

# Reclamation Manual

Directives and Standards

## **TEMPORARY RELEASE**

*(Expires 06/18/2020)*

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- Subject:** Streamlining National Environmental Policy Act Reviews
- Purpose:** To provide requirements for streamlining National Environmental Policy Act (NEPA) reviews in compliance with Secretarial Order 3355 (SO) and associated Deputy Secretary Memoranda (DSMs), Executive Order 13807 (EO) and other Federal requirements. The benefit of this Temporary Reclamation Manual Release (TRMR) is establishment of uniform requirements and standardized processes in compliance with requirements of the SO and DSMs.
- Authority:** National Environmental Policy Act of 1969 (NEPA) (Pub. L. 91-190; 83 Stat. 852; 42 U.S.C. 4321 et seq.); Title 41 of the Fixing America's Surface Transportation Act (23 U.S.C. 139) (FAST-41); Council on Environmental Quality (CEQ) NEPA Regulations (40 CFR 1500-18); Executive Order (EO) 13766 (January 24, 2017) Expediting Environmental Reviews and Approvals for High Priority Infrastructure Projects; EO 13807 (August 15, 2017) Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure Projects; SO 3355 (August 31, 2017) Streamlining National Environmental Policy Act (NEPA) Reviews; DSM entitled *NEPA Document Clearance Process* (April 27, 2018); DSM entitled *Compiling Contemporaneous Decision Files* (April 27, 2018); DSM entitled *Additional Direction for Implementing SO 3355* (April 27, 2018); DSM entitled *Reporting Costs Associated with Developing Environmental Impacts Statements* (July 23, 2018); and DSM entitled *Additional Direction for Implementing Secretary's Order 3355 Regarding Environmental Assessments* (August 6, 2018).
- Approving Official:** Director, Policy and Administration (Policy Director)
- Contact:** Environmental Compliance Division (84-53000)
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### 1. Introduction.

- A. **Background.** SO 3355 (Appendix A) and EO 13807 (Appendix B) promote streamlining of environmental reviews and processing. EO 13807 establishes performance goals for agency reviews and authorizations, definition for "Major Infrastructure Projects," and requirements for agencies to prepare a single environmental impact statement (EIS) and record of decision (ROD) for applicable projects, known as "One Federal Decision." The SO provides requirements to implement certain aspects of EO 13807 related to NEPA reviews. In addition, five Deputy Secretary's Memorandums (DSMs) were issued to further amplify streamlining

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practices for Department of the Interior bureaus. Together the SO and DSMs articulate requirements for page and timing limits for all EISs and Environmental Assessments (EAs), including those in progress and procedures to deviate from the requirements. In addition, there is a requirement to estimate the costs to develop and produce EIS documents. The Department Office of Environmental Policy and Compliance (OEPC) has developed a NEPA and Permit Tracking Database (NEPA Database) to be used by all bureaus to track accomplishment and timeframes of NEPA documents.

#### **B. NEPA Streamlining.**

- (1) There are numerous opportunities throughout the NEPA and other environmental review processes to identify and eliminate unnecessary processes and products, such as duplicative or excessive narratives; stand-alone scoping reports; extensive resource and impact analysis and discussion when not warranted; use of overly technical or verbose narrative; and surnaming and approvals through offices and individuals that do not have a clear role. NEPA practitioners will consider whether the practice or product is truly required by law, regulation, or policy, or otherwise adds value to the process. If it does not, consider changing or eliminating it to streamline. Information of high quality and professional integrity, including scientific integrity will be used for all resources analyzed.
- (2) Policy's Environmental Compliance Division (ECD) and Department Office of Solicitor (SOL) are available to advise and assist regions and offices. Policy's ECD provides overall Bureau of Reclamation-wide policy development and guidance for implementation of the SO and DSMs; serves as Reclamation's representative with OEPC at meetings discussing SO/DSMs implementation status and any new requirements; coordinates with the OEPC regarding the posting and management of NEPA Database entries, including giving access to employees within Reclamation to enter data; assists with planning, scheduling, and preparation of waiver requests, EA consultation documentation, briefing papers, slide decks, notices and materials for Review Team briefings; is a member of the Review Team and attends briefings.

- C. **Records.** Documentation of work performed, inspected, reviewed, rejected, or adjusted must be kept in conformance with the National Archives and Records Administration guidelines, Department Policy, Reclamation D&S and the Information Management Handbook. In addition, pursuant to requirements in the DSM entitled *Compiling Contemporaneous Decision Files* (April 27, 2018), Reclamation offices involved in the NEPA process shall incorporate compilation of a Decision File contemporaneously with development of Reclamation's decisions. See Appendix E for additional direction.

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2. **Applicability.** This TRMR is applicable to all employees involved in the planning, preparing, signing and implementing NEPA documents and related environmental compliance. The SO and DSMs also are applicable to those Solicitors involved in the review of EISs and EAs.
3. **Directives.** All Reclamation employees involved in the NEPA process will streamline NEPA reviews to the maximum extent possible to ensure cost and time savings, while producing NEPA compliant products. The SO and DSMs apply to all Reclamation EISs and EAs and allows for certain time limit variations for projects, including those covered under EO 13807.<sup>1</sup> All EISs and those EAs exceeding the page and time limitations stated in Section 4. D. (2) and (3) subject to SO 3355, for which Reclamation is the lead Federal agency shall be uploaded into the NEPA Database as described in Appendices F and H. All EISs, including those subject to FAST-41 or EO 13807, will be uploaded into the NEPA Database consistent with OEPC [Environmental Review Memorandum \(ERM\) 10-09](#).
4. **Implementation.**
  - A. **EISs.**
    - (1) **Page and Timing Requirements.** The following requirements are to be met while fulfilling the requirements of NEPA. Approval of the Deputy Secretary is required to produce an EIS exceeding the following:
      - (a) EISs will be under 150 pages or 300 pages for unusually complex projects, excluding appendices.
      - (b) Projects with Draft EIS (DEIS) published prior to April 27, 2018, are exempt from page count. Projects with DEISs in drafting phase as of April 27, 2018, but not yet published, are subject to page counts but a waiver may be considered if the DEIS has been widely circulated.
      - (c) EISs with a Notice of Intent (NOI) published after August 31, 2017, are required to have a ROD complete within 365 days of NOI publication date.
    - (2) **Contractor Prepared EISs.** When a Bureau is using a contractor to prepare an EIS, the SO page and time requirements shall be included and adhered to as a

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<sup>1</sup> This EO requires agencies to prepare an EIS for “Major Infrastructure” projects in 2 years from NOI to issuing the ROD. Projects that meet the definition of Major Infrastructure under EO 13807 or projects under FAST-41 or EO 13766 (Appendix C) are subject to the EO requirements (One Federal Decision and 2-year time limit from NOI to ROD).

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material term in each Department solicitation for a Statement of Work, and the subsequent contract for EIS preparation services.

- (3) **Unusually Complex Projects.** An EIS may be considered unusually complex based upon the action's circumstances and an EIS Project Team may seek a "timeliness" and/or "page count" waiver to address these circumstances.<sup>2</sup>
- (4) **Timeliness or Page Limit Waiver Requests.**
  - (a) The EIS Project Team will prepare a waiver request using the template provided in Appendix K, in coordination with the Regional Environmental Officer (REO). Waiver requests must describe how many pages and/or the completion date, the efforts already undertaken and planned to meet page and/or time limits and it must provide substantial justification explaining why the waiver is needed. Waiver requests must be concise, well-written, and properly justified. The waiver template requires the signature of both the regional director (RD) and Commissioner and should be appropriately coordinated in advance of the formal submittal.
  - (b) The REO will carefully review each waiver request to ensure it meets the standard in 4.A.(4)(a) above. The REO is encouraged to seek review of the draft from Policy's ECD.
  - (c) The REO will verify review of waiver by assigned Solicitor (when there is a legal issue or consideration) and coordinate the RD's approval of the waiver request. Once RD approval is complete, the REO will transmit to the regional liaison in the Commissioner's Office (with a copy to Policy's ECD Manager) with an email confirming assigned Solicitor concurrence (if needed) and RD approval of the waiver request.
  - (d) The regional liaison will transmit the waiver request to the Deputy Commissioner and Deputy Commissioner of Operations for approval prior to submission to Commissioner for approval.
  - (e) Upon receipt of response from the Deputy Secretary, the regional liaison will forward the response to the REO with a copy to Policy's ECD and others, as appropriate. The REO will coordinate with NEPA Database contacts to upload the approved or denied waiver.

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<sup>2</sup> See Appendix F (DSM on Additional Direction for Implementing SO 3355), under Waiver Guidance at 2.b. for a list of factors to be considered when determining whether an action rises to the level of unusually complex and merits a waiver.

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- (f) The REO will coordinate with the EIS Project Team to ensure the approved or denied waiver is included in the project record, including documentation of the action taken by the RD, Commissioner and Review Team (such as emails or other types of documentation).
  - (g) A waiver request must be submitted to the Commissioner's office as soon as the EIS Project Team identifies the expected need of the waiver. In most cases, a waiver must precede a Review Team briefing for DEIS or final EISs.
  - (h) Waiver requests must be submitted separately from Review Team notices or briefing requests/materials.
- (5) **Costs.** DEISs, Final EISs (FEIS), and Supplemental EISs (SEIS) shall display the estimated environmental review costs associated with developing and producing the EIS, to that point in the process, on the EIS cover page (see Appendix G).
- (a) The EIS Project Team shall make a good faith estimate of any past incurred environmental review costs; shall begin tracking environmental review costs once it is determined that it will prepare an EIS; and shall continue to track environmental costs related to the proposed action and associated environmental review.
  - (b) The EIS Project Team shall track the costs of their full-time equivalent's personnel hours, contractor costs, and other direct costs related to the proposed action and associated environmental reviews (Endangered Species Act or National Historic Preservation Act compliance). Do not include estimated costs incurred by cooperating agencies.
  - (c) Costs must be rounded to the nearest thousand-dollar figure and prominently displayed on the EIS cover page at the DEISs, FEIS, and SEIS stage.
  - (d) The project manager identified in the NEPA Database shall enter environmental review costs into the NEPA Database at each EIS stage. No later than 30 days after publication or issuance of the final agency decision the total estimated environmental review costs shall be uploaded into the NEPA Database.
- B. **EIS Clearance Procedures.** The DSM on NEPA Clearance procedures includes six NEPA milestones where bureaus obtain feedback and approvals from the Office of the Deputy Secretary. Appendix J provides a detailed summary of approval and filing procedures for each step of an EIS (pre-NOI/Initial Action Notice, NOI, pre-DEIS/DEIS development, DEIS, FEIS, and ROD). NEPA practitioners will adhere to the approvals, timelines and coordination for all steps before proceeding to the next

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stage of an EIS. Policy's ECD is available to provide further guidance, assistance, and answer any questions during each step and shall be copied on all submissions to the Commissioner's Office for the milestones below.

#### **C. Requirements and Procedures for Review Team Briefings.**

##### **(1) For all Milestones.**

- (a) First-line Senior Executive Service (SES) member with Line Authority over the proposed action bears ultimate responsibility for the EIS process, including coordination with SOL. Ultimately both must attest to having read the NEPA document in its entirety and support the release of the document for public review.
- (b) The EIS Project Team shall develop briefing materials and submit them through the RD in advance, as determined by D.C. leadership, to the Commissioner's Office and AS/WS (with a copy to Policy's ECD Manager) for review and comment prior to requesting a briefing be scheduled with the Office of the Deputy Secretary as described for each milestone below. The Commissioner's Office or the AS/WS may request a pre-briefing from the EIS Project Team and RD before the Review Team briefings. The EIS Project Team is encouraged to schedule briefings with the Deputy Secretary (in advance of the pre-brief with the Commissioner) through the Regional Liaison and the AS/WS Chief of Staff to reserve the spot on the calendar to ensure that project milestones are not delayed through scheduling.
- (c) The AS/WS Chief of Staff coordinates with the Office of Deputy Secretary on behalf of the EIS Project Team to schedule oral briefings and transmit briefing materials at least one calendar week prior to the briefing date at the DEIS development, DEIS and NOA Clearance, and FEIS stages.

##### **(2) Initial Action Notice/Pre-NOI (*Notice*).**

- (a) The EIS Project Team shall develop and submit briefing materials in advance to the Commissioner's Office and AS/WS (with a copy to Policy's ECD Manager) for review and comment. The 1-2 page notice is composed of:
  - (i) A description of proposed action.
  - (ii) The preliminary purpose and need.
  - (iii) Potential challenges to project completion.

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- (iv) Perspectives of Tribal, elected and appointed officials.
  - (v) Applicability of FAST-41 or One Federal Decision.
  - (vi) The estimated NOI Date.
  - (b) Upon determination to proceed with an EIS, AS/WS Chief of Staff on behalf of the EIS Project Team emails Notice to Review Team.
  - (c) The Review Team determines whether to respond or request an oral briefing, within 2 business days.
  - (d) If no objection, request for briefing, or request for additional information is made by the Review Team within 2 days, the SES member has the discretion to move forward with preparing the NOI.
- (3) **NOI.**
- (a) Once the draft NOI is prepared, the EIS Project Team shall develop and submit briefing materials in advance to the Commissioner's Office and AS/WS (with a copy to Policy's ECD Manager) for review and comment. The NOI package at a minimum will include the following:
    - (i) NOI text.
    - (ii) Slide presentation.
    - (iii) Briefing paper.
    - (iv) Maps.
    - (v) 1-2 page project description.
    - (vi) Draft Congressional notification letter (see Appendix L).
    - (vii) Draft Communications plan.
    - (viii) Draft Press Release.
  - (b) Upon approval, the AS/WS Chief of Staff emails the above materials to the Review Team.
  - (c) The Review Team shall provide comments or object to publication of NOI, within 3 days business days.

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- (d) If no objection, SES member approves the NOI and in coordination with Policy's Federal Register Liaison sends it to the Office of Executive Secretariat and Regulatory Affairs to publish the Federal Register Notice (see Appendix J for specific process).
  - (e) If there is an objection, the SES member must resolve it prior to approving the NOI.
- (4) **DEIS Development/Pre-DEIS.**
- (a) After scoping comment period closes during NOI stage, the EIS Project Team shall provide a briefing on the comments received and the plan for development of the DEIS to the Review Team.
  - (b) The EIS Project Team shall develop and submit, through their RD, briefing materials in advance to the Commissioner's Office and AS/WS (with a copy to Policy's ECD Manager) for review and comment. Once briefing materials are received, the Commissioner's Office or the AS/WS may request a pre-briefing from the EIS Project Team and RD before the Review Team meeting. The briefing package at a minimum will include the following:
    - (i) Briefing paper.
    - (ii) The planned development of the DEIS.
    - (iii) Any opportunities/challenges identified during scoping that will be present moving forward with the EIS process.
  - (c) Upon approval by the Commissioner's Office, the AS/WS Chief of Staff schedules an oral briefing at least 1 calendar week in advance of the briefing and emails the above materials to the Review Team.
  - (d) The Review Team then provides feedback during briefing and up to 5 business days thereafter.
  - (e) If there are no objections, the SES member will direct the continued development of the DEIS.
  - (f) If there is an objection, the SES member must resolve it prior to continued development of the DEIS.



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#### **(5) DEIS and Notice of Availability (NOA) Clearance.**

- (a) At completion of DEIS and approval by the Commissioner and AS/WS as described in 4.C.(1) above, the AS/WS Chief of Staff, on behalf of the EIS Project Team emails the briefing package to the Review Team. The briefing package at a minimum will include the following:
  - (i) Briefing paper.
  - (ii) An overview of proposed action.
  - (iii) Purpose and need.
  - (iv) Alternatives to the proposed action.
  - (v) An overview of salient environmental impacts and resource conflicts.
  - (vi) Significant opportunities and hurdles that exist in completing the project.
  - (vii) Address Secretary's priorities, resolution of resource conflicts, land-use restrictions, transportation or access limitations, elected official views, and inter-jurisdictional considerations.<sup>3</sup>
  - (viii) Draft Congressional notification letter.
  - (ix) Draft Communications plan.
  - (x) Draft Press Release.
  - (xi) Other documents, as appropriate (e.g., draft NOA, if required<sup>4</sup> or otherwise determined to be appropriate).
- (b) Upon approval by the Commissioner and AS/WS, the AS/WS Chief of Staff schedules oral briefing at least 1 calendar week in advance of briefing and emails the above materials to the Review Team.
- (c) The Review team provides feedback during the briefing and up to 10 business days after the briefing.

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<sup>3</sup> Include a draft NOA as part of briefing package if EIS Project Team intends to publish one. Coordination is required through Office of Executive Secretariat for Federal Register Publication.

<sup>4</sup> 40 CFR 1506.6 (2).

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- (d) If no objection from Review Team, SES member approves DEIS for publication.
  - (e) If there is an objection from Review Team, SES member will direct the EIS Project Team to resolve the issues identified by the review team before release for public comment.
- (6) **FEIS and NOA Clearance.**
- (a) After the DEIS comment period (no less than 45 days) and comments are analyzed, addressed and the draft FEIS complete, the EIS Project Team shall develop and submit through the Regional Director, a briefing package in advance of the scheduling of a review team meeting to the Commissioner's Office and AS/WS (with a copy to Policy's ECD Manager) for review and comment. Once briefing package is received, the Commissioner's Office or the AS/WS may request a pre-briefing from the EIS Project Team and RD before the Review Team meeting. The briefing package at a minimum will include the following:
    - (i) Briefing paper.
    - (ii) Draft FEIS.
    - (iii) Draft ROD.
    - (iv) Draft Congressional notification letter.
    - (v) Draft Communications plan.
    - (vi) Draft Press Release.
    - (vii) Other documents, as appropriate (e.g., NOA, if required).
  - (b) Upon approval, the AS/WS Chief of Staff schedules an oral briefing at least 1 calendar week in advance of the briefing and emails the above materials to the Review Team.
  - (c) The Review Team provides feedback during briefing and up to 5 business days after date of briefing.
  - (d) If there is no objection from Review Team, SES member approves the FEIS for publication.

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- (e) If there is an objection from the Review Team, SES member resolves the issue prior to release.
- (7) **ROD.**
- (a) After close of the FEIS waiting period (no less than 30 days) the EIS Project Team shall develop and submit through the RD, a briefing package to the Commissioner's Office and AS/WS Chief of Staff (with a copy to Policy's ECD Manager) for review and comment. Once briefing package is received, the Commissioner's Office or the AS/WS may request a briefing or additional information from the EIS Project Team and RD before sending the package to the broader Review Team. The AS/WS Chief of Staff emails the package to the Review Team. The package at a minimum will include the following:
    - (i) Briefing paper.
    - (ii) Discussion on any substantive issues for FEIS.
    - (iii) Final ROD.
    - (iv) Confirmation that ROD did not change or provide advisement of any outstanding issues to address to the Review Team seeking objections to Final ROD.
    - (v) Draft Communications plan.
    - (vi) Draft Press Release.
    - (vii) Draft Congressional notifications letter.
  - (b) The Review Team has 3 business days to inquire further or request oral a briefing.
  - (c) If there is no objection from the Review Team during three business day waiting period, SES member has discretion to sign and approve ROD and if applicable an NOA.
  - (d) If there is an objection from the Review Team, SES member resolves the issue prior to release.

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#### D. EAs. (See Appendix H).

- (1) An EA can be prepared in any format that is useful to facilitating planning, decision making, and informing the public. It is important for applicant-driven projects that complete application with all information be received before initiating the start of an EA. Reclamation's NEPA Handbook contains useful streamlining information.
- (2) EAs must be less than 75 pages (excluding appendices). EAs must conclude within 180 calendar days of the commencement date.
- (3) If a proposed action presents particular environmental challenges that make it unlikely for an EA to be completed in less than 75 pages or 180 days, the EA Project Team must consult with the SOL, Commissioner, and first-line SES member with line authority over the proposed action to determine the best course of action. See Appendix I for a Reclamation Template for documenting this consultation, which must be part of the Administrative Record.
- (4) The SES member with line authority bears the ultimate responsibility for each EA.
- (5) In accordance with the DSMs, an attorney in SOL, based either regionally or in Washington, DC, shall be incorporated into all new and existing EA Project Teams if the EA is expected to be controversial, complex, or is perceived to possess a greater-than-average risk of litigation. EA Project Teams, in coordination with the REO, shall present EAs that may meet this criterion to the SOL which will then determine whether an attorney needs to be assigned to the EA Project Team. The assigned attorney is responsible for ensuring that the EA is legally sufficient prior to the conclusion of the EA analysis.
- (6) When a Bureau is using a contractor to prepare an EA, the DSMs page and time limitations shall be included and adhered to as a material term in each Reclamation solicitation for a Statement of Work, and the subsequent contract for EA preparation services issued after the date of this Memorandum.
- (7) Some form of public notification and public involvement in the preparation of an EA is required, to the extent practicable. The Responsible Official has the discretion to determine how much and what kind of public involvement is most appropriate for an individual EA. Public meetings are not required for EAs and should only be considered for unusually complex and controversial projects.

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### 5. **Appendices.**

- A. **Appendix A.** SO 3355 (August 31, 2017) Streamlining National Environmental Policy Act (NEPA) Reviews.
- B. **Appendix B.** EO 13807 (August 15, 2017) Establishing Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure Projects.
- C. **Appendix C.** Executive Order (EO) 13766 (January 24, 2017) Expediting Environmental Reviews and Approvals for High Priority Infrastructure Projects.
- D. **Appendix D.** DSM entitled *NEPA Document Clearance Process* (April 27, 2018).
- E. **Appendix E.** DSM entitled *Compiling Contemporaneous Decision Files* (April 27, 2018).
- F. **Appendix F.** DSM entitled *Additional Direction for Implementing SO 3355* (April 27, 2018).
- G. **Appendix G.** DSM entitled *Reporting Costs Associated with Developing Environmental Impacts Statements* (July 23, 2018).
- H. **Appendix H.** DSM entitled *Additional Direction for Implementing Secretary's Order 3355 Regarding Environmental Assessments* (August 6, 2018).
- I. **Appendix I.** Template for Consultation Documentation on Time and/or Page Limit Exceedance for EAs.
- J. **Appendix J.** Reclamation EIS Approval and Filing Procedures.
- K. **Appendix K.** March 2019 Waiver Template.
- L. **Appendix L.** Congressional Notification Sample Letter.

### 6. **Definitions.** For purposes of this TRMR, the following definitions apply:

- A. **EIS Project Team.** Includes, but is not limited to Departmental NEPA Staff, SES member, project managers, subject matter experts, an attorney from the SOL, Regional Liaisons, contractors, planners, and others who work on the EIS at the field level.
- B. **Environmental Review Costs.** Includes personnel, contractors, or other direct costs associated with project authorization and NEPA compliance but does not include the estimated costs incurred by cooperating Agencies. Also includes the lead Agency's

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costs associated with complying with laws other than NEPA, such as the Endangered Species Act or the National Historic Preservation Act, that are necessary for the lead Agency to authorize the proposed action evaluated by the EIS.

- C. **Infrastructure Project.** A project to develop public or private physical asset designed to provide or support services to the general public within a defined sector (including but not limited to water resources, electricity transmission, and pipelines). See Appendix B.
- D. **Major Infrastructure Project.** An infrastructure project requiring multiple federal authorizations, for which an EIS will be prepared, and for which the project sponsor identifies the “reasonable availability of funds to complete the project.” See Appendix B.
- E. **Notice of Intent.** An NOI is a formal announcement of intent to prepare an EIS published in the Federal Register as described in CEQ NEPA regulations (40 CFR 1508.22).
- F. **One Federal Decision.** The approach established in E.O. 13807 and April 9, 2018, [Memorandum of Understanding Implementing One Federal Decision](#), where Federal agencies with a role in the environmental review and permitting process for a major infrastructure project are directed to develop an environmental review and authorization decision schedule for that project and a single Permitting Timetable for the necessary environmental review and authorization decisions, prepare a single EIS, sign a single ROD, and issue all necessary authorization decisions within 90 days of issuance of the ROD, subject to limited exceptions.
- G. **Permitting Timetable.** An environmental review and authorization schedule, or other equivalent schedule, for a project or group of projects that identifies milestones, including intermediate and final completion dates for action by each agency on any Federal environmental review or authorization required for a project or group of projects, that is prepared by the lead Federal agency in consultation with all cooperating and participating agencies.
- H. **Record of Decision.** At the time of its decision or, if appropriate, its recommendation to Congress, the concise public ROD prepared by the Federal agency (40 CFR 1505.2).
- I. **Regional Environmental Officer.** The regional staff position, designated by the RD, with the full responsibility to the RD for providing direction of the NEPA process including information, guidance, training, advice, consistency, quality, adequacy, oversight, and coordination on NEPA documents or matters.

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- J. **Responsible Official.** The Responsible Official is normally the lowest-level official who has overall responsibility for formulating, reviewing, or proposing an action or, alternatively, has been delegated the authority or responsibility to develop, approve, or adopt a proposal or action. For EISs, the Responsible Official is usually the RD, in accordance with [Reclamation Manual Delegations of Authority](#) Paragraph 4.F.(3)(a). The Responsible Official role is also consistent with that of the SES member, defined in the DSMs.
- K. **Review Team.** The Bureau and Departmental leadership team who review and approve EISs. This process is in lieu of the Departmental surnaming process, which is replaced by the NEPA Document Clearance Process (Appendix D). The Review Team is comprised of the Commissioner, RD, AS/WS, OEPC Director, Deputy SOL, Office of the Deputy Secretary, Department Chief of Staff or their designee, and Policy's ECD staff.

## 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: \_\_\_\_\_