

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 07/29/2027)

Subject:	Interim Reclamation Manual Release Procedures
Purpose:	This release temporarily replaces Reclamation Manual (RM) Directives and Standards (D&S) <i>Reclamation Manual Release Procedures</i> (RCD 03-01) for the purpose of providing a more efficient process for planning, developing, reviewing, approving, and revising RM releases that maintain consistency and transparency in developing internal Reclamation-wide requirements.
Authority:	381 Departmental Manual (DM) 1, Directives Management; 200 DM 1, Delegation of Authority; Secretarial Order 3446 - Cutting Red Tape and Reducing Consumer Costs at Reclamation Construction Projects
Approving Official:	Director, Mission Assurance and Protection Organization (MAPO)
Contact:	Reclamation Law Administration 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 containing 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>.

To respond to the need for a more efficient process given reduced staffing and changing priorities within Reclamation, this temporary release is established to replace RCD 03-01. Appendix F provides a comparison summary between this release and RCD 03-01.

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 and business practices.¹ It has limited applicability to discretionary guidance documents. See Paragraphs 7 and 8.B. of [RCD P03](#) for information regarding discretionary guidance.

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

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3. New Releases and All Revisions.

New RM releases being developed and all revisions to existing RM releases not classified as Administrative Revisions (Paragraph 4) must complete all requirements in this section.

A. Development.

If an originating office identifies the need to develop a new release or revise an existing release, complete the following steps:

(1) Development Team.

- (a) Identify and form a development team coordinating with the Reclamation Leadership Team (RLT) as necessary.
- (b) Include individuals on the development team from offices in Reclamation that will be affected by the RM release.
- (c) Collaborate with the development team to develop a comment-ready draft release before the 30-day RLT review.

(2) Content and Format.

The originating office must ensure that RM releases meet the requirements identified in RCD P03, this D&S, and Appendix B.

As part of internal directives management procedures, Reclamation points of contact drafting internal agency directives must follow the current Information Communication Technology (ICT) Standards and Guidelines (36 C.F.R. § 1194) to ensure documents are digitally accessible to individuals with disabilities. Software and electronic content, including web and non-web content, must conform to the applicable requirements in the current ICT Standards and Guidelines.

(3) Standard Headings.

Include the following headings in every RM release as described below.

(a) Subject.

Each RM release must include a title describing the subject matter being addressed.

(b) Purpose.

Each RM release must include a statement setting forth its:

- (i) purpose (explains what the release does),

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- (ii) need (explains why the release is needed), and
 - (iii) intended benefits (explains anticipated improvements in business practices with the implementation of release).
 - (c) **Authority.**
Each RM release must explicitly identify its underlying authority. See Appendix C for details regarding proper citation of authority.
 - (d) **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 more than one approving official jointly issues an RM release, list all approving officials and have each approve the release.
 - (e) **Contact.**
Each RM release must identify the office that developed it and include its organizational code. Contacts for Policy are at the RLT level (e.g., Mission Assurance and Protection Organization, 84-50000). Contacts for D&Ss are at the division level (e.g., Reclamation Law Administration Division, 84-55000).
- (4) **Standard Contents.**
Include the following paragraphs in every RM release as described below:
- (a) **Introduction.**
The first paragraph must be an introduction orienting the reader to its contents.
 - (b) **Applicability.**
The second paragraph must be an applicability statement identifying the Reclamation employees to whom the release applies. This paragraph may also include the scope of the release.
 - (c) **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.

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(d) **Requirements and Responsibilities.**

The third and subsequent paragraphs in D&S and the 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; instead, this title is used to explain the content of these paragraphs. During the development or revision of RM releases, originating offices must:

- (i) establish Reclamation-specific requirements, not restate higher-level requirements;
- (ii) identify RM releases that the release supersedes; and
- (iii) 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.

(e) **Definitions.**

The second-to-last paragraph must define terms used in the release to facilitate comprehension of its requirements. List the terms in alphabetical order for easy reference. All terms defined in the RM release must be used in the release.

(f) **Review Period.**

The last paragraph must identify how often, not to exceed four years, the originating office will review the release.

(5) **Records.**

- (a) Originating offices must manage and maintain all records, including documenting decisions made in the development of new releases and revisions to existing releases per RCD 05-01, Information Management.
- (b) The RM program will maintain a record of all review, publishing, deletion, and certification submittals per the Department Records Schedule.

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B. RLT Review – 30 days

- (1) Originating offices must request an RLT review by submitting a Data Tracking System (DTS) package with the records described in Paragraph 3.B.(2) below to the RM Manager, after being surnamed by the appropriate staff within the originating office, including a surname by the approving official. (DTS routing samples can be found on the RM SharePoint site). External reviews can be conducted concurrently with the 30-day RLT review (Paragraph 3.D.(2)).
- (2) The following documents must be entered into DTS:
 - (a) RM Review Request and Approval Form (Appendix E);
 - (b) draft release's tracked changes version (not required for new releases) that reflects all changes, or if the revisions are so extensive it makes the track changes version difficult to comprehend, include a detailed description on the RM Review Request and Approval Form (Appendix E) of the revisions made to the RM release and related appendices; and,
 - (c) draft release's clean version.
- (3) Once the approving official surnames in DTS, the originating office distributes the signed RM Review Request and Approval Form and the two versions (track changes and clean) by email using the distribution instructions included on the form.
- (4) RM Coordinators (RMCs) must ensure appropriate managers within their organization are provided the opportunity to review and comment on the draft RM release using the RM Review Tracker Application (Tracker), which is accessed through the RM SharePoint site.
- (5) Managers must forward the comment link e-mail they receive from the Tracker to the appropriate staff and must use the Tracker to approve the resulting comments.
- (6) Comments must be submitted in the Tracker² using the e-mailed comment link. Commenters must assign each comment a severity designation:

² Comments may be submitted to an originating office outside of the Tracker only when there are extenuating circumstances (e.g., the Tracker is unavailable), provided the comments are submitted through the appropriate RLT member.

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- (a) **Editorial.**
Changes to grammar, punctuation, style, RM formatting requirements, or other formatting requirements.
- (b) **Minor Comment.**
Recommended change that, if not incorporated, does not require consultation with the commenting office.
- (c) **Critical Comment.**
A significant change that if not fully incorporated, requires consultation with the commenting office. For revisions to existing RM releases, critical comments must pertain to a section of the release that is being revised. Also, critical comments must meet one of the following criteria:
 - (i) The comment must be in regard to a concern about new requirements or responsibilities or impacts to stakeholders.
 - (ii) The comment must describe a **direct and identifiable conflict** with one of the following:
 - (aa) noncompliance with higher level guidance or requirements,
 - (bb) Reclamation's mission,
 - (cc) the program area,
 - (dd) office operations, or
 - (ee) stakeholder relations
 - (ff) issues outside the revised sections when those issues are materially connected to the proposed revisions.
- (7) RMCs, with the assistance of a subject matter expert when appropriate, must review and consolidate their organization's comments in the Tracker, particularly critical comments, before submission to the originating office to ensure there are no duplicate comments, no conflicting comments from within their organization, and that the comments reflect the views of their organization's RLT member.
- (8) The originating office must use the Tracker to adjudicate all comments received (i.e., incorporate, not incorporate, partially incorporate). They must also make appropriate revisions to the RM release.

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- (a) The originating office must facilitate discussion with staff from commenting offices involved in the program related to the release, to resolve any conflicting critical comments or resolve any concerns they have with comment severity designation before determining the final disposition of comments. If necessary, the originating office will consult the approving official.
 - (i) **Revisions**
For revisions, if the critical comment will be fully incorporated or if through consultation the issue is fully resolved, the revision will be considered a Minor Revision, and no fatal flaw review or external review will be required. If the originating office cannot resolve the critical comment through incorporation or consultation, the revision will be considered a Major Revision and a fatal flaw review (Paragraph 3.C) and an external review (Paragraph 3.D) are required.
 - (ii) **New Releases**
For new releases, if the critical comment will be fully incorporated or if through consultation the issue is fully resolved, no fatal flaw review will be required. If the originating office cannot resolve the critical comment through incorporation or consultation, a fatal flaw review (Paragraph 3.C) is required. An external review (Paragraph 3.D) is always required for new releases.
- (b) When comment adjudication results in substantial changes to the content of the release, originating offices must collaborate with the development team (Paragraph 3.A(1)) to consider the effects of the changes.
- (c) When the originating office consults the approving official because the 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).

C. RLT Fatal Flaw Review of Critical Comments – 14 days

- (1) RM releases that received critical comments during the 30-day RLT review must be given a fatal flaw review if the comments remain critical following consultation between the originating office and the commenter. Fatal flaw reviews are not required for an RM Policy or D&S that did not receive critical

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comments during the 30-day RLT review, if the critical comment will be fully incorporated, or if through consultation the issue is fully resolved.

- (2) The following documents are added to the DTS record created in Paragraph 3.B.(1), surnamed through the originating office's appropriate staff, surnamed by the RM Manager, then surnamed by the approving official (DTS routing samples can be found on the RM SharePoint site):
 - (a) RM Review Request and Approval Form (Appendix E);
 - (b) draft release's tracked changes version that reflects changes based on comments received during the 30-day RLT review;
 - (c) draft release's clean version; and
 - (d) list of comments and their dispositions from the Tracker.
- (3) Once the approving official surnames the RM Review Request and Approval Form, the originating office emails the signed RM Review Request and Approval Form and the two versions (tracked changes and clean) to the distribution list included on the form.
- (4) The organizations that receive this distribution (in Paragraph 3.C(3)) follow the steps in Paragraphs 3.B(4) through 3.B(7).
- (5) The originating office follows the steps in Paragraph 3.B(8).

D. External Review – 30 days

- (1) An external review is required for revisions if there is at least one unresolved critical comment submitted during the 30-day RLT review that remains critical following consultation between the originating office and the commenter. An external review is always required for new releases.
- (2) The originating office can also determine prior to the 30-day RLT review that an external review should be conducted. When determining if an external review is needed, consider RM Policy *Public Involvement in Bureau of Reclamation Activities* (CMP P03). Originating offices may determine that an external review is prudent given one or more of the following reasons:
 - (a) stakeholder or public relations reasons, regardless of anticipated internal comments

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- (b) critical comments are anticipated during the 30-day RLT Review
- (c) proposed revisions add new requirements or responsibilities

If it is determined that an external review will not be conducted concurrently with the 30-day RLT Review, provide a justification on the RM Review Request and Approval Form (Append E). When it is determined that an external review will be conducted either for new releases or because of conditions described above, the external review and the 30-day RLT review will be conducted concurrently unless the originating office requests otherwise.

- (3) To request the RM Manager to post the draft RM release for the required 30-day external review to the RM website, add the documents below to the DTS action initiated in Paragraph 3.B.(1). The documents must be surnamed by the originating office's appropriate staff, surnamed by the RM Manager, then surnamed by the approving official. Include the following documents (DTS routing samples can be found on the RM SharePoint site):
 - (a) RM Review Request and Approval Form (Appendix E), which includes a purpose statement and an e-mail address of the point of contact to which the public will submit comments; and
 - (b) An electronic file in Microsoft Word of the new or revised draft RM release and appendices, if applicable.
- (4) After receiving the required documents, the RM Manager will post the new or revised draft RM release on the RM Internet site for external review.
- (5) 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.
- (6) Disposition of External Comments.
 - (a) The originating office must address all external comments and appropriately revise the RM release when necessary. The originating office must facilitate discussion with regional and area office staff when an external commenter is a stakeholder from that region/area before determining the final disposition of external comments. If necessary, the originating office will consult the approving official.

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- (b) When the originating office consults the approving official because the 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).
- (c) The originating office must address all external comments using the external comment disposition matrix (Appendix D) and make appropriate revisions to the RM release when necessary. See Paragraph 3.A.(5) for maintaining records on the disposition of external comments.
- (d) Originating offices must respond directly to the external commenter via e-mail to communicate final comment disposition using the language from the final external comment disposition matrix. The originating office must copy their approving official and RMC on this e-mail.
- (e) When external comments result in significant revisions to the RM release, the originating office must communicate these revisions to the RLT prior to approval.

E. Approval for Publication

(1) Approval.

To approve an RM release, the originating office must add to the DTS package created in Paragraph 3.B.(1) the following:

- (a) RM Review Request and Approval Form (Appendix E);
- (b) Microsoft Word version of final RM release and related appendices (clean version);
- (c) tracked changes version that reflects changes made as a result of the RLT fatal flaw and external fatal flaw reviews, if any, or, if no RLT fatal flaw or external fatal flaw reviews were required, submit tracked changes version that reflects changes made as a result of the RLT and external reviews; and
- (d) final consolidated comment disposition matrices.³

³The final consolidated matrices include comment disposition matrices (where applicable) from RLT review, RLT fatal flaw review, external review, and external fatal flaw review.

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(2) **DTS Routing.**

See the RM SharePoint site for DTS routing list samples.

At a minimum, the RM release must complete the following tasks in DTS depending on if it is a Policy or a D&S:

- (a) Policies must be surnamed by the originating office RLT Member and RM Manager.⁴ The RM Review Request and Approval Form (Appendix E) for Policies must be signed by the Reclamation-wide Human Resources (HR) Specialist (Employee Relations (ER)/Labor Relations (LR)) and the Commissioner or Deputy Commissioner.⁵
- (b) D&Ss must be surnamed by the originating office and RM Manager. The RM Review Request and Approval Form (Appendix E) for D&Ss must be signed by the Reclamation-wide HR Specialist (ER/LR) and the approving official.⁶

(3) **Finalize.**

The RM Manager will obtain the final files from the DTS package and complete the following actions:

- (a) produce final RM release,
- (b) assign RM release numbers and issue dates (the dates on which RM releases are signed by approving officials), and
- (c) 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 website, and
- (b) notify the originating office that the RM release is available on the RM website.

⁴RM Manager surname indicates requirements of RCD P03 and this D&S have been met.

⁵Actings 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).

⁶ If an RM release is jointly issued by more than one approving official, all approving officials will be listed on and approve the release. 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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4. Administrative Revision.

An administrative revision can be performed on an RM release to correct items such as hyperlinks, typos, grammar, format, organizational name changes. Administrative revisions can also include revisions based on higher-level requirement changes if there are no new requirements or responsibilities added beyond those of the higher-level requirements. No review period is required. Approving Officials must concur with administrative revisions. To conduct an administrative revision, notify the RM Manager of the requested administrative changes via email, and include the approving official for concurrence. The email request should include a tracked changes version of the administrative changes. The RM Manager will reissue the revised release.

5. Temporary Reclamation Manual Releases (TRMR).

A. New TRMR or TRMR Revision.

To develop a new TRMR or perform a Revision on an existing TRMR, follow the steps from Paragraph 3.A, 3.B, and 3.E with the following exception: in step 3.B, the RLT review period will be two weeks.

B. Renewing a TRMR.

To renew a TRMR with no revisions follow steps from Paragraph 3.E with the following exception: in step 3.E.(1) the only document required is the RM Review Request and Approval Form.

C. Converting or Incorporating a TRMR into a Permanent Release

(1) A TRMR that meets the following criteria can be converted or incorporated into a permanent release by completing the requirements in Section 3 with the following exception: in step 3.B, the RLT review period will be two weeks:

- (a) has been in effect for at least 1 year, and
- (b) there are no revisions being proposed.

(2) A TRMR that has been in effect for less than a year or has proposed revisions can be converted or incorporated into a permanent release by completing all the requirements of Section 3.

6. Deletions.

A. If an approving official determines an existing release is no longer needed, follow steps from Paragraph 3.B and 3.F(1)-(2) with the following exceptions:

(1) In step 3.B, the RLT review period will be two weeks.

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- (2) In step 3.B(2)(a) on the RM Review Request and Approval Form (Appendix E), include an explanation of why the release is being proposed for deletion.
- (3) In step 3.B(2)(b), no tracked changes version is needed.
- (4) In step 3.F(1)(c), no tracked changes version is needed. On the RM Review Request and Approval Form (Appendix E), include an explanation of why the release is being proposed for deletion.

B. The RM Manager will obtain the final files and complete the following actions:

- (1) Remove the release from the RM website.
- (2) Notify the originating office.

7. Certification Process.

Each RM release must be reviewed by the originating office at least once every four years to ensure it is current and the requirements respond to the needs of Reclamation and its stakeholders. The originating office will identify the appropriate review period in the last paragraph of each release. Originating offices will complete the certification process for the releases due for certification during the upcoming calendar year during the preparation for the Annual RM Planning Meeting as described in Paragraph 9.A.(2).

8. Annual Planning.

Each year, the RM Manager will schedule a meeting in November for approving officials to determine the prioritization of RM efforts for the calendar year.

A. Meeting Preparation.

At least one month in advance of the annual planning meeting, the RM Manager and originating offices will complete the following:

- (1) The RM Manager will provide approving officials and their RMCs with a report reflecting plans for new releases, revisions, deletions, and TRMRs 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 known RM efforts for the calendar year are reflected, and that target completion dates and target RLT review start dates, where applicable, are reported to the RM Manager before the annual planning meeting.
- (2) The RM Manager will provide the approving officials and their RMCs with a report reflecting releases due for certification in the upcoming calendar year.

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Originating offices must complete a review of these releases by ensuring 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, the hyperlinks in the document are current and working properly, and information such as mail codes and organizational references are accurate. The originating office will complete certification reviews before the annual planning meeting and report them to the RM Manager. The RM Manager will include a list of all RM release certifications in the annual RM Report (see Paragraph 8.B.(5)).

B. Annual Planning Meeting.

At least one week before the annual planning meeting, the RM Manager will provide approving officials and RMCs with an updated report for use at the meeting to accomplish the following:

(1) Prioritize Release Development.

Approving officials will strategize and prioritize the development of RM releases to focus efforts on the most critical needs and ensure a manageable workload for reviewing offices throughout the year.

(2) 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).

(3) Identify Duplicative Releases for Consolidation.

Approving officials will review existing and proposed releases to identify opportunities to consolidate releases (e.g., combining multiple D&S that address aspects of hazardous waste into one D&S or issuing one release to be used by several programs).

(4) 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.

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(5) **Report to the Reclamation Leadership Team.**

After each annual planning meeting, the RM Manager will prepare a report on the RM development efforts for the calendar year. The report will also include a list of all releases due for certification during the calendar year, along with their certification status as reported by originating offices during the preparation for the annual planning meeting. Approving officials will surname this report in DTS before finalization. The MAPO Director will provide the report to the RLT for discussion at the January RLT meeting. The RM Manager will post this report on the RM SharePoint site.

C. **Regular Updates.**

Throughout the year, originating offices must keep their approving officials and RMCs apprised of new RM efforts and proposed changes in prioritization. Changes to the prioritization set during the annual planning meeting will be discussed at the Denver Leadership Team's (DLT) first meeting of each month, and the Washington Office approving officials will be included as needed. The RM Manager will present an update on the progress made during the calendar year at these meetings and document any prioritization changes reported by approving officials. The RM Manager will keep a record of the changes to RM effort prioritization.

In preparation for the first DLT meeting of each month, the RM Manager will coordinate with RMCs to verify the progress made on RM prioritization work. When originating offices cannot accomplish target completion dates previously reported for the annual planning meeting, they will provide the RM Manager with a new target completion date before the first DLT meeting of each month.

9. **Appendices.**

A. **Appendix A.**

Interim Reclamation Manual Development Process Flow Chart

B. **Appendix B.**

Formatting Requirements

C. **Appendix C.**

Authority Citations

D. **Appendix D.**

External Comment Disposition Matrix

E. **Appendix E.**

Interim RM Review Request and Approval Form

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- F. **Appendix F**
Comparison with RCD 03-01

10. Definitions.

A. **Administrative Revision.**

A revision that does not affect the content of the release (such as, fixing hyperlinks, typos, grammar, format, organizational name changes, or revisions based on higher-level requirement changes if there are no new requirements or responsibilities added beyond those of the higher-level requirements) No review period is required.

B. **Approving Official.**

The Reclamation Senior Executive or Senior Level employee whose organization develops RM releases and who has been delegated authority to approve RM releases in Paragraph 4.Q.(2) of the RM [Delegations of Authority](#).

C. **Critical Comment**

A comment on an RLT review that recommends a significant change that if not fully incorporated, requires consultation with the commenting office. For revisions to existing RM releases, critical comments must pertain to a section of the release that is being revised. Also, critical comments must meet at least one of the following criteria:

- (1) The comment pertains to:
 - (a) concerns about new requirements,
 - (b) responsibilities or impacts to stakeholders, or
 - (c) conflicts that are materially connected to the proposed revisions.
- (2) The comment must describe a direct and identifiable conflict with one of the following:
 - (a) noncompliance with higher level guidance or requirements,
 - (b) consistency within an RM release or between RM releases,
 - (c) Reclamation's mission,
 - (d) the program area,
 - (e) office operations, or

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(f) stakeholder relations.

D. Development Team.

An advisory team formed by the originating office that the originating office coordinates with in developing and revising RM releases. The team comprises staff from offices across Reclamation affected by the RM release. A Development Team is only required for TRMRs, New Releases, and Revisions.

E. Discretionary Guidance.

For purposes of the RM, guidance explains requirements and provides optional guidance for implementation. Examples of discretionary guidance include handbooks, manuals, guidebooks, and other instructional materials. This definition does not apply to guidance issued by other organizations (e.g., the Department) that may use guidance and requirements interchangeably.

F. Fatal Flaw Review.

Review by the RLT of comment disposition matrices after the required RLT Review 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. An RLT Fatal Flaw Review is formally distributed to RLT members and conducted through the RM Review Tracker Application. Each RLT member has discretion to conduct the review as they see fit within their directorate, office or region.

G. Major Revision.

A revision to an RM that receives at least one unresolved critical comment during the initial 30-day RLT review requiring a fatal flaw review and an external review.
Minor Comment

H. Minor Comment

A comment on an RLT review that includes a recommended change that, if not incorporated, does not require consultation with the commenting office.

I. Minor Revision

A revision to an RM release that receives no unresolved critical comments during the initial 30-day RLT Review.

J. Originating Office.

An organization (e.g., directorate, office) that develops, authors, revises, and maintains an RM release. The originating office manages the development and revision process and decisions to prepare releases for approving officials.

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- K. **Program.**
An agency function (e.g., water contracting, accounting, resource management) through which Reclamation performs activities and provides services supporting its mission.
- L. **RLT Review**
An internal Reclamation-wide review period of RM releases. An RLT Review is formally distributed to RLT members and conducted through the RM Review Tracker Application. Each RLT member has discretion to conduct the review as they see fit within their directorate, office or region.
- M. **Reclamation Manual or RM.**
Reclamation's directives system that establishes internal Reclamation-wide requirements, assigns program responsibility, and establishes and documents required methods of doing business. It is divided into four components according to the four types of RM releases identified in Paragraph 11.L.(2). The RM references higher-level requirements but does not restate them.
- N. **Reclamation Manual Coordinator or RMC.**
Staff appointed by each RLT member to coordinate RM efforts for their organization.
- O. **Reclamation Manual Release.**
- (1) **An RM release is a written document:**
 - (a) stating one or more Reclamation-wide requirements,
 - (b) setting the framework and providing direction for management decisions,
 - (c) governing Reclamation actions, conduct, or procedures, and
 - (d) describing results to be achieved.
 - (2) **The four types of RM releases are:**
 - (a) [Delegations of Authority](#).
Delegations of Authority consist of Reclamation-wide re-delegations of the Commissioner's authority.

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- (b) [Policy](#).
Policy reflects the Commissioner's leadership philosophy and principles and defines the general framework for Reclamation's mission. Policy is structured to encourage innovation to accomplish implementation at the local level.
- (c) [Directives and Standards](#) or D&S.
D&S provide the level of detail necessary to ensure consistent application of Reclamation-wide requirements. D&S are structured to provide flexibility to local offices, allowing the unique aspects of each Reclamation-authorized project and program to be considered.
- (d) [Temporary Reclamation Manual Releases](#) or TRMR.
TRMRs have the full force of permanent Policy or D&S. They are used to accelerate the release of Policy and D&S or make temporary changes in requirements and do not require the same level of review as a permanent release. TRMRs will be incorporated permanently into the RM within one year,⁷ extended, or allowed to expire.

P. Reclamation Manual Review Tracker Application or Tracker.

An internal site that is used to distribute reviews, and collect, approve, and consolidate comments.

Q. Reclamation Manual SharePoint Site.

An internal site that includes guidance and tools on the RM development process.

R. Revision.

Any change to the content of a release that does not meet the definition of Administrative Revision. This could include introducing new requirements or responsibilities with possible effects to multiple regions or directorates, clarifications to the intent of the release, adjustments to requirement timeframes, relaxing of requirements, changes based on revised higher-level requirements etc.

11. Review Period.

The originating office will review this release every four years.

⁷To incorporate a TRMR as a permanent release, the release will undergo the process described in Section 3 New Releases and Major Revisions of this document.