

# Reclamation Manual

## Directives and Standards

7-2522A.1 (09-2014)  
Bureau of Reclamation

**RECLAMATION**  
*Managing Water in the West*

### RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: <u>08/25/2014</u>	Release No. <u>338</u>
Ensure all employees needing this information are provided a copy of this release.	
<b>Reclamation Manual Release Number and Subject</b>	
RCD 03-01 Reclamation Manual Release Procedures	
<b>Summary of Changes</b>	
<p>Minor revisions as follows:</p> <ul style="list-style-type: none"> <li>(1) Paragraph 4.B.(6) was added to recognize the RM manager's responsibility to notify Senior Executives of upcoming biennial review certifications.</li> <li>(2) Paragraphs under 5.A. were revised to include Paragraph titles for clarity.</li> <li>(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.</li> <li>(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.</li> <li>(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.</li> <li>(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 rescissions of RM releases.</li> <li>(7) Appendix D was revised to more provide improved templates for drafting RM releases.</li> <li>(8) Appendix E was revised to reflect how to properly format a RM release using the current version of Word.</li> <li>(9) Appendices F and H were revised to reflect the revised RM surnaming, 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.</li> </ul> <p>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.</p>	
<b>Filing instructions</b>	
<p><b>Remove Sheets</b></p> <p>RCD 03-01 pp 1-7; App A p 1; App B pp 1-2; App C p 1; App D pp 1-4; App E pp 1-10; App F pp 1-3; App G pp 1-4; App H p 1; App I p 1</p>	<p><b>Insert Sheets</b></p> <p>RCD 03-01 pp 1-7; App A p 1; App B pp 1-2; App C p 1; App D pp 1-7; App E pp 1-9; App F pp 1-3; App G pp 1-4; App H p 1; App I p 1</p>
All Reclamation Manual releases are available at <a href="http://www.usbr.gov/recman/">http://www.usbr.gov/recman/</a>	
Filed by: _____	Date: _____