# Reclamation Manual

## Directives and Standards

### RECLAMATION MANUAL TRANSMITTAL SHEET

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>08/25/2014</th>
<th>Release No.</th>
<th>338</th>
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Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

**RCD 03-01** Reclamation Manual Release Procedures

### Summary of Changes

Minor revisions as follows:

1. Paragraph 4.B.(6) was added to recognize the RM manager’s responsibility to notify Senior Executives of upcoming biennial review certifications.
2. Paragraphs under 5.A. were revised to include Paragraph titles for clarity.
3. Paragraph 5.A.(3) was revised to delete the reference to Appendix A of RCD P03 and refer to the 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) was 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) was added to require every RM Policy to have a fifth paragraph which will include a Policy statement establishing the Commissioner’s leadership philosophy.
6. Paragraph 7.A., B., C., and D. were revised to more clearly explain the requirements associated with biennial reviews, substantive revisions, minor revisions, and resubmissions of RM releases.
7. Appendix D was revised to more provide improved templates for drafting RM releases.
8. Appendix E was revised to reflect how to properly format a RM release using the current version of Word.
9. Appendices F and H were revised to reflect the revised RM summarizing, approval, and transmittal forms; and the biennial certification forms. Revision of these forms was coordinated with the Printing and Duplicating Team in the Information Resources Office.

**NOTE:** This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

**Remove Sheets**
- RCD 03-01 pp 1-7; App A pp 1; App B pp 1-2; App C pp 1;
  - App D pp 1-4; App E pp 1-10; App F pp 1-3;
  - App G pp 1-4; App H pp 1; App I pp 1

**Insert Sheets**
- RCD 03-01 pp 1-7; App A pp 1; App B pp 1-2; App C pp 1; App D pp 1-7;
  - App E pp 1-9; App F pp 1-3; App G pp 1-4; App H pp 1; App I pp 1


Filed by: ___________________________ Date: ___________________________