Mail code

3.1.03

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Reclamation Leadership Team

From: Approving Official (Senior Executive/Senior Level)

Subject: Request for Review and Comment on Draft Reclamation Manual Policy/Directive and Standard, *Subject of Reclamation Manual Document*, Series Number: e.g., RCD 03-01 **(Due 45 Calendar Days From the Date of This Memorandum)**

The purpose of this memorandum is to request your review and comment on the subject Reclamation Manual Policy/Directive and Standard (PDF attached). The Bureau of Reclamation is developing this release because (provide a description of why Reclamation is issuing this Policy or Directive and Standard).

This release was developed in coordination with (identify staff and office involved in the development of the release).

NOTE: If this is a revision to an existing Reclamation Manual release, a statement must be included in this memorandum **describing the substantive changes** made to the release and/or a copy of the release with all **substantive changes shown in track changes**.

To facilitate the distribution of this request, copies have been provided to Reclamation Manual coordinators and labor relations officers (LROs). With the exception of the Pacific Northwest Region, copies are also being provided to area managers and specific program contacts. However, your organization’s consolidated comments must be submitted via email using the attached Excel spreadsheet by you, or by your deputy, assistant, or Reclamation Manual coordinator with a copy to you, to (insert name of person to receive comments) at (insert email address of person to receive comments)**within 45 calendar days of the date of this memorandum**.

Please be aware that in addition, 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 acting Reclamation LRO, Mr. David Williams, at [sha-dro-hrlrrmcomments@usbr.gov](mailto:sha-dro-hrlrrmcomments@usbr.gov). **Negative responses are required.** Mr. Williams will consolidate and submit comments on behalf of all LROs.

If you have any questions regarding the substance of this draft Policy/Directive and Standard, please contact (insert name of person to receive questions) at (insert phone number).

Attachments - (PDF of release, appendices, and [RLT comment disposition matrix](https://www.usbr.gov/recman/rcd/TEMPLATErltcommdispmatrix.xlsx))

Copies of memorandum and attachments must be sent to the following:

* RLT Executive Assistants (ibr9wrodrltsec@usbr.gov)
* Area Managers (obtain from administrative staff) **NOTE: At the request of the PN Region, do not add PN area managers to this memorandum.**
* RM Coordinators (See the list at <https://www.usbr.gov/recman/RMCoordinators.pdf>)
* Labor Relations Officers (See Labor Relations cc list at <https://www.usbr.gov/recman/RMCoordinators.pdf>)
* Program Contacts (at the discretion of the originating office) **NOTE: At the request of the PN Region, do not add additional contacts from PN to this memorandum.**

Revised 04/12/2019