Reclamation Manual
Directives and Standards

RECLAMATION MANUAL APPROVAL FORM

Reclamation Manual Release Number and Subject
RCD 03-01, Reclamation Manual Release Procedures

Summary of Changes
1. Paragraph 4.B.(6) added to recognize the RM manager's responsibility to notify Senior Executives of upcoming biennial review certifications;
2. Paragraphs under 5.A. revised to include Paragraph titles for clarity;
3. Paragraph 5.A.(3) revised to delete reference to Appendix A of RCD P03 and refer to new RM Delegations of Authority component; add reference to directorate labor relations officers, and require offices to briefly describe the substantive changes made to the release if it is revising an existing release;
4. Paragraph 5.A.(4) revised to delete the reference to Appendix A of RCD P03 and refer to the new RM Delegations of Authority component;
5. Paragraph 6.B.(5) added to require every RM Policy to have a fifth paragraph which will include a Policy statement establishing the Commissioner’s leadership philosophy;
6. Paragraphs 7.A., B., C., and D. revised to more clearly explain the requirements associated with biennial reviews, substantive revisions, minor revisions, and rescissions of RM releases;
7. Appendix D revised to more provide improved templates for drafting RM releases;
8. Appendix E revised to reflect how to properly format a RM release using the current version of Word;
9. Appendices F and H revised to reflect the revised RM summary, approval, and transmittal forms; and the biennial certification forms. Revision of forms coordinated with Printing and Duplicating Team in the Information Resources Office.

Reviewed by Employee/Labor Relations (8488000)

☐ Requirement for union notification/request for comments met, union comments, as appropriate, forwarded to originating office.
☐ No union referral required.

(Signature) ____________________________
David Williams, Human Resources Specialist (ER/LR)
(Name and Title)

Approved by Management (temporary actions cannot approve Reclamation Manual actions)
My signature below indicates my approval of the Reclamation Manual action described in the Summary of Changes section above. If more than one approving official, both must sign below.

Signature ____________________________
Date ____________________________
Karl Stock, Acting Director, Policy and Administration
(Name and Title)

Signature ____________________________
Date ____________________________

(Signature) ____________________________
Date ____________________________

(Name and Title)