

Reclamation Manual

Directives and Standards

7-2522B (07-2019)
Bureau of Reclamation



RECLAMATION MANUAL APPROVAL FORM

RECLAMATION
Managing Water in the West

Reclamation Manual Release Number and Subject	
RCD 03-01 Reclamation Manual Release Procedures	
Summary of Changes	
<p>(1) Paragraph 4.B.(6) added to recognize the RM manager's responsibility to notify Senior Executives of upcoming biennial review certifications;</p> <p>(2) Paragraphs under 5.A. revised to include Paragraph titles for clarity;</p> <p>(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;</p> <p>(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;</p> <p>(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;</p> <p>(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;</p> <p>(7) Appendix D revised to more provide improved templates for drafting RM releases;</p> <p>(8) Appendix E revised to reflect how to properly format a RM release using the current version of Word;</p> <p>(9) Appendices F and H revised to reflect the revised RM surnaming, approval, and transmittal forms; and the biennial certification forms. Revision of forms coordinated with Printing and Duplicating Team in the Information Resources Office.</p>	
Reviewed by Employee/Labor Relations (84-58000)	
<input type="checkbox"/> Requirement for union notification/request for comments met; union comments, as appropriate, forwarded to originating office.	
<input type="checkbox"/> No union referral required.	
<input type="text"/>	<input type="text"/>
(Signature)	Date
David Williams, Human Resources Specialist (ER/LR)	
(Name and Title)	
Approved by Management (temporary actings cannot approve Reclamation Manual actions)	
My signature below indicates my approval of the Reclamation Manual action described in the <i>Summary of Changes</i> section above. If more than one approving official, both must sign below.	
<input type="text"/>	<input type="text"/>
Signature	Date
Karl Stock, Acting Director, Policy and Administration	
(Name and Title)	
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	
(Name and Title)	