# Reclamation Manual

## Directives and Standards

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**Reclamation Manual Release Number and Subject**

RCD 03-01  Reclamation Manual Release Procedures

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**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 reviving 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 and 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 G revised to reflect the revised RM summarizing approval and transmittal forms, and the biennial certification forms. Revision of forms coordinated with Printing and Duplicating Team in the Information Resources Office.

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**Reviewed by Employee/Labor Relations (84-88000)**

- 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)

  - Date: [ ]

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**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 Stoch, Acting Director, Policy and Administration

  - Name and Title:

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- Signature: [ ]

  - Date: [ ]

  - [Name and Title]: