

Reclamation Manual

Directives and Standards

Appendix B. Reclamation Standard Position Descriptions

1. Reclamation Standard Position Description (SPD) Naming Convention. Use the following tables to assign SPD numbers.

Reclamation SPD	Occupational Identifier	Number of SPD in order of original release	Place Holder for additional Position Identifiers
R	Two-Character Identifier (See Table)	01-99 (each grade will have its own number)	"00" unless otherwise instructed in SPD Implementing Instructions found in the Appendix SPD for the specific SPD batch, or Reclamation's PD Cover Page Implementing Instructions found on Reclamation's HRPO Classification Intranet Page (internal access only)

Occupational Identifier	Identifier Key General Schedule Occupations
MC (unless Identifier is assigned by Series*)	0000 – Miscellaneous Occupations Group
SF	*0018 and 0019 – Safety and Occupational Health
PR	*0025 – Park Ranger
SC	*0080, 0085, 0086 – Security
FF	*0081 – Fire Protection and Prevention
SS	0100 – Social Science, Psychology, and Welfare Group
HR	0200 – Human Resources Management Group
AS	0300 – General, Administrative, Clerical, and Office Services Group
NR	0400 – Natural Resources Management & Biological Sciences Group
AB	0500 – Accounting and Budget Group
PH	0600 – Medical, Hospital, Dental, and Public Health Group
VS	0700 – Veterinary Medical Science Group
EN	0800 – Engineering and Architecture Group
LK	0900 – Legal and Kindred Group
IN	1000 – Information and Arts Group
BU	1100 – Business and Industry Group
CP	1200 – Copyright, Patent, and Trademark Group
PS	1300 – Physical Sciences Group
LB	1400 – Library and Archives Group
MT	1500 – Mathematical Sciences Group
FS	1600 – Equipment, Facilities, and Services Group
TR	1700 – Education Group

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II	1800 – Inspection, Investigation, Enforcement, and Compliance Group
QA	1900 – Quality Assurance, Inspection, and Grading Group
SP	2000 – Supply Group
TR	2100 – Transportation Group
IT	2200 – Information Technology Group

Example: Electrical Engineer – REN0100; Electrical Engineer that is being used for a rehired annuitant under the NDAA – REN01ND.

2. Reclamation SPDs will follow current visual identity templates as authorized by HRPO. Contact HRPO for the current version.
3. The minor revision process for implementing SPDs and their specific formatting is covered under an approved deviation to Reclamation Manual (RM) Directive and Standard (D&S), *Reclamation Manual Release Procedures* ([RCD 03-01](#)), per RM D&S, *Request for Deviation from a Reclamation Manual Requirement and Approval or Disapproval of Request* ([RCD 03-03](#)). A copy of the deviation request/approval memo is provided on the following pages.

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United States Department of the Interior

BUREAU OF RECLAMATION
P.O. Box 25007
Denver, CO 80225-0007



IN REPLY REFER TO:

84-12100

3.1.03

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Deputy Commissioner – Policy,
Administration and Budget

From: Nathan Shimatsu Acting For GRAHAM
Human Capital Officer SMITH

Digitally signed by
GRAHAM SMITH
Date: 2021.12.27
09:22:27 -0700

Subject: Request for a Deviation from Requirements in Reclamation Manual (RM) Directive and Standards (D&S), *Reclamation Manual Release Procedures* (RCD 03-01) for RM D&S, *Position Classification and Position Management* (HRM 15-02)

As part of the Department of the Interior Office of Human Capital's ongoing initiative to increase the use of standard position descriptions (SPDs) to speed up hiring and improve consistency in job grades, the Bureau of Reclamation's Human Capital Officer (HCO) implemented requirements for establishing Reclamation SPDs as part of HRM 15-02. Reclamation will incorporate SPDs into HRM 15-02 as appendices, following paragraph 6.C. which states "The HCO will issue finalized SPDs as appendices to this D&S, following the minor revision process outlined in RM D&S, *Reclamation Manual Release Procedures* (RCD 03-01)." Due to the nature of the material contained in the SPDs and how we intend the SPDs to be used, the formatting of these appendices; however, should not follow the RM general and minor revision requirements. As such, I am requesting the following permanent deviations to RCD 03-01 as explained below.

Paragraph 3.D.(1) – Proper Format. I am requesting that the HRM 15-02 appendices for SPDs be formatted with the following considerations.

- Each batch of SPDs (i.e., all grades in a series) will be assigned a label in the order in which they are approved and follow the format SPD-XXX, wherein, for example, the first approved SPD batch will receive the label SPD-001. Typical appendices for instructions, worksheets, etc. that supplement HRM 15-02 will continue to be labeled with letters (e.g., Appendix A). More information on the naming conventions will be provided in HRM 15-02 Appendix B, *Standard Position Descriptions*, which may be periodically updated subsequent to the approval of this memorandum.
- Each batch of SPDs will have a cover sheet as the first page that identifies the document as an appendix to HRM 15-02; however, subsequent pages (e.g., implementing instructions, signed approval form for the SPDs, and the content of the SPDs themselves) will differ from typical appendices in design elements that usually signal their appendix status. The HCO will maintain and

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control a standard template, which will incorporate visual identity and Section 508-compliant designs, for all SPD appendices. This template will incorporate the file name (e.g., Appendix SPD-XXX) and approval date into the footer of each page.

Paragraph 5.C.(4) – Minor Revision Notations. Typically, the RM Manager updates the footer of the main RM release and all associated appendices when a minor revision is approved. Due to the anticipated volume and frequency of adding SPD appendices, it will be impractical, and potentially confusing to users, to add all SPD approval dates to all documents associated with HRM 15-02. Instead, I am requesting that HRM 15-02 and its typical appendices (e.g., Appendix A) only be updated when minor revisions *unrelated to incorporating a new batch of SPDs* occur. Furthermore, the footer of a specific SPD (e.g., SPD-001) will only contain the date information for its own approval, not the date information related to HRM 15-02, its appendices, or any other SPD batch.

If these deviations are not approved, then the HCO will need to either conduct additional coordination for publication outside of the established RM process, which may confuse staff regarding the force and effect of these required SPDs, or submit to formatting requirements that, as described above, will not make sense for, nor add value to, the publication of Reclamation SPDs. Approval of this deviation will apply only to Reclamation's SPDs and is not meant to set precedent for other RM releases. If these deviations are approved, the HCO will inform the Human Resources Officers throughout the Bureau and incorporate this approval memo as Appendix B to HRM 15-02. No external communication is needed.

Please indicate your approval or disapproval of this deviation request by signing and dating below. If you have any questions, please contact Sabra Ferre, at (720) 595-1718, or at sferre@usbr.gov.

Deviation from requirements in RCD 03-01, Paragraphs 3.D.(1) and 5.C.(4) for HRM 15-02:

Approved ☒ Disapproved ☐

 Digitally signed by
GRAYFORD PAYNE
Date: 2021.12.27
14:48:03 -05'00'

Grayford F. Payne
Deputy Commissioner – Policy,
Administration and Budget

cc: 94-00000 (MOkamura acting, AShepet)
84-12100 (SFerre, KRose, NShimatsu), 84-55000 (MBudel, KStock, KWheeler)