

Reclamation Manual

Directives and Standards

Reclamation Manual Formatting Requirements

1. Header.

A. Font.

(1) Policy or Directive and Standard.

- (a) **Series (e.g., RCD 03-01).** Helvetica 10pt. If an appendix, include a row beneath the series (e.g., Appendix A).
- (b) **Reclamation Manual.** Arial 16pt.
- (c) **Policy/Directives and Standards.** Times New Roman 12pt.
- (d) **Temporary Release.** Insert a hard return after Policy/Directives and Standards, Times New Roman 12pt, caps, bold, and italics.
- (e) **(Expires mm/dd/yyyy).** Times New Roman 9pt, bold, and italics.

B. Horizontal Line.

- (1) Make sure there is a hard return after the line with “Policy,” or “Directives and Standards,” or “(Expires mm/dd/yyyy)” if this is a TRMR.
- (2) Place cursor on “Policy,” or “Directives and Standards,” or “(Expires mm/dd/yyyy).” if this is a TRMR.
- (3) Choose “Layout.”
- (4) Under “Paragraph,” set “Indentation” at “Left: -.5 inches” and “Right: -.5 inches.”
- (5) Choose “Design,” and then “Page Borders.”
- (6) Choose “Borders” tab, “Preview,” click “_____” (bottom), click “Apply to: Paragraph.”
- (7) Click “OK.”

2. Standard Headings.

A. Subject, Purpose, Authority, and Approving Official.

- (1) Select first four paragraphs.

Reclamation Manual

Directives and Standards

- (2) Right click.
- (3) Choose "Paragraph."
- (4) Set "Indentation" at "Left: 0 inches" and "Right: 0 inches."
- (5) Special: "Hanging."
- (6) By: 1.55 inches.
- (7) Choose "Spacing."
- (8) Set "After" at 12 pt.
- (9) Choose "Tabs."
- (10) Select "Clear All."
- (11) Tab stop position: 1.55 inches.
- (12) Click "Set."
- (13) Click "OK."

B. Contact.

- (1) Place cursor on "Contact."
- (2) Right click.
- (3) Choose "Paragraph."
- (4) Set "Indentation" at "Left: -.5 inches" and "Right: -.5 inches."
- (5) Special: Hanging.
- (6) By: 2.05 inches.
- (7) Choose "Spacing."
- (8) Set "After" at 12 pt.
- (9) Choose "Tabs."
- (10) Select "Clear All."

Reclamation Manual

Directives and Standards

(11) Tab stop position: 0 inches, 1.55 inches.

(12) Click “Set.”

(13) Click “OK.”

C. **Horizontal Line.**

(1) Place cursor on “Contact.”

(2) Choose “Design.”

(3) Select “Page Borders.”

(4) Choose “Borders” tab, “Preview,” click “___” (bottom), click “Apply to: Paragraph.”

(5) Click “OK.”

3. **Body of Release.**

A. **First-Level Paragraph.** The first-level paragraphs are numbered (e.g., 1., 2., 3.).

(1) Right Click.

(2) Choose “Paragraph.”

(3) Set “Indentation” at “Left: 0 inches” and “Right: 0 inches.”

(4) Special: Hanging.

(5) By: .32 inches.

(6) Choose “Spacing.”

(7) Set “After” at 12 pt.

(8) Choose “Tabs.”

(9) Select “Clear All.”

(10) Tab stop position: .32 inches.

(11) Click “Set.”

Reclamation Manual

Directives and Standards

(12) Click “OK.”

B. Second-Level Paragraph. The second-level paragraphs are identified by capital letters (e.g., A., B., C.).

(1) Right Click.

(2) Choose “Paragraph.”

(3) Set “Indentation” at “Left: .32 inches” and “Right: 0 inches.”

(4) Special: Hanging.

(5) By: .32 inches.

(6) Choose “Spacing.”

(7) Set “After” at 12 pt.

(8) Choose “Tabs.”

(9) Select “Clear All.”

(10) Tab stop position: .64 inches.

(11) Click “Set.”

(12) Click “OK.”

C. Third-Level Paragraph. The third-level paragraphs are numbered with parenthesis (e.g., (1), (2), (3)).

(1) Right Click.

(2) Choose “Paragraph.”

(3) Set “Indentation” at “Left: .64 inches” and “Right: 0 inches.”

(4) Special: Hanging.

(5) By: .37 inches.

(6) Choose “Spacing.”

(7) Set “After” at 12 pt.

Reclamation Manual

Directives and Standards

- (8) Choose “Tabs.”
- (9) Select “Clear All.”
- (10) Tab stop position: 1.01 inches.
- (11) Click “Set.”
- (12) Click “OK.”

D. **Fourth-Level Paragraph.** The fourth-level paragraphs are identified by lower-case letters in parenthesis (e.g., (a), (b), (c)).

- (1) Right Click.
- (2) Choose “Paragraph.”
- (3) Set “Indentation” at “Left: 1.01 inches” and “Right: 0 inches.”
- (4) Special: Hanging.
- (5) By: .32 inches.
- (6) Choose “Spacing.”
- (7) Set “After” at 12 pt.
- (8) Choose “Tabs.”
- (9) Select “Clear All.”
- (10) Tab stop position: 1.33 inches.
- (11) Click “Set.”
- (12) Click “OK.”

E. **Fifth-Level Paragraph.** The fifth-level paragraphs are numbered with lower-case Roman numerals in parenthesis (e.g., (i), (ii), (iii)).

- (1) Right Click.
- (2) Choose “Paragraph.”
- (3) Set “Indentation” at “Left: 1.33 inches” and “Right: 0 inches.”

Reclamation Manual

Directives and Standards

- (4) Special: Hanging.
- (5) By: .32 inches.
- (6) Choose "Spacing."
- (7) Set "After" at 12 pt.
- (8) Choose "Tabs."
- (9) Select "Clear All."
- (10) Tab stop position: 1.65 inches.
- (11) Click "Set."
- (12) Click "OK."

F. **Sixth-Level Paragraph.** The sixth-level paragraphs are identified by double lower-case letters in parenthesis (e.g., (aa), (bb), (cc)).

- (1) Right Click.
- (2) Choose "Paragraph."
- (3) Set "Indentation" at "Left: 1.65 inches" and "Right: 0 inches."
- (4) Special: Hanging.
- (5) By: .32 inches.
- (6) Choose "Spacing."
- (7) Set "After" at 12 pt.
- (8) Choose "Tabs."
- (9) Select "Clear All."
- (10) Tab stop position: 1.97 inches.
- (11) Click "Set."
- (12) Click "OK."

Reclamation Manual

Directives and Standards

4. **Footer.** Insert hard return so there is one blank line.
 - A. **Font.** Helvetica 10pt.
 - B. **Release Information.**
 - (1) **Tabs.** Put cursor on the second line in the footer.
 - (a) Right Click.
 - (b) Set “Indentation” at “Left: -.5 inches” and “Right: -.5 inches.”
 - (c) Choose “Tabs.”
 - (d) Select “Clear All.”
 - (e) Tab stop position: 0.0 (Left) and 6.5 (Right).
 - (f) Click “Set.”
 - (g) Click “OK.”
 - (2) **First Line of Footer.**
 - (a) Tab cursor to be at 0.00. Type “(xxx) mm/dd/yyyy” on second line of footer.
 - (b) Tab cursor to be at 6.5.
 - (c) Choose “Insert.”
 - (d) Choose “Page Number,” choose “Current Position,” choose “Plain Number.”
Insert word “Page” before the page number.
 - (e) Insert hard return.
 - (3) **Last Line of Footer.** Type “NEW RELEASE” or “SUPERSEDES XXX P## or XXX ##-## (xxx) or XXX TRMR-## mm/dd/yyyy” as appropriate on the third line.
 - (4) **Page Borders.**
 - (a) Place cursor on “(xxx) mm/dd/yyyy.”
 - (b) Choose “Page Layout.”

Reclamation Manual

Directives and Standards

- (c) Choose “Borders.”
- (d) Choose “Borders” tab, “Preview,” “click “-----” (top), click “Apply to: Paragraph.”
- (e) Click “OK.”

5. Miscellaneous Formatting Requirements.

A. Contact.

- (1) **Policy.** Contacts for Policy are at the approving official level (e.g., Mission Support Organization (84-27000); Policy and Programs (84-50000)).
- (2) **Directives and Standards.** Contacts for Directives and Standards are at the division level [e.g., Asset Management Division (86-67200); Business Analysis Division (84-27400)].

B. **Body.** The body of every Policy, Directive and Standard, or TRMR must be stated as requirements and use such words as **will, must, and shall**.

C. Paragraphs.

- (1) Every Paragraph must be numbered or lettered. Paragraph numbers are not bolded, but paragraph headings are bolded and first letters are capitalized. Paragraph headings must be consistent (e.g., if (1) has a heading then (2) must have a heading).
- (2) Every Paragraph level must have at least two entries [e.g., if there is a 1., there must be a 2.; if there is an A., there must be a B.; if there is a (1), there must be a (2); if there is a (a), there must be a (b); if there is a (i), there must be an (ii); if there is an (aa), there must be a (bb), etc.].

D. **Acronyms.** Acronyms are established the first time the term is used, and then the acronym is used. Originating office will determine if they want to use acronyms in the Subject, Purpose, Authority, Approving Official, and Contact sections of the release or in paragraph titles, but their use must be consistent throughout the release.

Reclamation Manual

Directives and Standards

E. Lists.

- (1) If a list completes the sentence, and there is no paragraph title for each listed item, the first word of each of the list item is not capitalized, and each line of the list ends with a comma (,) or a semicolon (;).

Example
<p>(1) An RM release is a written document:</p> <ul style="list-style-type: none"> (a) stating one or more Reclamation-wide requirements; (b) setting the framework and providing direction for management decisions; (c) governing actions, conduct, or procedures; and/or (d) describing results to be achieved.

- (2) If a listing has complete sentences intermingled with statements that complete a sentence, each line of the list ends with a period (.).

Example
<p>B. Reviewing Offices. Offices reviewing draft RM releases must:</p> <ul style="list-style-type: none"> (1) Provide any comments to the originating office by the stated due date or request an extension from the originating office. The originating office will assume concurrence of any reviewing office it does not receive a response from by the stated or extended due date. (2) Consolidate and submit all comments associated with draft RM releases under the signature of the Senior Executive or their delegate.

- (3) If a listing has paragraph titles, each line will end with a period (.) regardless of whether the list is made up of complete sentences.

Example
<p>(2) The four types of RM releases are:</p> <ul style="list-style-type: none"> (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.

Reclamation Manual

Directives and Standards

- (c) **Directives and Standards.** D&S provide the level of detail necessary to ensure consistent application of RM Policy Reclamation-wide. D&S are also structured to provide flexibility to local offices, allowing the unique aspects of each Reclamation project and program to be taken into consideration.
- (d) **Temporary Reclamation Manual Releases.** Reclamation issues Temporary Reclamation Manual Releases (TRMRs) to accelerate the release of Policy and D&S or make temporary changes in requirements. TRMRs will either be incorporated permanently into the RM within 1 year or expire. Requirements for final approval of TRMRs are identical to those for permanent releases. TRMRs have the full force of permanent Policy or D&S [Paragraphs 3.D.(2)(b)-(c)].