

Reclamation Manual

Policy

Subject:	Working with Water and/or Power Contractors During Formulation of Operation and Maintenance Programs and Providing Quality Service to Contractors During Current Year Program Activities
Purpose:	Establishes a Bureau of Reclamation (Reclamation)-wide policy that provides all water and/or power contractors, who share in project operation and maintenance (O&M) costs, the opportunity to participate in annual O&M Program formulation processes which impact them directly. This Policy reaffirms Reclamation's commitment to provide quality service to all contractors during current year O&M Program activities.
Authority:	The Reclamation Act (Act of June 17, 1902, ch. 1093, 32 Stat. 388)
Approving Official:	Commissioner
Contact:	Asset Management Division (86-67200)

1. **Introduction.** Reclamation believes that efforts to deliver quality services in the most efficient and economical manner will be enhanced by working in partnership with our contractors to develop, review, and understand the O&M Program.
2. **Applicability.** This Policy applies to Reclamation staff involved in the O&M of Reclamation facilities.
3. **Policy.** Reclamation is implementing policy that, while final O&M Program development and management decisions will remain with Reclamation, all contractors who share in project O&M costs will be actively provided the opportunity to fully participate in the development and formulation of the O&M Program. It is also Reclamation policy to provide contractors with quality service during current year O&M Program activities. The Commissioner is responsible for establishing Reclamation-wide O&M Program policy and related activities. The assigned Regional Director is responsible for ensuring compliance with O&M Program policy and related activities.
4. **Implementation.**
 - A. **Working with Water and Power Contractors During O&M Program Formulation.** Reclamation staff will:
 - (1) Ensure all contractors are contacted, at a minimum, annually to determine their desire to participate in Reclamation's O&M Program formulation for those parts of projects or facilities where O&M responsibilities and/or costs are shared with Reclamation. This could be accomplished through normal billing processes to minimize workloads.

Reclamation Manual

Policy

- (2) Provide all interested contractors the opportunity to work with Reclamation to discuss, develop, and review priorities, scheduled work, and related cost estimates for O&M activities for those parts of projects or facilities in which the contractors share the O&M responsibility with Reclamation or pay a portion of the O&M cost.
- (3) Provide interested contractors the opportunity, within a mutually agreeable timeframe (typically a minimum of 15 working days), to review and comment on scheduled work and preliminary cost estimates for the coming year. Responses to comments will be provided to all contractors who submitted comments within the agreed-upon review period.
- (4) Notify interested contractors of any significant changes (e.g., increases of 10% or another mutually agreed-upon percentage) in the applicable timetable of scheduled work or final program formulation.
- (5) Review program information with interested contractors, after Congress receives the President's budget, to provide an understanding of Reclamation's proposed share of program activities.

B. Providing Quality Service to Contractors During Current Year O&M Program. Reclamation staff will:

- (1) Provide current year O&M costs, on a mutually agreeable schedule, to ensure contractors are kept informed of any anticipated shortfalls or excesses in expenses that impact them directly.
- (2) Ensure that all costs and charges billed to contractors are presented in a clear and understandable manner. Reclamation will be prepared to explain all costs and charges to our contractors.

C. Non-disclosure and Communications. Reclamation staff will:

- (1) Adhere to Executive Branch guidelines on nondisclosure of embargoed budget materials after the Budget Review Committee's regional meetings and until the President's budget goes to Congress. Customers will be made aware of this governmental directive.
- (2) Communicate to contractors that, due to factors beyond Reclamation's control, the timeframes and review processes may be shortened in order to be responsive to Congress, the Office of Management and Budget, or the Department of the Interior. When possible, Reclamation will make every effort to minimize any adverse impacts to contractors associated with the O&M Program due to forces outside Reclamation's control.

Reclamation Manual

Policy

5. **Definitions.** For purposes of this Policy, the following definitions apply:
- A. **Contractor.** A water and/or power user organization (customer) that has an active repayment or water/power service contract with Reclamation, a federal power marketing agency, or a non-federal operating entity and pays or shares in the O&M Program costs for operating and maintaining federal projects or facilities managed by Reclamation.
 - B. **O&M Program.** Annual O&M activities planned and accomplished by Reclamation personnel or by others under contract with Reclamation to ensure the structural integrity, operational reliability, environmental compliance, and continued longevity of Reclamation projects or facilities.
6. **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: _____