

Reclamation Manual

Directives and Standards

Subject:	Departmental Manual
Purpose:	This Directive and Standard (D&S) clarifies the roles and responsibilities for Bureau of Reclamation employees working on Departmental Manual (DM) chapters. The benefits realized by the issuance of this D&S include identifying the roles and responsibilities of Reclamation staff and specific offices when working with the Department of the Interior to develop or revise DM chapters.
Authority:	Department of Interior Departmental Manual, Parts 011 DM 1 , 101 DM 3.5 , 200 DM 1 , and 381 DM 1.7.C.(3)
Approving Official:	Director, Policy and Programs (P&P)
Contact:	Preparedness Division, Quality, Control, and Standards Office (QCSO) (84-52100)

1. **Introduction.** The Department of the Interior uses the DM to communicate instructions, requirements, and provide guidance to all Department bureaus on procedures and program operations, organizational structure, and authority to function. This D&S clarifies roles and responsibilities within Reclamation when coordinating creation of or changes to DM chapters.
2. **Applicability.** This D&S applies to all Reclamation employees and is particularly applicable to employees that provide Reclamation-wide program and administrative coordination and are involved in the development and review of DM chapters.
3. **Procedures.**
 - A. **Program-Specific and Administrative DM Chapters.** When the Department contacts a Reclamation office as the subject matter expert (SME) on specific programs or administrative functions addressed in Parts 300-999 of the DM, the SME IS responsible for directly coordinating with the Department on DM releases related to their expertise. The SME will provide comments and feedback on the DM release to the Department contact after obtaining appropriate management approval. If the program expert does not have comments, he/she shall officially inform the Department, after obtaining appropriate management approval, that Reclamation does not have any official comments.
 - B. **Organization and Delegation of Authority DM Chapters.** The QCSO is responsible for directly coordinating with the Department on changes to the Organizational Structure (155 DM) and the Delegations of Authority (255 DM), including obtaining appropriate approval of revisions to 155 DM and 255 DM, Chapters 1 and 2. The QCSO Reclamation Manual (RM) Manager will be the primary point of contact for Reclamation employees with questions regarding DM releases;

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- (1) If any Reclamation employee notices an error in Reclamation's Organizational Structure chapters (155 DM) or Delegations of Authority (255 DM), he/she will notify the QCSO RM Manager.
 - (2) Once notified, the QCSO RM Manager will research, initiate, coordinate, and obtain approvals necessary to keep the organization and delegation of authority Parts current.
 - (3) The QCSO RM Manager will keep offices informed of the status of changes in 155 and 255 DM Parts.
- C. All Reclamation employees are responsible for being aware of and adhering to the most recent requirements as published in the DM found at <https://www.doi.gov/elips/browse>.
4. **Definitions.**
- A. **Delegations of Authority.** DM chapters in Parts 200-299 of the DM pertaining to statements of authorities and authorities delegated to officials to perform administrative and program responsibilities (011 DM 1.6.C.). Delegations to Reclamation are provided in Part 255 DM, Chapters 1 and 2.
 - B. **Department Manual (DM).** The directives system at the Department level used to issue instructions, policy, and procedures and applicable to all Department bureaus.
 - C. **Organizational Structure.** DM chapters in Parts 100-199 of the DM describing a bureau's organizational structure and functions (011 DM 1.6.B.). Reclamation's organizational structure is described in Part 155 DM.
 - D. **Program-Specific and Administrative DM Parts.** DM chapters pertaining to the administration of the Department (011 DM 1.6.D.) as well as specific program activities of the Department (e.g., Environmental Quality Programs, Federal Assistance Programs, Public Lands, Water and Land Resources, etc.) (011 DM 1.6.E).
 - E. **Reclamation Manual (RM).** The directives system for Reclamation to establish Reclamation-wide requirements for doing business.
 - F. **Reclamation Subject Matter Experts.** Reclamation employees that provide Reclamation-wide coordination of a specific programmatic or administrative subject area.
5. **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: _____