

Reclamation Manual

Directives and Standards

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| Subject: | Reclamation Standard Water-Related Contract Articles, Standard Article 11: Notices |
| Purpose: | To provide the text of and requirements for the application of Standard Article 11: Notices (Standard Article 11), for the benefit of supporting general policy and specific requirements set forth in Reclamation Manual Policy, <i>Reclamation Standard Water-Related Contract Articles</i> (PEC P10). |
| Authority: | The Reclamation Act of 1902 (ch. 1093, 32 Stat. 388), and acts amendatory and supplementary thereto |
| Approving Official: | Director, Mission Assurance and Protection Organization |
| Contact: | Reclamation Law Administration Division (84-55000) |

1. **Introduction.** Standard Article 11 is required in all long-term contracts, directly or by reference (see Paragraph 4.B. of PEC P10). It establishes the procedures to be used by each party when making specified official communications with the other party.
2. **Applicability.** This Directive and Standard applies to Bureau of Reclamation staff and officials involved in the contracting process, as defined at Paragraph 5.A. of PEC P10.
3. **Requirements and Responsibilities.** Reclamation staff and officials involved in the contracting process will include the text below in all contracts requiring Standard Article 11 under Paragraph 4.B. of PEC P10.

NOTICES¹

Any notice, demand, or request authorized or required by this contract shall be deemed to have been given, on behalf of the Contractor, when mailed, postage prepaid, or delivered to the Regional Director, _____ Region, Bureau of Reclamation, _____, _____,² and on behalf of the United States, when mailed, postage prepaid, or delivered to the

¹Approved 07/76; reviewed 11/84; revised 01/02.

²Other Reclamation officials may be designated when appropriate.

Reclamation Manual

Directives and Standards

_____ of the Contractor, _____, _____. The designation of the addressee or the address may be changed by notice given in the same manner as provided in this article for other notices.

4. **Definitions.** See Paragraph 5 of PEC P10.
5. **Review Period.** The originating office will review this release every 4 years.

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: _____