

Reclamation Manual

Directives and Standards

1. **Citing Authorities in Reclamation Manual Releases.** This Appendix describes basic citation forms for the types of authorities most commonly referenced in Reclamation Manual (RM) releases.
2. **Citing Order for Common Authorities.** Cite authorities in descending order of legal weight, as follows:
 - A. Federal statutes,
 - B. regulations,
 - C. Executive Orders, and
 - D. Department of the Interior directives.
3. **Federal Statutes.** A reference to a Federal statute in an RM release identifies the law by title or by date of enactment and cites, to the extent practicable, to the enacting session laws¹ as published by Congress in the Statutes at Large² (abbreviated “Stat.”) and to the law’s location in the United States Code (“USC”), if it has been codified.³
 - A. **Title.** Identify the law by its official or established title (e.g., Reclamation Project Act of 1939) or, lacking a title, by the specific date of its enactment (e.g., Act of July 2, 1956).
 - (1) **Dates.** Full dates need not be provided for acts with official or established titles, though the year must be included (e.g., Reclamation Project Act of 1939).
 - (2) **Abbreviated Titles.** If an abbreviated title is used later in the same release, provide it in parentheses following the law’s full title [e.g., Reclamation Project Act of 1939 (1939 Act)]. Do not provide an abbreviated title for a law referenced only once in the release.
 - B. **Citation.**
 - (1) **Session Laws.**

¹The term “session laws” here refers to the body of statutes enacted by Congress during any given session, especially as they constitute the contents of the Statutes at Large (see footnote 2).

²The Statutes at Large is an official compilation of the acts and resolutions that become law from each session of Congress, printed in chronological order. See *Black’s Law Dictionary*, 8th ed. 2004.

³The USC is the official multivolume published codification of Federal statutory law, organized by topic into 50 titles, which are divided into chapters and sections. The chapter numbers are normally omitted from citations because section numbers do not repeat within titles, making the chapter numbers unnecessary for finding cited sections.

Reclamation Manual

Directives and Standards

- (a) Cite public law numbers for those laws that have them,⁴ followed by the citation to the statutes. Example: Reclamation Safety of Dams Act of 1978 (SOD Act) (Pub. L. 95-578; 92 Stat. 2471).

Explanation		
Pub. L.	95	578
Type of law ⁵	Number of enacting Congress	Sequential number of enactment among enactments by the identified Congress
92	Stat.	2471
Volume	Publication	Page

- (b) If the act cited is a title or section within a larger public law, specify the title or section (e.g., Reclamation Reform Act of 1982 [Pub. L. 97-293, Title II; 96 Stat. 1263]).
- (c) Include the chapter number in citations to the statutes for laws lacking public law numbers [e.g., Reclamation Act of 1902 (ch. 1093, 32 Stat. 388)].

(2) United States Code.

- (a) Follow citation to the statutes with a citation to the USC for codified laws (e.g., Sale of Water for Miscellaneous Purposes Act of 1920 (Pub. L. 66-147; 41 Stat. 451; 43 USC 521).

Explanation		
43	USC	521
Title	Source	Section

- (b) When citing generally to laws codified at multiple sequential sections in the USC, provide either the span of sections or the number of the first section followed by “et seq.”⁶ For example: Reclamation Reform Act of 1982 (Pub. L. 97-293, Title II; 96 Stat. 1263; 43 USC 390aa – 390zz-1 or 43 USC 390aa, et seq.).

⁴Some laws predate the adoption of the public law numbering system and so lack public laws numbers.

⁵Congress enacts public and private laws. Public laws apply generally to the public. Private laws normally apply to specified individuals, businesses, or groups, and address some injury resulting from a government activity. For example, Private Law (abbreviated “Pvt. L.”) 69-396, enacted on February 25, 1927, authorized compensation to specifically identified property owners for flood damages.

⁶“Et seq.,” abbreviated from *et sequentia*, means “and those (pages or sections) that follow.” *Black’s Law Dictionary*, 8th ed. 2004.

Reclamation Manual

Directives and Standards

(3) **Citation to Specific Sections.**

- (a) When referring to a particular provision of law:
 - (i) cite the appropriate section(s) of the public law, if it has a number;
 - (ii) cite its location in the Statutes at Large; and
 - (iii) cite the USC, if it is codified.
- (b) For example, to identify the source of legal authority for the statement “The Reclamation Reform Act of 1982 raised the acreage limitation on lands irrigated with water supplied by Reclamation,” use the following citation: (Pub. L. 97-293, Title II, section 204; 96 Stat. 1265; 43 USC 390dd).

(4) **References in Text.** Do not repeat information in the citation that has already been provided in the text. For example, if the text in the paragraph above stated specifically that section 204 of the Reclamation Reform Act of 1982 raised the acreage limitation, the citation will omit the section number.

(5) **Citation to Amended and/or Supplemented Laws.**

- (a) **General Reference.** If the intention is to cite current law where the law cited has been amended and/or supplemented, simply follow the citation, outside the parentheses, with the appropriate phrase [i.e., “as amended,” “as supplemented,” or “as amended and supplemented” (or “and acts amendatory thereto,” “and amending acts,” and so forth)] [e.g., Reclamation Safety of Dams Act of 1978 (Pub. L. 95-578; 92 Stat. 2471; 43 USC 506, et seq.), as amended].
- (b) **Specific Reference.** When citing to specific amendments and/or supplements, follow the primary citation with a full citation to the amending and/or supplementing law(s) [e.g., Reclamation Safety of Dams Act of 1978 (Pub. L. 95-578; 92 Stat. 2471; 43 USC 506, et seq.), as amended by the Reclamation Safety of Dams Act Amendments of 1984 (Pub. L. 98-404; 98 Stat. 1481)].

4. **Code of Federal Regulations.**⁷ A citation to the Code of Federal Regulations (CFR) identifies the title, the source (abbreviated as “CFR”), and the part and/or section. The CFR is organized topically into 50 titles, which are subdivided into chapters, and sometimes into subchapters and groups. These are further divided into parts, and the parts into sections.

⁷The CFR is the annual collection of executive-agency regulations published in the daily Federal Register, combined with previously issued regulations that are still in effect.

Reclamation Manual

Directives and Standards

There are two basic citation forms: citation generally to a part and citation specifically to a section or sections. It is unnecessary to cite chapters, subchapters, and groups, since part and section numbers do not repeat within a single title.

- A. **Citation Generally to a Part.** Cite the title, abbreviated name of the source, and the part number, identified as such (e.g., 43 CFR part 426).
 - B. **Citation to a Specific Section or Sections.** Cite the title, abbreviated name of the source, and the section(s) (e.g., 43 CFR section 426.5). Each section number includes the number of the part within which it appears, so that it is unnecessary to include the part number separately in a citation to a section of the CFR.
5. **Executive Orders.** Each Executive Order (EO) has its own number locating it in sequence among all EOs. They are cited simply using this number headed by the standard abbreviation “EO.”
 6. **Departmental Manual.** The Department of the Interior’s Departmental Manual (DM) is organized by subject/agency into series. The series are divided into parts and chapters. A citation to the DM includes the part and chapter numbers (e.g., 155 DM 1 refers to Series: Organization; Part 155: Bureau of Reclamation; Chapter 1: Creation, Objectives, and Functions).
 7. **Reclamation Manual Policy and Directives and Standards.** Spell out “Reclamation Manual” at the first textual reference to it in a release, and provide the abbreviation “RM” in parentheses. Do same with “Directive and Standard,” providing the abbreviation “D&S.” At the first textual reference to a particular RM Policy or D&S, include its title in italics, followed by its locating number in parentheses [e.g., Reclamation Manual (RM) Policy, *Bureau of Reclamation’s Directives System (the Reclamation Manual)* (RCD P03)]. Refer to the same RM Policy or D&S thereafter by its locating number (e.g., RCD P03).