

Reclamation Manual

Directives and Standards

Template Purpose Statement for External Comment

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to e-mail address of author by date.

Background and Purpose of the Following Draft Policy/Directive and Standard (D&S)

The goal of preparing this new/revised Policy/D&S document and providing stakeholders with the opportunity to comment on it in draft form is to enhance common understanding of how the XXX program is administered and to enhance working relationships with our project partners. This will make the program more responsive to project sponsors, and more consistent Reclamation-wide and thus more effective.

Explain the process used to develop the Policy or D&S.

The Reclamation Manual is used to clarify program responsibility and authority and to document internal Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

See the following pages for the draft Policy/D&S.