

# Reclamation Manual

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<b>Subject:</b>	Bureau of Reclamation's Directives System – Reclamation Manual
<b>Purpose:</b>	Establishes the Reclamation Manual (RM) as Reclamation's directives system as required by 381 Departmental Manual (DM) 1. The benefits of this Policy are improved internal and external collaboration and communication, and consistency, and transparency in the development of internal Reclamation-wide requirements for doing business.
<b>Authority:</b>	381 <a href="#">DM</a> 1, <i>Directives Management</i> ; and 200 DM 1, <i>Delegation of Authority</i>
<b>Approving Official:</b>	Commissioner
<b>Contact:</b>	Director, Mission Assurance and Protection Organization (MAPO); Reclamation Law Administration Division; Quality, Controls, and Standards Office (84-55000)

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### 1. Introduction.

- A. The Department of the Interior requires each of its bureaus to establish a directives system setting forth its bureau-wide requirements (see 381 DM 1.2). Reclamation's directives system is the RM.
- B. Requirements set forth in the RM do not supersede those set forth in higher-level authorities, such as statutes, regulations, Executive Orders, Office of Management and Budget circulars and bulletins, Secretarial Orders, and departmental directives. Reclamation uses the RM to clarify and provide further Reclamation-wide requirements.

2. **Applicability.** This Policy applies to all Reclamation employees who participate in the development, approval, and implementation of RM releases that establish Reclamation-wide requirements for doing business.<sup>1</sup> It has limited applicability to discretionary guidance documents (see Paragraphs 7 and 8.B. of this Policy).

### 3. Policy.

- A. Reclamation will use the RM to establish and formally communicate, internally and externally, internal Reclamation-wide requirements necessary for the consistent and efficient accomplishment of its mission. All requirements set forth in the RM constitute official Reclamation-wide mandates.

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<sup>1</sup>When drafting acquisition requirements (e.g., a solicitation's statement of work, statement of objectives, or technical specifications), the program/requesting office is responsible for including any RM requirements that are applicable to contract performance, deliverables, and/or contractor employees.

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- B. RM releases are intended only to improve the internal management of Reclamation. RM releases are not intended to, and do not, create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its departments, agencies, instrumentalities or entities, its officers or employees, or any other person.
- C. Every RM release will be designed to contribute to the accomplishment of Reclamation's mission, and clearly state its purpose, need, and benefits.
- D. Reclamation will not establish Reclamation-wide requirements by issuing memoranda or any other means outside of the RM process established by this Policy and RM Directive and Standard (D&S), *Reclamation Manual Release Procedures* ([RCD 03-01](#)).

#### 4. Program Management.

- A. The MAPO Director will appoint an RM Manager and provide resources to manage the RM.
- B. The Reclamation Leadership Team (RLT) will support and provide resources for the development, revision, review, and implementation of RM releases and appoint an RM coordinator (RMC) for their organization.
- C. The RM Manager will provide program leadership; consult with and provide training, as necessary, to RMCs and originating offices; and ensure conformance to the requirements in this Policy and [RCD 03-01](#).
- D. RMCs will coordinate RM efforts for their organization by collaborating, engaging, and communicating with their leadership and organizational employees as well as originating offices, other RMCs, and the RM Manager. RMCs will also provide training to their organization on RM procedures and ensure conformance to the requirements in this Policy and [RCD 03-01](#) for their organization.
- E. Managers and supervisors must inform employees of the existence and location of the RM and their responsibility for understanding and adhering to RM *Delegations of Authority*, Policy, Temporary Reclamation Manual Release (TRMR) Policy, D&S, and TRMR D&S.
- F. All Reclamation employees must implement and carry out the requirements established in RM releases that are applicable to them and their work.

#### 5. Development of Reclamation Manual Releases.

- A. **Initiation.** Approving officials will determine the need for RM releases for their programs and coordinate with other approving officials to manage the volume of RM releases and related reviews.

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### B. Collaboration with Affected Offices.

- (1) Originating offices will collaboratively develop RM releases among affected Reclamation offices to ensure balance between centralized responsibility for establishing RM requirements and decentralized implementation.
- (2) The RM Manager will provide guidance on the development, review, and approval of RM releases using the process outlined in [RCD 03-01](#).

### C. Communication with External Stakeholders. Originating offices will:

- (1) provide draft RM releases for external review as required in [RCD 03-01](#),
- (2) communicate critical external comments received and their disposition to the RLT, and
- (3) communicate to each external commenter the disposition of their comments.

### D. Approval of Reclamation Manual Releases. RM releases will be approved by those positions with specifically delegated authority in Paragraph 4.Q.(2) of the RM [Delegations of Authority](#).

6. **Deviations from Reclamation Manual Requirements.** Adherence to the Reclamation-wide requirements in the RM is mandatory unless specific deviations are approved in writing by those positions with the authority delegated in Paragraph 4.Q.(2) of the RM [Delegations of Authority](#). RM D&S, *Request for Deviation from a Reclamation Manual Requirement and Approval or Disapproval of the Request* ([RCD 03-03](#)) sets forth requirements for deviation requests, and the RM Manager will assist offices requesting deviations as needed.
7. **Discretionary Guidance.** Discretionary guidance is not included in the RM and must state it does not create Reclamation-wide requirements. Discretionary guidance must specifically identify the sources, in the RM and elsewhere, of any stated requirements. The RLT member issuing discretionary guidance is solely responsible for the discretionary guidance their organization produces and shall ensure it does not conflict with the RM and other requirements.
8. **Definitions.** For the purposes of this Policy, [RCD 03-01](#), and [RCD 03-03](#), the following terms are defined:
  - 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. **Discretionary Guidance.** For purposes of the RM, guidance explains requirements and provides optional guidance for implementation. Examples of discretionary guidance

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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) who may use guidance and requirements interchangeably.

- C. **Program.** An agency function (e.g., water contracting, accounting, resource management) through which Reclamation performs activities and provides services in support of its mission.
- D. **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 4 components according to the 4 types of RM releases identified in Paragraph 8.F.(2). The RM references higher-level requirements but does not restate them.
- E. **Reclamation Manual Coordinator.** Staff appointed by each RLT member to coordinate RM efforts for their organization.
- F. **Reclamation Manual Release.**
  - (1) An RM release is a written document:
    - (a) stating one or more Reclamation-wide requirements,
    - (b) setting the framework and providing direction for management decisions,
    - (c) governing Reclamation actions, conduct, or procedures, and/or
    - (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 in which Reclamation pursues its 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 be taken into consideration.

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- (d) **Temporary Reclamation Manual Releases**. TRMRs have the full force of permanent Policy or D&S, 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<sup>2</sup> as a permanent release. TRMRs will be incorporated permanently into the RM within 1 year,<sup>3</sup> extended, or allowed to expire.

9. **Review Period.** The originating office will review this release every 4 years.

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<sup>2</sup>Permanent releases require a 45-day RLT review and 30-day external review of the draft while TRMRs only require 2-week RLT review of the draft (Paragraphs 3.C.(1)(a)(i) and 3.C.(2)(a)(i).of [RCD 03-01](#) respectively).

<sup>3</sup>To incorporate a TRMR as a permanent release, the release will undergo the entire process described in Paragraph 3 of [RCD 03-01](#).

**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: \_\_\_\_\_