

# Reclamation Manual

## Directives and Standards

<b>Subject:</b>	Reclamation Manual Release Procedures
<b>Purpose:</b>	Establishes Bureau of Reclamation requirements for consistency in managing the Reclamation Manual (RM) and prescribes a system for planning, developing, reviewing, approving, and revising RM releases. The benefits of this Directive and Standard (D&S) are improved internal and external collaboration and communication, and consistency and transparency in the development of internal Reclamation-wide RM requirements.
<b>Authority:</b>	381 <a href="#">Departmental Manual</a> (DM) 1, <i>Directives Management</i> ; and 200 DM 1, <i>Delegation of Authority</i>
<b>Approving Official:</b>	Director, Mission Assurance and Protection Organization (MAPO)
<b>Contact:</b>	Preparedness Division, Quality, Controls, and Standards Office (84-55000)

1. **Introduction.** The Department of the Interior requires each of its bureaus to establish a directives system setting forth its bureau-wide requirements (see 381 DM 1.2). Reclamation's directives system is the RM. For a description of the RM, see RM Policy, *Bureau of Reclamation's Directives System - Reclamation Manual* ([RCD P03](#)). For information on requesting a deviation from an RM requirement, see RM D&S, *Request for Deviation from a Reclamation Manual Requirement and Approval or Disapproval of the Request* ([RCD 03-03](#)). The RM is available at <https://www.usbr.gov/recman>.
2. **Applicability.** This D&S applies to all Reclamation employees who participate in planning, developing, reviewing, approving, revising, and implementing RM releases that establish internal Reclamation-wide requirements for doing business.<sup>1</sup> It has limited applicability to discretionary guidance documents. See Paragraphs 7 and 8.B. of [RCD P03](#) for information regarding discretionary guidance.
3. **Planning, Development, Review, and Approval Process for Reclamation Manual Releases.** See Appendix A for a graphic illustration of the process for planning, developing, reviewing, and approving new RM releases and major revisions; Temporary Reclamation Manual Releases (TRMRs); minor revisions; and deletions of RM releases.
  - A. **Planning.** Each year the RM Manager will schedule a meeting in early December for approving officials to determine the prioritization of RM efforts for the upcoming calendar year.

<sup>1</sup>When drafting acquisition requirements (i.e., a Solicitation's Statement of Work, Statement of Objectives, or technical specifications), the program/requesting office is responsible for including any RM requirements that are applicable to contract performance, deliverables, and/or contractor employees.

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- (1) **Meeting Preparation.** At least 1 month in advance of the annual planning meeting, the RM Manager will provide the approving officials and their RM coordinators (RMCs) with a report reflecting new, major revisions, and TRMRs currently identified for completion in the upcoming calendar year. In consultation with their approving official, RMCs will update the information for their organization's releases to ensure all RM efforts for the upcoming calendar year are reflected and the following information is completed: dates for RLT review, RLT fatal flaw review, and external fatal flaw review; scheduled completion date; and team members.
- (2) **Annual Planning Meeting.** At least 1 week prior to the annual planning meeting, the RM Manager will provide approving officials and RMCs an updated report for use at the meeting to accomplish the following:
  - (a) **Prioritize Release Development.** Approving officials will strategize and prioritize the development of RM releases to focus efforts on the most important needs and ensure a manageable workload for reviewing offices throughout the year.
  - (b) **Consider Joint Release Development.** Approving officials will identify opportunities where RM releases can be developed jointly because the subject matter affects more than one functional area and joint development would ensure consistency among releases (e.g., joint development of assets under construction releases in the FIN and FAC series by the Mission Support Organization and Dam Safety and Infrastructure).
  - (c) **Identify Duplicative Releases for Consolidation.** Approving officials will review existing and proposed releases to identify opportunities to consolidate releases (e.g., combining four D&S that address aspects of hazardous waste into one D&S, or issuing one release to be used by several programs).
  - (d) **Limit Releases to Those That Establish Internal Reclamation-wide Requirements.** Approving officials will ensure their originating offices only develop RM releases to establish Reclamation-specific requirements and not simply restate higher-level requirements.
  - (e) **Report to the Reclamation Leadership Team.** After each annual planning meeting, the RM Manager will prepare a report of the upcoming RM development efforts for the MAPO Director who will provide it to the Reclamation Leadership Team (RLT) for discussion at the January RLT meeting. The RM Manager will post this report on the RM Intranet website.
- (3) **Monthly Updates.** Throughout the year, originating offices must keep their approving officials and RMCs apprised of new RM efforts and proposed changes

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in prioritization. Changes to the prioritization made during the annual planning meeting will be discussed each month at the first meeting of the Denver Leadership Team, and the Washington Office approving officials will be included as needed. The MAPO Director will notify the RM Manager of prioritization changes made at these meetings, and the RM Manager will update the prioritization of RM efforts and post it on the RM Intranet website accordingly.

**B. Development of Reclamation Manual Releases.** During the development or revision of RM releases, originating offices must:

- (1) establish Reclamation-specific requirements, not restate higher-level requirements;
- (2) engage the team identified on the prioritization of RM efforts to develop the RM release;
- (3) coordinate with offices in Reclamation affected by the RM release prior to RLT review;
- (4) identify RM releases that the release supersedes; and
- (5) ensure the RM release does not contradict or conflict with other RM releases and other higher-level authorities, such as statutes, regulations, Executive Orders, Office of Management and Budget Circulars and Bulletins, Secretarial Orders, and departmental directives.

**C. Review of Reclamation Manual Releases.** The approving official has discretion to determine whether the required RLT review (see Paragraph 3.C.(1)) and required external review (see Paragraph 3.C.(2)) will happen independently or concurrently.

**(1) Reclamation Leadership Team Review.**

**(a) Requesting Reclamation Leadership Team Review.**

- (i) The originating office must prepare a memorandum to the RLT, under the signature of the approving official or their acting, providing draft new releases and major revisions for at least a 45-calendar-day review and draft TRMRs for at least a 2-week review. See Appendix B for template memoranda requesting RLT review of draft RM and TRMR releases and the individuals required to receive copies of the request.
- (ii) The memorandum must explain the reason Reclamation is issuing the RM release, identify the staff involved in developing the draft RM release, and briefly describe the major changes made to the release if it is revising an existing release.

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- (iii) The memorandum must include the following attachments:
  - (aa) a PDF of the track change draft release or, if the revisions are so extensive it makes the track change version difficult to comprehend, a detailed description of the major revisions made to the release and related appendices;
  - (bb) a PDF of the clean draft release and related appendices; and
  - (cc) RLT comment disposition matrix (Appendix C) (with the following information completed by the originating office: Release Subject, Subject Area Code, and Date).
- (iv) The RM Manager must post the original version (Paragraph 3.C.(1)(a)(iii)(bb)) of the release on the RM Intranet website and notify the originating office when completed.
- (v) For additional requirements regarding documenting major revisions made to an existing release, see Paragraph 5.B. of this D&S.

**(b) Reclamation Leadership Team Comments.**

- (i) RLT members must use the required RLT comment disposition matrix to provide comments to the originating office by the stated due date or, if additional time is needed to provide comments, request an extension from the originating office and staff to whom comments are to be sent. Granting the extension is at the discretion of the originating office.
- (ii) RMCs must ensure appropriate staff within their organization are provided the opportunity to review and comment on the draft RM release and ensure every column of the Commenting Office portion of the RLT comment disposition matrix is completed as appropriate. For the column entitled “Severity,” the choices have the following meaning:
  - (aa) **Editorial.** Changes to grammar, punctuation, style, or RM formatting requirements.
  - (bb) **Suggestion.** Recommended change that if not incorporated does not require consultation with the commenting office.
  - (cc) **Critical.** A significant change that if not incorporated will require consultation with the commenting office and could result in a fatal flaw response if not adequately addressed. See Paragraph 3.C.(1)(c) for comment disposition requirements.

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- (iii) RMCs must consolidate and review their organizations comments prior to submission to the originating office to ensure the comments do not conflict and reflect the views of the RLT member.
- (iv) RLT members must submit a consolidated response to requests for RLT review. If the consolidated response is submitted by the RLT's deputy, assistant, or RMC, the RLT member must be copied on the response.
- (v) If an originating office receives comments from other than the RLT member or their acting, deputy, assistant, or RMC during the formal RLT review, the originating office must inform the commenter and their RMC that the comment must be submitted through the RLT member or their acting, deputy, assistant, or RMC for consideration.

**(c) Disposition of Reclamation Leadership Team Comments.**

- (i) The originating office must address all RLT comments and make appropriate revisions to the RM release (i.e., incorporate, not incorporate, partially incorporate). Originating offices must coordinate with the development team and affected offices as needed.
- (ii) The originating office must facilitate discussion with commenting offices, particularly the RMCs and regional and area office staff and management involved in the program related to the RM release, to resolve critical conflicting comments prior to determining final disposition of comments. If necessary, the originating office will consult the approving official.
- (iii) When the originating office consults the approving official because disposition of a critical comment cannot be resolved, the approving official of the program must consult with the RLT member(s) making the comment, and either decide on the disposition of the comment or elevate disposition of the comment to the appropriate Deputy Commissioner(s).
- (iv) The originating office must address all RLT comments using the RLT comment disposition matrix (Appendix C) and make appropriate revisions to the RM release. See Paragraph 3.C.(3) for maintaining records on the disposition of RLT comments.

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- (d) **Fatal Flaw Review of Disposition of Critical Reclamation Leadership Team Comments.**
- (i) Fatal flaw reviews are not required for TRMRs or for RM Policy or D&S that did not receive **critical** comments during the 45-day RLT review.
  - (ii) The originating office must prepare a memorandum to the RLT members that submitted critical comments, under the signature of the approving official or their acting, providing the RLT comment disposition matrix for a 2-week review of critical comments and their disposition. See Appendix D for template memorandum requesting RLT review of RLT comment disposition matrix and the individuals required to receive copies of the request. The memorandum must include the following attachments:
    - (aa) a PDF of the track change draft release and related appendices reflecting RLT comment disposition;
    - (bb) a PDF of completed RLT comment disposition matrix; and
    - (cc) RLT fatal flaw comment disposition matrix (Appendix E) (with the following information completed by the originating office: Release Subject, Subject Area Code, and Date).
  - (iii) The RM Manager must post the comments incorporated version (Paragraph 3.C.(1)(d)(ii)(aa)) and the RLT comment disposition matrix on the RM Intranet website and notify the originating office when completed.
  - (iv) The RLT must review the RLT comment disposition matrix and submit fatal flaw comments within 2 weeks of the date of the memorandum from the approving official. RMCs must ensure staff that provided critical comments for their organization are provided the opportunity to review the disposition of those comments. If comments are submitted by the RLT's deputy, assistant, or RMC, the RLT member must be copied on the fatal flaw response. The originating office will assume concurrence if comments are not received by the due date and an extension is not requested.
  - (v) The originating office must address all RLT fatal flaw comments using the same RLT fatal flaw comment disposition matrix (Appendix E) and make appropriate revisions to the RM release. When the originating office consults the approving official because disposition of a comment

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cannot be resolved, the approving official of the program must consult with the RLT member(s) making the comment, and either decide on the disposition of the comment or elevate disposition of the comment to the appropriate Deputy Commissioner(s).

- (vi) If revisions are made to the release, the originating office will provide the RM Manager with a revised RLT fatal flaw comment disposition matrix and comments incorporated version. The RM Manager must post these documents on the RM Intranet website and notify the originating office when completed, and the originating office will notify the approving official and team members the revised documents are available.

### (2) External Review.

#### (a) Requesting External Review.

- (i) External review is not required for TRMRs.
- (ii) The approving official of the originating office, or their acting, will provide the RM Manager with approval (via email or signature) to post the draft RM release for the required 30-day external review. It is the responsibility of the originating office to ensure approval is communicated to the RM Manager. The originating office must submit the following documents to the RM Manager (84-55000) to post on the RM Internet website:
  - (aa) a statement of its purpose (see Appendix F for a template purpose statement for external comment);
  - (bb) the e-mail address of the author to which the public will submit comments; and
  - (cc) an electronic file in Microsoft Word of the draft RM release and appendices, if applicable.
- (iii) After receiving approving official approval, the RM Manager will post draft RM releases on the RM Internet website for external review.
- (iv) If an originating office plans to issue a news release or engage in additional public involvement related to the development of an RM release, they must contact the Public Affairs Office to ensure their schedule reflects the time Public Affairs needs to make the appropriate people aware of the upcoming announcement.

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### (b) Disposition of External Comments.

- (i) The originating office must address all external comments and make appropriate revisions to the RM release. The originating office must facilitate discussion with the RMCs and regional and area office staff when an external commenter is a stakeholder from that region/area prior to determining final disposition of external comments. If necessary, the originating office will consult the approving official.
- (ii) When the originating office consults the approving official because disposition of a comment cannot be resolved, the approving official of the program must consult with the RLT member(s) who disagrees with how to address the comment, and either decide on the disposition of the comment or elevate disposition of the comment to the appropriate Deputy Commissioner(s).
- (iii) The originating office must address all external comments using the external comment disposition matrix (Appendix G) and make appropriate revisions to the RM release. See Paragraph 3.C.(3) for maintaining records on the disposition of external comments.

### (c) Fatal Flaw Review of Disposition of Critical External Comments.

- (i) Fatal flaw reviews are not required for RM Policy or D&S that did not receive **critical**<sup>2</sup> comments during the 30-day external review.
- (ii) The originating office must prepare a memorandum to the RLT, under the signature of the approving official or their acting, providing the external comment disposition matrix for a 2-week review of critical comments and their disposition. See Appendix H for template memorandum requesting RLT review of external comment disposition matrix and the individuals required to receive copies of the request. The memorandum must include the following attachments:
  - (aa) a PDF of the track change draft release and related appendices reflecting external comment disposition;
  - (bb) a PDF of completed external comment disposition matrix; and

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<sup>2</sup>Because external commenters do not identify the severity of their comments, the originating office will determine which external comments are deemed critical in consultation with the RMC and regional/area office staff if the external commenter is a stakeholder of a specific organization (e.g., district).



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- (cc) external fatal flaw comment disposition matrix (Appendix I) (with the following information completed by the originating office: Release Subject, Subject Area Code, and Date).
  - (iii) The RM Manager must post the comments incorporated version and the external comment disposition matrix on the RM Intranet website and notify the originating office when completed.
  - (iv) The RLT must review the external comment disposition matrix and submit fatal flaw comments within 2 weeks of the date of the memorandum from the approving official. RMCs must ensure appropriate staff within their organization are provided the opportunity to review the disposition of critical external comments. If comments are submitted by the RLT's deputy, assistant, or RMC, the RLT member must be copied on the fatal flaw response. The originating office will assume concurrence if comments are not received by the due date and an extension is not requested.
  - (v) The originating office must address all RLT external fatal flaw comments using the same external comment disposition matrix (Appendix I) and make appropriate revisions to the RM release. When the originating office consults the approving official because disposition of a comment cannot be resolved, the approving official of the program must consult with the RLT member(s) making the comment, and either decide on the disposition of the comment or elevate disposition of the comment to the appropriate Deputy Commissioner(s).
  - (vi) If revisions are made to the release, the originating office will provide the RM Manager with a revised external fatal flaw comment disposition matrix and comments incorporated version. The RM Manager must post these documents on the RM Intranet website and notify the originating office when completed, and the originating office will notify the approving official and team members the revised documents are available
- (d) **Communicating the Disposition with External Commenter.** Originating offices must respond directly to the external commenter via e-mail with the language from the final external comment disposition matrix of how their comments were addressed. The originating office must copy their approving official and RMC on this e-mail.

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- (3) **Records.** Originating offices must maintain all records documenting decisions made in the development of the RM release and identify those records as permanent records in accordance with the record retention schedule from the Information Resources Office.

### D. Approval of Reclamation Manual Releases.

- (1) **Format.** The originating office must ensure that formatting of RM Policy, D&S, and TRMRs meet the requirements identified in [RCD P03](#), this D&S, the style sheets provided in Appendix J, and the formatting requirements provided in Appendix K.
- (2) **Approve.**
- (a) The originating office must create a Data Tracking System (DTS) package for the approval of an RM release. The DTS package for new releases and major revisions must include the following:<sup>3</sup>
- (i) *Reclamation Manual Approval Form* (Form No. [7-2522B](#)) (see Appendix L for sample of completed form);
  - (ii) Microsoft Word version of final RM release and related appendices (no track changes);
  - (iii) track change version or, if the revisions are so extensive it makes the track change version difficult to comprehend, a detailed description on Form No. [7-2522B](#) of the major revisions made to the final RM release and related appendices showing all revisions made; and
  - (iv) final consolidated comment disposition matrices.<sup>4</sup>
- (b) The RM release must include the following surnames in DTS depending on if it is a Policy or a D&S:
- (i) **Policy.**
    - (aa) Originating office staff and management (surname);
    - (bb) approving official (surname);

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<sup>3</sup>See Paragraph 5.C. for minor revision and 5.D. for deletion approval requirements.

<sup>4</sup>The final consolidated matrices include, at a minimum, comment disposition matrices from RLT review, RLT fatal flaw review, external and external fatal flaw reviews, if external comments were received, and substantive revisions after the required reviews (e.g., comments made during approving official surnaming).

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- (cc) RM Manager<sup>5</sup> (surname);
  - (dd) Reclamation-wide Human Resources (HR) Specialist (Employee Relations (ER)/Labor Relations (LR)) (signature on approval form);
  - (ee) Deputy Commissioner (surname);
  - (ff) Deputy Commissioner-Policy, Administration, and Budget (surname);
  - (gg) Deputy Commissioner-Operations (surname);
  - (hh) Commissioner or Deputy Commissioner (signature on approval form<sup>6</sup>); and
  - (ii) RM Manager (finalize).
- (ii) **Directive and Standard.**
- (aa) Originating office staff and management (surname);
  - (bb) RM Manager<sup>7</sup> (surname);
  - (cc) Reclamation-wide HR Specialist (ER/LR) (signature on approval form);
  - (dd) approving official<sup>8</sup> (signature on approval form<sup>9</sup>); and
  - (ee) RM Manager (finalize).
- (3) **Finalize.** The RM Manager will obtain the final files from the DTS package and complete the following actions:
- (a) produce final RM releases;

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<sup>5</sup>RM Manager surname indicates requirements of [RCD P03](#) and this D&S have been met.

<sup>6</sup>Actings are prohibited from approving RM Delegations of Authority, Policy, and TRMR Policy unless the position is vacant (see prohibition in the RM [Delegations of Authority](#), Paragraph 4.Q.(2)(a).

<sup>7</sup>RM Manager surname indicates requirements of [RCD P03](#) and this D&S have been met.

<sup>8</sup>If an RM release is jointly issued by more than one approving official, all approving officials will be listed on and approve the release.

<sup>9</sup>Actings are prohibited from approving RM D&S and TRMR D&S unless the position is vacant (see prohibition in the RM [Delegations of Authority](#), Paragraph 4.Q.(2)(b).

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- (b) assign RM release numbers and issue dates (the dates on which RM releases are signed by approving officials);
  - (c) complete the *Reclamation Manual Transmittal Sheet* (Form No. [7-2522A](#)) (see Appendix M); and
  - (d) maintain the approval records for all RM releases as permanent records.
- (4) **Distribute.** The RM Manager will:
- (a) post final RM releases on the RM websites;
  - (b) notify the originating office the RM release is available on the RM websites; and
  - (c) provide quarterly Distribution EC<sup>10</sup> of RM activity.
4. **Standard Elements.** Each RM release must include the following:
- A. **Standard Headings.** The following headings must be included in every RM release as described below (see Appendix J for style sheets).
- (1) **Subject.** Each RM release must include a title describing the subject matter being addressed.
  - (2) **Purpose.** Each RM release must include a statement setting forth its:
    - (a) purpose (explains what the release does);
    - (b) need (explains why the releases is needed); and
    - (c) intended benefits (explains anticipated improvements in business practices with implementation of release).
  - (3) **Authority.** Each RM release must explicitly identify its underlying authority. See Appendix N for details regarding proper citation of authority.
  - (4) **Approving Official.** Each RM release must identify the approving official who is delegated the authority to approve the release. See RM [Delegations of Authority](#), Paragraph 4.Q.(2). If an RM release is jointly issued by more than one approving official, all approving officials will be listed on and approve the release.

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<sup>10</sup>Distribution EC is a mailing that is sent to all Reclamation employees and contractors.

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- (5) **Contact.** Each RM release must identify the office that developed the release and include its organizational code. See Appendix K, Paragraph 5.A. for more information on identifying the contact office.
- B. **Standard Contents.** The following paragraphs must be included in every RM release as described below (see Appendix J for style sheets):
- (1) **Introduction.** The first paragraph must be an introduction orienting the reader to its contents.
  - (2) **Applicability.** The second paragraph must be an applicability statement that identifies the Reclamation employees to whom the release applies. This paragraph may also include the scope of the release.
  - (3) **Policy.** The third paragraph in every RM Policy must include a Policy statement establishing the Commissioner’s leadership philosophy and the framework within which Reclamation will pursue its mission in a specific program.
  - (4) **Requirements and Responsibilities.** The third and subsequent paragraphs in D&S and fourth and subsequent paragraphs in Policy will establish requirements and identify those accountable for implementing the requirements. The paragraph title “Requirements and Responsibilities” is not required to be used; rather, this title is used to explain the content of these paragraphs.
  - (5) **Definitions.** The second to last paragraph must define terms used in the release to facilitate comprehension of the requirements it sets forth. The terms must be listed in alphabetical order for easy reference. All terms defined in the RM release must be used in the release.
  - (6) **Review Period.** The last paragraph must identify how often, not to exceed 4 years, the originating office will review the release.
5. **Review of and Revisions to Reclamation Manual Releases.** The approving official must ensure originating offices perform the following review and revision requirements.
- A. **Scheduled Review.** Each RM release must be reviewed at least every 4 years to ensure it is current and the requirements respond to the needs of Reclamation and its stakeholders. The originating office will determine and identify the appropriate review period in the last paragraph of each release.
- (1) Each quarter, the RM Manager will provide the MAPO Director with a list of RM releases with certifications coming due in the following quarter to provide to the RLT. Prior to the due date for certifications listed on the report, RLT members

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must identify specific RM releases they believe need major revisions and then communicate those comments to the approving official(s) of the release(s).

- (2) Each quarter, the MAPO Director will notify approving officials, their respective RMC, and the contact for each release of their organization's RM releases requiring certification in the upcoming months. Attached to the memorandum will be the *Reclamation Manual Review and Certification* (Form No. [7-2523](#)) (see Appendix O). The approving official's RMC and contact for each release will be copied on these notifications.
- (3) To complete the review, originating offices must consider RLT input and ensure the information in the release is accurate and reflects current Reclamation requirements. In addition, the review must ensure the release meets the requirements established in this release, RCD 03-01; the Internet links in the document are current and working properly; and information such as mail codes and organizational references are accurate.
- (4) The originating office must document its reviews by completing Form No. [7-2523](#) (see Appendix O) and submitting it to the RM Manager (84-55000) by the due date indicated on the form.

**B. Major Revision.** If an originating office identifies the need for major revisions to an existing RM release, either during the scheduled review or at any other time, the originating office must follow the procedures in Paragraphs 3 and 4. In addition, the originating office must maintain a record of all major changes made to a release prior to it going out for the official 45-calendar-day RLT review (see Paragraph 3.C.(1)). A record of major changes must be documented (i.e., track changes or, if the revisions are so extensive it makes the track change version difficult to comprehend, a detailed description on Form No. [7-2522B](#) of the major revisions made to the final RM release and related appendices showing all revisions made) and include, as deemed appropriate, the reasoning for the changes.

**C. Minor Revision.**

- (1) If an originating office identifies the need for minor revisions to an existing release, the originating office must prepare a memorandum to the RM Manager (84-55000) from the approving official. See Appendix P for template memorandum approving minor revisions.
- (2) The minor revision memorandum must be surnamed in DTS as follows:
  - (a) originating office staff and management (surname);

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- (b) approving official<sup>11</sup> (signature<sup>12</sup>); and
  - (c) originating office (finalize and distribute).
- (3) The memorandum must include a copy of the minor revisions in track changes or, if the revisions are so extensive it makes the track change version difficult to comprehend, a detailed description of the revisions made to the final RM release and related appendices showing all revisions made as an attachment. If the only revision to an existing release is to extend the expiration date of a TRMR, no attachment is required.
- (4) The RM release will be reissued by the RM Manager with a notation of minor revision.

### D. Deletion.

- (1) If an approving official determines an existing release is no longer needed, the originating office must prepare a memorandum explaining why the release is being proposed for deletion and send it out to the RLT for the required 2-week review (see Appendix Q). Any comments received will be addressed between the originating office and commenter. If the decision is made to proceed with the deletion, the originating office must create a DTS package for the approval of the deletion and include the following:
- (a) *Reclamation Manual Approval Form* (Form No. [7-2522B](#)) (see Appendix L for sample of completed form); and
  - (b) PDF of the existing RM release and related appendices.
- (2) The RM release must be surnamed in DTS as follows depending on if it is a Policy or a D&S:
- (a) **Policy.**
    - (i) originating office staff and management (surname);
    - (ii) approving official (surname);
    - (iii) RM Manager<sup>13</sup> (surname);

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<sup>11</sup>If an RM release is jointly issued by more than one approving official, all approving officials will be listed on and approve the minor revision.

<sup>12</sup>Actings are prohibited from approving minor revisions unless the position is vacant (see prohibition in the RM [Delegations of Authority](#), Paragraph 4.Q.(2)(b).

<sup>13</sup>RM Manager surname indicates requirements of [RCD P03](#) and this D&S have been met.

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- (iv) Reclamation-wide HR Specialist (ER/LR) (signature on approval form);
- (v) Deputy Commissioner (surname);
- (vi) Deputy Commissioner-Policy, Administration, and Budget (surname);
- (vii) Deputy Commissioner-Operations (surname);
- (viii) Commissioner or Deputy Commissioner (signature on approval form<sup>14</sup>);  
and
- (ix) RM Manager (finalize).

(b) **Directive and Standard.**

- (i) originating office staff and management (surname);
- (ii) RM Manager<sup>15</sup> (surname);
- (iii) Reclamation-wide HR Specialist (ER/LR) (signature on approval form);
- (iv) approving official<sup>16</sup> (signature on approval form<sup>17</sup>); and
- (v) RM Manager (finalize).

## 6. Appendices.

- A. **Appendix A.** Checklist and Process Maps.
- B. **Appendix B.** Template Memoranda Requesting RLT Review of Draft RM Release and TRMR.
- C. **Appendix C.** Template RLT Comment Disposition Matrix.
- D. **Appendix D.** Template Memorandum Requesting RLT Fatal Flaw Review of RLT Comment Disposition Matrix.
- E. **Appendix E.** Template RLT Fatal Flaw Comment Disposition Matrix.

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<sup>14</sup>Actings are prohibited from approving rescissions of RM Delegations of Authority, Policy, and TRMR Policy unless the position is vacant (see prohibition in the RM [Delegations of Authority](#), Paragraph 4.Q.(2)(a) and (c)).

<sup>15</sup>RM Manager surname indicates requirements of [RCD P03](#) and this D&S have been met.

<sup>16</sup>If an RM release is jointly issued by more than one approving official, all approving officials will be listed on and approve the release.

<sup>17</sup>Actings are prohibited from approving RM D&S and TRMR D&S unless the position is vacant (see prohibition in the RM [Delegations of Authority](#), Paragraph 4.Q.(2)(b) and (c)).



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- F. **Appendix F.** Template Purpose Statement for External Comment.
  - G. **Appendix G.** Template External Comment Disposition Matrix.
  - H. **Appendix H.** Template Memorandum Requesting RLT Fatal Flaw Review of External Comment Disposition Matrix.
  - I. **Appendix I.** Template External Fatal Flaw Comment Disposition Matrix
  - J. **Appendix J.** Style Sheets for Policy, Directives and Standards, Temporary Reclamation Manual Releases, and Appendices.
  - K. **Appendix K.** Reclamation Manual Formatting Requirements.
  - L. **Appendix L.** Completed Reclamation Manual Approval Form, Form No. [7-2522B](#).
  - M. **Appendix M.** Completed Reclamation Manual Transmittal Sheet, Form No. [7-2522A](#).
  - N. **Appendix N.** Citing Authorities in Reclamation Manual Releases.
  - O. **Appendix O.** Completed Reclamation Manual Review and Certification, Form No. [7-2523](#).
  - P. **Appendix P.** Template Memorandum Approving Minor Revisions.
  - Q. **Appendix Q.** Template Memorandum Requesting RLT Review of RM Release Deletion.
7. **Definitions.**
- A. **RCD P03.** See Paragraph 8 of [RCD P03](#) for additional definitions applicable to this D&S.
  - B. **Fatal Flaw Review.** Review by the RLT of comment disposition matrices after the required RLT and external reviews to verify that critical comments have been adequately addressed and identify any remaining critical flaws that could cause unanticipated problems or prevent implementation and that must be addressed before the release is approved.
8. **Review Period.** The originating office will review this release every 4 years.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

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

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_