
- C. **Discretionary Guidance.** For purposes of the RM, guidance explains requirements and provides optional guidance for implementation. Examples of discretionary guidance include handbooks, manuals, guidebooks, and other instructional materials. This definition does not apply to guidance issued by other organizations (e.g., the Department of the Interior) that may use guidance and requirements interchangeably.
- D. **Originating Office.** An organization (e.g., directorate, office) that develops, authors, revises, and maintains an RM release. The originating office manages the development and revision process and decisions to prepare releases for approving officials.
- E. **Program.** An agency function (e.g., water contracting, accounting, resource management) through which Reclamation performs activities and provides services supporting its mission.
- F. **Reclamation Manual.** Reclamation's directives system which establishes internal Reclamation-wide requirements, assigns program responsibility, and establishes and documents required methods of doing business. It is divided into four components according to the four types of RM releases identified in Paragraph 8.F.(2). The RM references higher-level requirements but does not restate them.
- G. **Reclamation Manual Coordinator.** Staff appointed by each RLT member to coordinate RM efforts for their organization.
- H. **Reclamation Manual Release.**
 - (1) An RM release is a written document:
 - (a) stating one or more Reclamation-wide requirements,

Reclamation Manual

Directives and Standards

- (b) setting the framework and providing direction for management decisions,
 - (c) governing Reclamation actions, conduct, or procedures, and
 - (d) describing results to be achieved.
- (2) The four types of RM releases are:
- (a) **Delegations of Authority**. Delegations of Authority consist of Reclamation-wide re-delegations of the Commissioner's authority.
 - (b) **Policy**. Policy reflects the Commissioner's leadership philosophy and principles and defines the general framework for Reclamation's mission. Policy is structured to encourage innovation to accomplish implementation at the local level.
 - (c) **Directives and Standards**. D&S provide the level of detail necessary to ensure consistent application of Reclamation-wide requirements. D&S are structured to provide flexibility to local offices, allowing the unique aspects of each Reclamation-authorized project and program to be considered.
 - (d) **Temporary Reclamation Manual Releases**. TRMRs have the full force of permanent Policy or D&S. They are used to accelerate the release of Policy and D&S or make temporary changes in requirements, and do not require the same level of review as a permanent release. TRMRs will be incorporated permanently into the RM within one year,⁷ extended, or allowed to expire.
- I. **Reclamation Manual SharePoint Site**. An internal site that includes guidance and tools on the Reclamation Manual development process.
11. **Review Period**. The originating office will review this release every four years.

⁷To incorporate a TRMR as a permanent release, the release will undergo the process described in Section 3 of this document.

RCD 03-01 Appendix A

Type of RM Release→		Policy or D&S				TRMR (Policy or D&S)			
Type of Revision→		Minor Revisions	Major Revisions	New Release	Deletion	Minor Revisions	Major Revisions	New Release	Deletion ¹
Steps in RM Process↓ (Reference to RCD 03-01)	Required Documents↓ (Reference to RCD 03-01)								
Annual Planning (¶ 8.)		X	X	X	X	X	X	X	X
Development Team (¶ 3.A.(1))			X	X			X	X	
Proper Format, Headings and Content (¶ 3.A.(2-4))		X	X	X		X	X	X	
45-Day RLT Review in Review Tracker (¶ 3.B.)	RM Review Request Form (¶ 3.B.(1)(a); Appendix E)		X	X					
	Track changes version (¶ 3.B.(1)(b))		X						
	Clean version (¶ 3.B.(1)(c))		X	X					
2-Week TRMR RLT Review in Review Tracker (¶ 5.A.)	RM Review Request Form (¶ 5.A.; Appendix E)						X	X	
	Track changes version (¶ 5.A.)						X		
	Clean version (¶ 5.A.)						X	X	
2-Week Deletion RLT Review in Review Tracker (¶ 6.A.(1))	RM Review Request Form (¶ 6.A.(2); Appendix E)				X				X
	Clean version (¶ 6.A.)				X				X
2-Week RLT Fatal Flaw Review in Review Tracker ² (¶ 3.C.)	RM Review Request Form (¶ 3.C.(2)(a); Appendix E)		X	X					
	Track changes version that reflects RLT comments (¶ 3.C.(2)(b))		X	X					
	Clean version (¶ 3.C.(2)(c))		X	X					
	RLT Comment Disposition Matrix from Review Tracker ³ (¶ 3.C.(2)(d))		X	X					
30-Day External Review (¶ 3.D.)	RM Review Request Form with Purpose Statement (¶ 3.D.(2)(a); Appendix E)		X	X					
	Clean version (¶ 3.D.(2)(b))		X	X					
2-Week External Fatal Flaw Review in Review Tracker ⁴ (¶ 3.E.)	RM Review Request Form (¶ 3.E.(2); Appendix E)		X	X					
	Track changes version that reflects external comments (¶ 3.E.(2))		X	X					
	Clean version (¶ 3.E.(2))		X	X					
	External Comment Disposition Matrix ⁵ (¶ 3.E.(2)(b); Appendix D)		X	X					
Final Approval for Publication ^{3,5} (¶ 3.F.)	RM Approval Form (¶ 3.F.(1)(a); Appendix F)		X	X	X		X	X	X
	Final Approved Version (¶ 3.F.(1)(b))		X	X			X	X	
	Track Change Version that reflects all reviews (¶ 3.F.(1)(c))		X	X			X	X	
	RLT Fatal Flaw Comment Disposition Matrix from Review Tracker ² (¶ 3.F.(1)(d))		X	X					
	External Fatal Flaw Comment Disposition Matrix from Review Tracker ⁴ (¶ 3.F.(1)(d))		X	X					
Minor Revision (¶ 4.)	RM Approval Form (¶ 4.A.; Appendix F)	X				X			
	Clean Version (¶ 4.B.)	X				X			
	Track Change Version ⁶ (¶ 4.B.)	X				X			

¹Deletion is not the same as expiration. If a TRMR expires, no actions are required as part of the RM process.

²RLT fatal flaw review is only required if critical comments are received during RLT review, and is only required to be sent to those RLT members who submitted critical comments.

³If No RLT Fatal Flaw Review is required, submit the RLT Comment Disposition Matrix from the Review Tracker at Final Approval for Publication

⁴External fatal flaw review is only required if the originating office determines the severity of external comments is critical

⁵If No External Fatal Flaw Review is required, submit the External Comment Disposition Matrix at Final Approval for Publication

⁶If the only revision to a TRMR is to extend the expiration date, a track changes version is not required

Reclamation Manual

Directives and Standards

1. Formatting Requirements

This appendix describes the formatting requirements for all Reclamation Manual Releases. Style sheet templates for D&Ss, Policies, TRMRs, and RM Appendices pre-formatted with these requirements can be found on the [RM SharePoint Site](#). To obtain typesetting specifics for these requirements, contact the RM Manager.

2. Header

The header for all Reclamation Manual Releases must contain the following:

- A. The series and number aligned right (e.g., RCD 03-01). For appendices, the next line, also aligned right, will contain “Appendix” and the letter of the appendix (e.g., Appendix B)
- B. “Reclamation Manual” is center-aligned with “Directives and Standards” or “Policy” on the following line, which is also center-aligned.
- C. For TRMRs, insert a hard return and then “TEMPORARY RELEASE” center-aligned. On the next line, also center-aligned, enter “(Expires xx/xx/xxxx)” and include the expiration date.
- D. A horizontal line at the bottom of the header.

3. Standard Headings

- A. All Reclamation Manual Releases must contain standard headings immediately below the header on the first page: Subject, Purpose, Authority, Approving Official, and Contact. These headings must be aligned left with the content also aligned left at a hanging indent of 1.55.
- B. At the bottom of the standard headings, include a horizontal line.

4. Body of Release

The body of all Reclamation Manual Releases must use the following headings and paragraphs:

- A. The first-level paragraphs are numbered (e.g., 1., 2., 3.).
- B. The second-level paragraphs are identified by capital letters (e.g., A., B., C.).
- C. The third-level paragraphs are numbered with parenthesis (e.g., (1), (2), (3)).

Reclamation Manual

Directives and Standards

- D. The fourth-level paragraphs are identified by lower-case letters in parenthesis (e.g., (a), (b), (c)).
- E. The fifth-level paragraphs are numbered with lower-case Roman numerals in parenthesis (e.g., (i), (ii), (iii)).
- F. The sixth-level paragraphs are identified by double lower-case letters in parenthesis (e.g., (aa), (bb), (cc)).

5. Footer

The footer for all Reclamation Manual Releases must contain the following:

- A. A horizontal line at the top of the footer.
- B. On the first line aligned left, the release number is in parenthesis, and the date of initial approval of new release or major revision (e.g., (624) 08/19/2019). Also, on the first line, the page number is aligned right with the word “Page” before the page number.
- C. The next line will include “NEW RELEASE” or “SUPERSEDES XXX P## or XXX ##-## (xxx) or XXX TRMR ## mm/dd/yyyy” as appropriate.
- D. The next line will include Minor revision information as appropriate.

Reclamation Manual

Directives and Standards

1. **Citing Authorities in Reclamation Manual Releases.** This Appendix describes basic citation forms for the types of authorities most commonly referenced in Reclamation Manual (RM) releases.
2. **Citing Order for Common Authorities.** Cite authorities in descending order of legal weight as follows:
 - A. Federal statutes,
 - B. regulations,
 - C. Executive Orders, and
 - D. Department of the Interior directives.
3. **Federal Statutes.** A reference to a Federal statute in an RM release identifies the law by title or by date of enactment and cites, to the extent practicable, to the enacting session laws¹ as published by Congress in the Statutes at Large² (abbreviated “Stat.”) and to the law’s location in the United States Code (“USC”), if it has been codified.³
 - A. **Title.** Identify the law by its official or established title (e.g., Reclamation Project Act of 1939) or, lacking a title, by the specific date of its enactment (e.g., Act of July 2, 1956).
 - (1) **Dates.** Full dates for acts with official or established titles need not be provided, though the year must be included (e.g., Reclamation Project Act of 1939).
 - (2) **Abbreviated Titles.** If an abbreviated title is used later in the same release, provide it in parentheses following the law’s full title [e.g., Reclamation Project Act of 1939 (1939 Act)]. Do not provide an abbreviated title for a law referenced only once in the release.
 - B. **Citation.**
 - (1) **Session Laws.**

¹The term “session laws” here refers to the body of statutes enacted by Congress during any given session, especially as they constitute the contents of the Statutes at Large (see footnote 2).

²The Statutes at Large is an official compilation of the acts and resolutions that become law from each session of Congress, printed in chronological order. See *Black’s Law Dictionary*, 8th ed. 2004.

³The USC is the official multivolume published codification of Federal statutory law, organized by topic into 50 titles, divided into chapters and sections. The chapter numbers are normally omitted from citations because section numbers do not repeat within titles, making the chapter numbers unnecessary for finding cited sections.

Reclamation Manual

Directives and Standards

- (a) Cite public law numbers for those laws that have them,⁴ followed by the citation to the statutes. Example: Reclamation Safety of Dams Act of 1978 (SOD Act) (Pub. L. 95-578; 92 Stat. 2471).

Explanation		
Pub. L.	95	578
Type of law ⁵	Number of enacting Congress	Sequential number of enactment among enactments by the identified Congress
92	Stat.	2471
Volume	Publication	Page

- (b) If the act cited is a title or section within a larger public law, specify the title or section (e.g., Reclamation Reform Act of 1982 [Pub. L. 97-293, Title II; 96 Stat. 1263]).
- (c) Include the chapter number in citations to the statutes for laws lacking public law numbers [e.g., Reclamation Act of 1902 (ch. 1093, 32 Stat. 388)].

(2) United States Code.

- (a) Follow citation to the statutes with a citation to the USC for codified laws (e.g., Sale of Water for Miscellaneous Purposes Act of 1920 (Pub. L. 66-147; 41 Stat. 451; 43 USC 521)).

Explanation		
43	USC	521
Title	Source	Section

- (b) When generally citing laws codified at multiple sequential sections in the USC, provide either the span of sections or the number of the first section followed by “et seq.”⁶ For example, Reclamation Reform Act of 1982 (Pub. L. 97-293, Title II; 96 Stat. 1263; 43 USC 390aa – 390zz-1 or 43 USC 390aa, et seq.).

⁴Some laws predate the adoption of the public law numbering system and so lack public law numbers.

⁵Congress enacts public and private laws. Public laws apply generally to the public. Private laws normally apply to specified individuals, businesses, or groups and address an injury from government activity. For example, Private Law (abbreviated “Pvt. L.”) 69-396, enacted on February 25, 1927, authorized compensation to specifically identified property owners for flood damages.

⁶“Et seq.,” abbreviated from *et sequentia*, means “and those (pages or sections) that follow.” *Black’s Law Dictionary*, 8th ed. 2004.

Reclamation Manual

Directives and Standards

(3) Citation to Specific Sections.

- (a) When referring to a particular provision of law:
 - (i) cite the appropriate section(s) of the public law, if it has a number;
 - (ii) cite its location in the Statutes at Large; and
 - (iii) cite the USC if it is codified.
- (b) For example, to identify the source of legal authority for the statement “The Reclamation Reform Act of 1982 raised the acreage limitation on lands irrigated with water supplied by Reclamation,” use the following citation: (Pub. L. 97-293, Title II, section 204; 96 Stat. 1265; 43 USC 390dd).

- (4) **References in Text.** Do not repeat information that has already been provided in the text in the citation. For example, if the text in the above paragraph stated that section 204 of the Reclamation Reform Act of 1982 raised the acreage limitation, the citation would omit the section number.

(5) Citation to Amended or Supplemented Laws.

- (a) **General Reference.** If the intention is to cite current law where the law cited has been amended or supplemented, follow the citation outside the parentheses with the appropriate phrase [i.e., “as amended,” “as supplemented,” or “as amended and supplemented” (or “and acts amendatory thereto,” “and amending acts,” and so forth)] [e.g., Reclamation Safety of Dams Act of 1978 (Pub. L. 95-578; 92 Stat. 2471; 43 USC 506, et seq.), as amended].
- (b) **Specific Reference.** When citing specific amendments or supplements, follow the primary citation with a full citation to the amending or supplementing law(s) [e.g., Reclamation Safety of Dams Act of 1978 (Pub. L. 95-578; 92 Stat. 2471; 43 USC 506, et seq.), as amended by the Reclamation Safety of Dams Act Amendments of 1984 (Pub. L. 98-404; 98 Stat. 1481)].

4. **Code of Federal Regulations.**⁷ A citation to the Code of Federal Regulations (CFR) identifies the title, the source (abbreviated as “CFR”), and the part or section. The CFR is organized topically into 50 titles, subdivided into chapters, and sometimes subchapters and groups. These are further divided into parts and the parts into sections. There are two basic citation forms: citation generally to a part and citation specifically to a section or sections.

⁷The CFR is the annual collection of executive-agency regulations published in the daily Federal Register, combined with previously issued regulations still in effect.

Reclamation Manual

Directives and Standards

It is unnecessary to cite chapters, subchapters, and groups since part and section numbers do not repeat within a single title.

- A. **Citation Generally to a Part.** Cite the title, abbreviated name of the source, and part number (e.g., 43 CFR part 426).
- B. **Citation to a Specific Section or Sections.** Cite the title, abbreviated name of the source, and section(s) (e.g., 43 CFR section 426.5). Because each section number includes the number of the part within which it appears, including the part number separately in a citation to a section of the CFR is unnecessary.
5. **Executive Orders.** Each Executive Order (EO) has its own number located in sequence among all EOs. They are cited simply using this number headed by the standard abbreviation “EO.”
6. **Departmental Manual.** The Department of the Interior’s Departmental Manual (DM) is organized by subject/agency into series. The series are divided into parts and chapters. A citation to the DM includes the part and chapter numbers (e.g., 155 DM 1 refers to Series: Organization; Part 155: Bureau of Reclamation; Chapter 1: Creation, Objectives, and Functions).
7. **Reclamation Manual Policy and Directives and Standards.** Spell out “Reclamation Manual” at the first textual reference in a release and provide the abbreviation “RM” in parentheses. Do the same with “Directive and Standard,” providing the abbreviation “D&S.” At the first textual reference to a particular RM Policy or D&S, include its title in italics, followed by its locating number in parentheses [e.g., Reclamation Manual (RM) Policy, *Bureau of Reclamation’s Directives System (the Reclamation Manual)* (RCD P03)]. Refer to the same RM Policy or D&S thereafter by its locating number (e.g., RCD P03).

Release Subject:
Subject Area Code:
Date:

[illegible]

Page 1 of 1

Appendix E: Reclamation Manual (RM) Review Request Form

RM Release Series Number: _____

RM Release Subject: _____

Originating Office: _____

Point of Contact (POC): _____

Type of Review Requested:

New Release (45-Day)

Major Revision (45-Day)

New Release Fatal Flaw (14-Day)

Major Revision Fatal Flaw (14-Day)

New Release External Fatal Flaw (14-Day)

Major Revision External Fatal Flaw (14-Day)

New Temporary Reclamation Manual Release (TRMR)(14-day)

TRMR Major Revision (14-day)

Deletion (14-Day)

External Review (30-day)

Check here if requesting an External Review concurrent with a 45-day RLT Review.

POC email for submitting external comments (if requesting External Review): _____

Date of RLT Review (if requesting Fatal Flaw Review): _____

Date of External Review (if requesting External Fatal Flaw Review): _____

Summary of new release, revisions, or reason for deletion:

For External Reviews, the summary information above will be used as a purpose statement attached to the beginning of the draft release. Include any other information here, if needed, for external review purpose statement:

Development Team Members (names and email addresses):

Attachments (See Form Instructions for required attachments):

This request is being distributed to RLT Members, Reclamation Manual Coordinators (RMCs), labor relations officers (LROs), Area Managers (except CPN Region), and ethics counselors. See distribution list below. The RMC for the originating office will initiate the specified review period using the RM Review Tracker Tool upon distribution of this form. Please submit all comments through the RM Review Tracker Tool by the end of the specified time period.

Each LRO is responsible for determining if the release impacts bargaining unit employees, forwarding the release determined to affect employees to the relevant unions for comment, and submitting consolidated comments pertaining to impacts on bargaining unit employees to the Reclamation LRO at sha-dro-hrlrrmcomments@usbr.gov. Negative responses are required.

Distribution List (see Form Instructions for distribution requirements):

Approving Official Signature: _____

Form Instructions

General Instructions – This form will be completed and submitted one time for each review step in the RM development process. Consequently, this form may be completed multiple times for one RM release depending on the type of release.

Type of Review Requested – To request a concurrent 45-day RLT Review with a 30-day External Review choose the appropriate RLT review from the radio buttons and then check the check box for concurrent External Review.

Required Attachments:

- For New Releases, Major Revisions, External Reviews and Deletions:
 - Final clean Word draft version of release and related appendices
- For Major Revisions:
 - Tracked changes version of updated release and related appendices
- For Fatal Flaw Reviews and External Fatal Flaw Reviews
 - Original version of release and related appendices distributed for either RLT review or external review
 - Tracked changes version of updated release and related appendices based on adjudication of comments from either RLT review or external review
 - Clean version of updated release and related appendices based on adjudication of comments from either RLT review or external review
 - Comment disposition matrix

Distribution Requirements:

1. Use [Distribution List](#) Resource available on the RM SharePoint Site to complete the “Distribution List” Field.
2. Route this form and attachments in Data Tracking System (DTS) by following requirements listed in RCD 03-01 and guidelines provided on RM SharePoint Site.
3. Upon completion of DTS routing and Approving Official signature, distribute this form by email to all contacts listed in the “Distribution List” and “Development Team Members” fields.

Appendix F: Reclamation Manual (RM) Approval Form

RM Release Series Number: _____

RM Release Subject: _____

Originating Office: _____

Point of Contact: _____

Type of Action:

New Release

Major Revision

Deletion

Minor Revision

New Temporary Reclamation Manual Release (TRMR)

TRMR Renewal

Summary of Action:

List of Attachments*:

Reviewed by Employee/Labor Relations (84-5800)

Requirement for union notification/request for comments met; union comments, as appropriate, forwarded to originating office.

No union referral required.

Signature: _____

Name and Title: _____

Approved by Management (temporary acting cannot approve Reclamation Manual actions)

My signature below indicates my approval of the Reclamation Manual action described in the *Summary of Action* section above. If more than one approving official, both must sign below.

Signature: _____

Name and Title: _____

Signature: _____

Name and Title: _____

***Required Attachments:**

- For New Releases, Major Revisions, Minor Revisions, and TRMRs:
 - Final clean Word draft version of release and related appendices
- For Major Revisions and Minor Revisions:
 - Tracked changes version of updated release and related appendices
 - Comment disposition matrices (when applicable: RLT, RLT Fatal Flaw, External, External Fatal Flaw)
- For New Releases, Major Revisions, New TRMRs and Deletions:
 - Comment disposition matrices (when applicable: RLT, RLT Fatal Flaw, External, External Fatal Flaw)