

# Reclamation Manual

## Directives and Standards

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### Template Memoranda Requesting RLT Review of Draft RM Release and TRMR

#### 1. Request for RLT Review of Draft Permanent RM Release.

##### 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/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 Columbia-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 RM 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.

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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 at [sha-dro-hrlrrmcomments@usbr.gov](mailto:sha-dro-hrlrrmcomments@usbr.gov). **Negative responses are required.** The acting Reclamation LRO 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 and appendices, and Excel version of [RLT comment disposition matrix \(Appendix C\)](#))**

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

- RLT Executive Assistants ([ibr9wrodrltsec@usbr.gov](mailto:ibr9wrodrltsec@usbr.gov))
- Area Managers (obtain from administrative staff) **NOTE: At the request of the Columbia-Pacific Northwest Region, do not add CPN area managers to this memorandum.**
- RM Coordinators ([bor-drodrmcoord@usbr.gov](mailto:bor-drodrmcoord@usbr.gov))
- LROs ([ibr8drodrmlro@usbr.gov](mailto:ibr8drodrmlro@usbr.gov))
- Ethics Counselors ([ethics@usbr.gov](mailto:ethics@usbr.gov))
- Program Contacts (at the discretion of the originating office) **NOTE: At the request of the Columbia-Pacific Northwest Region, do not add additional contacts from CPN to this memorandum.**

(Revised 09/01/2020)

## Reclamation Manual

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#### 2. Request for RLT Review of Draft TRMR.

##### 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  
Temporary Reclamation Manual Release Policy/Directive and Standard,  
*Subject of Reclamation Manual Document* (Series Number: e.g., RCD  
TRMR) **(Due 2 Weeks From the Date of This Memorandum)**

The purpose of this memorandum is to request your review and comment on the subject Temporary Reclamation Manual Release (TRMR) Policy/Directive and Standard (PDF attached). The Bureau of Reclamation is developing this release because (provide a description of why Reclamation is issuing this TRMR Policy/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 Columbia-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 RM coordinator with a copy to you, to (insert name of person to receive comments) at (insert email address of person to receive comments) **within 2 weeks of the date of this memorandum**.

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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 at [sha-dro-hrlrrmcomments@usbr.gov](mailto:sha-dro-hrlrrmcomments@usbr.gov). **Negative responses are required.** The acting Reclamation LRO will consolidate and submit comments on behalf of all LROs.

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

Attachments (PDF of TRMR release and appendices, and Excel version of [RLT comment disposition matrix \(Appendix C\)](#))

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

- RLT Executive Assistants ([ibr9wrodrltsec@usbr.gov](mailto:ibr9wrodrltsec@usbr.gov))
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(Revised 09/01/2020)