

# Reclamation Manual

## Directives and Standards

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### Basin Study Checklist

The Suggested Basin Study Checklist provided below is intended to be used as a management tool by study managers/regional coordinators. It should be modified as necessary to fit each individual study.

Basin Study Name: \_\_\_\_\_

Memorandum of Agreement with study partner(s), Plan of Study, Communications and Outreach Plan, and Technical Sufficiency Review Plan approved by POLICY and signed and dated;

Study fact sheet sent to POLICY, date sent \_\_\_\_\_;

Prepare basin study Web site \_\_\_\_\_ (alert POLICY of the Web address);

Semi-Annual report preparations:

First Study Year -

\_\_\_\_\_ 1<sup>st</sup> report, date sent \_\_\_\_\_  
\_\_\_\_\_ 2<sup>nd</sup> report, date sent \_\_\_\_\_

Second Study Year -

\_\_\_\_\_ 1<sup>st</sup> report, date sent \_\_\_\_\_  
\_\_\_\_\_ 2<sup>nd</sup> report, date sent \_\_\_\_\_

Third Study Year -

\_\_\_\_\_ 1<sup>st</sup> report, date sent \_\_\_\_\_  
\_\_\_\_\_ 2<sup>nd</sup> report, date sent \_\_\_\_\_

Cross-Check Point: Do you need to request a study extension? If so, coordinate with POLICY and get your regional director's office engaged:

\_\_\_\_\_ Letter from regional director sent to POLICY

End of Study Check:

[60 days out]

\_\_\_\_\_ Data compilation complete  
\_\_\_\_\_ Stats and facts complete  
\_\_\_\_\_ Technical Sufficiency Review complete  
\_\_\_\_\_ Pictures and graphs finalized  
(Note: Use only pictures you have permission to use.)  
\_\_\_\_\_ Technical writer review complete

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[45-days out]

\_\_\_\_\_ Informal Policy Office review, 30 day review period

\_\_\_\_\_ Draft press release with Policy Office and Denver Public  
Affairs

Upon completion of POLICY review, brief regional director and prepare transmittal memo \_  
\_\_\_\_\_

Regional director memorandum sent to Director, Policy and Administration \_\_\_\_\_

Coordinate with POLICY for Commissioner's Office briefing \_\_\_\_\_

Coordinate with POLICY and Denver Public Affairs Office for final press release \_\_\_\_

Apprise your regional public affairs office and Denver Public Affairs Office if you  
get any media inquiries.

Notes: