

Appendix D RSHS Process Management Framework

1. Overview

Appendix D, the Reclamation Safety and Health Standards (RSHS) Process Management Framework (Framework), memorializes processes for oversight, development, maintenance, and systems management of the bureau's comprehensive safety and occupational health requirements. The Framework provides instructions that direct RSHS management within a governance structure championing professional safety and occupational health subject matter expertise, organizational strategy and perspective, accountability, and informed decision making.

RSHS provides bureau-wide structure and baseline expectations designed to mitigate risk across the totality of Reclamation's work by its employees and contractors. Reclamation's Mission and Assurance Protection Organization (MAPO) Directorate, Preparedness Division, Safety and Occupational Health Office, leads, develops, promulgates, and provides reasonable assurance of effective internal control for the bureau's safety and occupational health program. Reclamation Leadership Team members responsible for the planning and accomplishment of work may establish and enforce more restrictive safety requirements above and beyond those established in RSHS, but never less than or counter to RSHS requirements, to further the demonstration of effective internal control and to promote safer work environments.

MAPO manages RSHS via a permanent deviation approved in accordance with requirements established in Reclamation Manual, Directive and Standard *Request for Deviation from a Reclamation Manual Requirement and Approval or Disapproval of the Request* (RCD 03-03). This Framework offers transparency about how Reclamation honors the purpose of deviations to practice and effectuate meaningful safety and occupational health requirements.

2. Background

The Framework and current version of RSHS reflect decades of safety and occupational health requirements management (i.e., policy development and management), lessons learned, and enhancement in the field of safety, wellbeing, and resilience. Developed to provide Reclamation-specific requirements heavily aligned to construction activities, RSHS evolved to promulgate requirements established by the Department of the Interior (DOI) as codified in Departmental Manual Part 485 and the Federal Occupational Safety and Health Administration.

In Fiscal Year 2023, Reclamation organized a safety and occupational health initiative team to evaluate RSHS' comprehensive systems management processes, decision making models, and lessons learned across decades of iterative policy management, specifically those garnered during the 2019-2022 comprehensive RSHS update project. The Framework reflects that team's work and recommendations to develop, maintain, implement, and manage RSHS requirements

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within a unique governance structure that ensures Reclamation's safety and occupational health requirements serve the vision of the bureau's core value of safety.

3. Governance

a. Concept of Operations

The Reclamation Safety Standards Board (RSSB) governs the Framework. The RSSB promotes risk-informed decision making and organizational perspective to focus safety and occupational health standards across the wide array of Reclamation's diverse and critical mission activities in consideration of all employees and work performed.

The RSSB likewise tempers policy management practices and ensures the development of appropriate requirements for those subject matters that meet thresholds. Further, the RSSB balances organizational structure and autonomy relative to safety and wellbeing, prioritizing these in consideration of the totality of work and livelihood of humans, rather than any organizational alignments, delineations, or individual wants. RSSB ensures the RSHS content reflects objective and consistent requirements, not best practices more reflective of personal preference or desire.

Permanent staff and rotating team members with a vested and recurring interest in an effective RSHS compose the RSSB. With delegated authority to issue requirements and responsibility for safety and occupational health program oversight, MAPO Directorate staff serve voting and non-voting RSSB permanent member roles. With end-user impact and organizational perspective, rotating staff representing each region, select Operations Denver organizations, and affected communities of practice fulfill most RSSB positions (all voting members).

b. RSSB Membership

RSSB members serve 1-year terms, except for three MAPO positions that ensure continuity of knowledge and execution of RSSB decisions. The MAPO Director serves as executive sponsor given the position's authority to issue safety and occupational health requirements. The Preparedness Division Manager serves as RSSB chair, ensuring execution of and compliance with the Framework and to facilitate RSSB meetings and decision implementation. The executive sponsor and RSSB chair are ex officio, non-voting members. The Chief, Safety and Occupational Health Office (SOHO), has day-to-day operational oversight and execution duties as described in the Content Management Responsibilities section of this Appendix D. The SOHO Chief is a voting member.

Voting members include:

- Regional Deputy Director,
- Reclamation Safety Council member,
- Area Office Safety Professional,

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- Regional Non-Safety and Occupational Health Supervisor,
- Regional Non-Safety and Occupational Health Non-Supervisor,
- Operations Denver Organization with Safety Tie-In representative,
- Affected Community of Practice representative, and
- Reclamation's DOI Safety Council representative (i.e., SOHO Chief).

See Table 1 for roles, voting status, and rotation schedule.

Role	Voting	FY 24	FY 25	FY 26	FY 27	FY 28
Deputy Regional Director	Yes	CGB	CPN	LCB	MB- ARGT G	UCB
Reclamation Safety Council (Regional Safety Manager)	Yes	CPN	LCB	MB- ARGTG	UCB	CGB
Area Office Safety Professional (Occupational Series 0018 or 0690)	Yes	LCB	MB- ARGTG	UCB	CGB	CPN
Regional Non-Safety and Occupational Health Supervisor	Yes	MB- ARGTG	UCB	CGB	CPN	LCB
Regional Non-Safety and Occupational Health Non- Supervisor	Yes	UCB	CGB	CPN	LCB	MB- ARGTG
Denver Operations Program Manager with SOH Tie-In (GS-14 or 15)	Yes	TSC	PRO	DSI	TSC	PRO
Affected Community of Practice (Chair or Vice Chair)	Yes	RDCCT	Other or RDCCT	RDCCT	Other or RDCC T	RDCCT
DOI Safety Council Member (Reclamation Representative)	Yes	SOHO Chief	SOHO Chief	SOHO Chief	SOHO Chief	SOHO Chief

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Role	Voting	FY 24	FY 25	FY 26	FY 27	FY 28
RSSB Chair	No	PREP Division Manager	PREP Division Manager	PREP Division Manager	PREP Division Manager	PREP Division Manager
Executive Sponsor	No	P+P Director	P+P Director	P+P Director	P+P Director	P+P Director

Table 1 – RSSB membership. Note that the Chief, Safety and Occupational Health Office, is Reclamation’s permanent representative to the DOI Safety Council. Note that the RDCCT Chair or Vice Chair will fulfill the Affected Community of Practice role in years when other affected communities opt not to serve on the RSSB.

c. RSSB Expectations

The RSSB generally meets once per term in person with one or more virtual meetings to prepare for the annual meeting and to address emergency-need threshold requests. Members unable to attend the annual meeting and/or fulfill obligations will resign their appointment or be removed by the Deputy Commissioner, Policy, Administration, and Budget, who serves as Reclamation’s Designated Agency Safety and Health Official (DASHO). The DASHO will appoint a qualified replacement from within the member’s area of consideration (e.g., in the case of a vacant Reclamation Safety Council representative member, the DASHO will appoint another regional safety manager to carry out the remaining term). Such appointments do not impact subsequent rotation schedules (i.e., organizational rotations will not be modified even when an appointment results in the same organization holding the same member role the following term).

When vacant, the DASHO may appoint an employee with commensurate authority who is temporarily occupying a permanent member role, for which there only exists one incumbent, through to the selection and onboarding of a permanent incumbent:

- Director, MAPO,
- Manager, Preparedness Division, and
- Chief, Safety and Occupational Health Office.

RSSB members otherwise are not authorized to delegate RSSB roles and responsibilities to actors nor proxy role authorities to others. Each RSSB member is responsible for their fully burdened labor, travel, per diem, and any other costs associated with their RSSB responsibilities. Reclamation Leadership Team members commit to funding and designation of required work time for members to fulfill RSSB duties.

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d. Meeting Structure

The RSSB chair leads the annual meeting using the following agenda:

- Call to Order
- Roll Call
- Reports
 - Chair's Report on Accomplishment of RSSB Prior Term and Outstanding Action Items
 - Safety and Occupational Health Office Chief's Report on Organizational Lessons Learned and Advancements in the Profession of Safety and Occupational Health
- Staff Presentation on RSHS Status and Actions Requested of the RSSB to Fulfill the RSHS Process Management Framework
 - Content Management Activities
 - Maintenance of Existing Content
 - Recission of Existing Content
 - Development of New Content
 - Process Management Framework Activities
- Deliberations of Staff Presentations
- Decisions and Actions
 - Content Management
 - Process Management Framework
 - Other
- After Action Review
- Adjournment

The RSSB chair leads all other meetings using the following standing agenda:

- Call to Order
- Roll Call
- Reports
- Old Business
- New Business
- Adjournment

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e. Meeting Quorum

RSSB defines a quorum as 6 (six) of 8 (eight) voting members present. The RSSB chair must affirm a quorum to call a meeting to order, accept a motion, conduct a vote, and to adjourn.

f. Voting Procedures

Any RSSB member can motion the chair. All motions require a second by a voting RSSB member. The RSSB chair must affirm the presence of a quorum to open and close a meeting and to initiate voting, including to accept a report (as reported or as modified by the RSSB), open and close discussion, and to hold a vote.

Each voting member may cast only 1 (one) vote in any called vote. No voting member may proxy their vote to another voting or non-voting member. There is no anonymous voting. Voting members may cast their 1 (one) vote as:

- Yea (i.e., in favor of the motion),
- Nay (i.e., not in favor of the motion), or
- Abstention (i.e., neither in favor nor not in favor of the motion).

Motions require a majority of voting members present to vote “Yea” to pass. Majority is defined as 50% of voting members present plus 1 voting member.

4. Content Management Responsibilities

a. Program Staff

The Reclamation Safety and Occupational Health Office (SOHO) manages RSHS development, maintenance, and oversight. The SOHO Chief leads a team of professional safety subject matter experts and program managers responsible for policy development and maintenance. The SOHO Chief assigns each RSHS section’s content management responsibilities to a specific SOHO team member (some RSHS sections may have more than one staff member assigned to content management duties, however, each section has only one primary/lead) for any content over which SOHO has subject matter expertise and/or delegated authority.

The SOHO Chief appoints a Staff Framework Coordinator to carryout Framework logistical, planning, and administrative responsibilities best aligned to the program office. The Staff Framework Coordinator:

- Trains and mentors RSHS Section Content Management Leads on Framework requirements.
- Develops and maintains SOHO standard operating procedures, templates, plans, and resources that implement Framework requirements.
- Liaises with non-SOHO content owners to provide written notification and guidance on Framework requirements.

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- Manages annual and emergency publication and distribution processes.
- Leads the quadrennial and informed content management processes.
- Transmits final production documents to DOI Office of Safety and Health for posting to DOI resources (e.g., DOI Safety and Health app, references found on the DOI website) and to the Preparedness Division SharePoint Governance Team for posting to Reclamation resources.

b. Community of Practice Executive Sponsors

Executive sponsors of affected communities of practice with content ownership assign content management responsibilities to a specific community of practice team member. The Staff Framework Coordinator liaises with the applicable executive sponsor and provides written notice to the entity's executive sponsor and chair when Framework requirements direct the affected community of practice's involvement and/or action. The affected community of practice is thereafter responsible to comply with all Framework requirements.

c. RSHS Section Content Management Leads

RSHS Section Content Management Leads perform project management tasks to meet quadrennial review and informed content management requirements. RSHS Section Content Management Leads:

- Carryout Framework responsibilities to manage RSHS sections relative to quadrennial review and informed content management requirements and timelines.
- Analyze subject matter for appropriateness, adequacy, alignment to higher-level authorities, scope, effect, and organizational value.
- Recommend, recruit, and lead RSHS content project teams to create, maintain, revise, and/or rescind RSHS products.
- Author draft and/or final RSHS content and/or identify and guide authors of RSHS content for which the lead is not the primary author.
- Adhere to and promote to project team members expectations to comply with Plain Language requirements, the mandatory use of the assigned MAPO editorial function to assure compliance with all RSHS writing, presentation, and formatting requirements.
- Lead and/or coordinate through to completion any communications and outreach activities associated with assigned RSHS content.

5. Quadrennial Review Procedures and Criteria

The RSSB ensures each RSHS section remains accurate and applicable no less than once every five years (i.e., quadrennial review) through the review and analysis of approximately 20% of the RSHS every year. In compliance with RSHS Content Management assignments, content owners conduct review and analysis to identify findings and submit recommendations to RSSB. Quadrennial review and analysis include, at minimum:

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- Comparison of existing requirements to higher-level authorities,
- Severity of potential revisions to establish and maintain a safe and compliant work environment,
- Opportunities to revise content based upon lessons learned since the last revision,
- Review and comment of the Regional Safety Managers, SOHO Chief, and/or affected communities of practice concerning inaccuracies, deficiencies, and/or clarifications required to improve compliance, use, and/or consistency among end users,
- Team members, perspectives, and/or subject matter expertise required to revise content, and
- Timeline and any other resource(s) required to revise content.

The Staff Framework Coordinator provides RSHS Section Content Management Leads standardized forms/documents to report and submit work (i.e., review, analysis, findings, and recommendation).

a. Recission of Existing Content Criteria

When existing content no longer meets Reclamation’s need for bureau-specific requirements, section content management leads will analyze, in addition to quadrennial review criteria:

- Reason(s) for proposed recission,
- Direct and indirect impacts of recission to safe work performance,
- Effect on existing and/or proposed RSHS content or any other Reclamation requirement(s),
- Risk and cost considerations for recission or an alternate option (i.e., revise, format, maintain), and
- Specific action(s) required to effectuate a recission (e.g., notification, communication, education, training, publishing).

b. Development of New Content Criteria

When new content can improve, clarify, reinforce, and effectuate a safe working environment, because such content does not exist in the appropriate policy-oriented document, section content management leads will analyze, in addition to quadrennial review criteria:

- Existing content that could be considered to meet the requirement,
- Considerations and impacts of changes, direct and indirect, that may affect existing content via the creation of new RSHS content, and
- Any other factor that subject matter experts and/or decision makers should consider relative to new content creation.

c. Review and Analysis Findings and Recommendations

Section content management leads submit review and analysis outcomes (i.e., findings) and one of two recommendation options for RSSB consideration:

- Action recommended
 - Format (i.e., no change to existing requirements, but editorial, formatting, or reference change(s) required),
 - Revise (i.e., revision(s) will change existing requirement(s) and/or the content will be different after action(s) completed),
 - Develop (i.e., create new content), or
 - Rescind (i.e., section deletion).
- Action not recommended
 - Maintain (i.e., existing content sufficient to comply with requirements and guide compliant and safe working environments/conditions), and
 - Insufficient criteria/threshold(s) not met (i.e., review and analysis findings do not support requested action(s)).

6. Informed Content Management Outside of Quadrennial Review

The RSSB affords three pathways to manage and maintain RSHS content outside of quadrennial review. Three entities offer pathways to recommend out-of-sequence action:

- SOHO (i.e., program office),
- Reclamation Safety Council (i.e., team composed of the SOHO Chief, each Regional Safety Manager, and the Denver Office Safety Manager), and
- RSSB voting member (i.e., any of the 8 RSSB voting members as identified in the Governance section of this Framework).

Each entity/pathway develops and maintains its own practice(s) (e.g., email, intake form, meeting with point of contact) to receive, adjudicate, and respond to requests for RSHS content management outside of quadrennial review. Request delineations ensure reduction of duplication and accountability:

- SOHO manages all directives, assignments, and requests from:
 - higher-level authorities (e.g., Commissioner, Secretary),
 - entities holding authority or delivering recommendations (e.g., DOI Office of Safety and Health, OSHA, DOI Office of Inspector General) that necessitate Reclamation take a specified action that affects RSHS content, and
 - any other means by which a bureau-level program office receives and acts on authorities and responsibilities delegated and/or assigned to it (e.g., internal control, correction action plan mitigation effort, receipt of employee complaint for which SOHO has a responsibility to act).

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- Reclamation Safety Council members receive and act on requests from employees and organizations specific to their regional organization.
 - Regional Safety Managers receive and act on requests from within their employing region in alignment to requirements established by regional management.
 - The Denver Office Safety Manager receives and acts on requests from Denver and Washington Office Directors in alignment to processes established and maintained by the SOHO.
- RSSB members receive and act on requests from affected communities of practice (e.g., Reclamation Design and Development Coordination Team, Reclamation Rope Access Board) not aligned to an organizational entity identified in a position description or delegation of authority.

Each entity/pathway informs its decision to act (i.e., conduct review and analysis) relative to criteria it establishes and publishes to its requestors. When the entity/pathway accepts a request for RSHS informed content management outside of quadrennial review, the entity/pathway must complete the review and analysis in accordance with the same requirements established for quadrennial review. The entity/pathway itself is responsible for the review and analysis (i.e., SOHO staff do not complete the review and analysis for the Reclamation Safety Council or RSSB) and subsequent procedures to present to RSSB for consideration.

Entities/pathways whose review and analysis results meet emergency-need thresholds criteria submit their completed work and associated recommendation to the Staff Framework Coordinator for affirmation of threshold review and RSSB notification and meeting processes. When requests do not meet emergency-need threshold, they will be considered during the annual RSSB meeting that considers and approves content for scheduled action.

7. Emergency Need Thresholds

While the Framework intends to manage, temper, and control consistent policy maintenance practices, situations materialize that necessitate emergent and/or immediate changes to Reclamation's safety and occupational health requirements. The following criteria constitutes emergency-need thresholds for the immediate and unobstructed application of Framework processes to achieve and/or maintain a safe work environment:

- Directive from a higher-level authority to institute policy change(s) relative to a change in higher-level law, rule, regulation, mandate, and/or policy bounded by an implementation deadline.

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- Directive from an investigative authority and/or court of law authorized to issue and enforce findings, recommendations, judgment, penalties, remediations, and/or like actions bounded by an implementation deadline.
- Request from the Commissioner, Deputy Commissioner, Deputy Commissioner for Policy, Administration, and Budget, or Deputy Commissioner for Operations upon the written request of a Reclamation Leadership Team member (the permanent senior executive or senior level position) to revise, develop, and/or rescind RSHS content because the continued requirement(s) identified within the specific RSHS content pose an unacceptable risk to achieve and/or maintain a safe and/or compliant work environment.
- An incident (as defined in/by the/a/an Emergency Management; Security and Law Enforcement; Project Planning and Facility Operations, Maintenance, and Rehabilitation; and/or Land Management and Development policy or directive and standard) whose immediate and emergency-designated response requires the revision, development, and/or rescission of RSHS content because of an immediate and unmitigable risk to achieve and/or maintain a safe and/or compliant work environment.
- Instructions from the Designated Agency Safety and Health Official to affect some aspect of RSHS content to ensure compliance with and/or presence of a compliant and/or safe work environment.

The Staff Framework Coordinator reviews all requests for application(s) of emergency-need thresholds. The Staff Framework Coordinator delivers the results of review to the RSSB executive sponsor for decision and subsequent action(s).

8. Revision, Development, and Recission Content Management Practices

When the RSSB accepts a recommendation to act (i.e., format, revise, develop, or rescind), RSHS Section Content Management Leads must follow requirements that ensure consistency, quality, and value-added work toward the maintenance of an effective RSHS. Revision and development actions require collaborative, team-based efforts to produce quality content that meets Reclamation-wide needs.

a. RSHS Section Content Management Leads

When revising and developing RSHS content, RSHS Section Content Management Leads must:

- Establish content teams with minimum membership of:
 - the RSHS Section Content Management Lead,
 - one Reclamation Safety Council member (but not the SOHO Chief), and
 - one non-SOHO subject matter expert, technical expert, or Reclamation employee with relevant knowledge, experience, and/or perspective reasonable to constitute an

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- informed perspective as to the impact and consequences of the content to the compliant and safe perform of Reclamation work,
- Author and/or identify, assign, and consolidate the work of a lead author for draft and final content,
 - Submit all draft and final content for editorial services required of all written content ultimately managed under the authority of the Director, MAPO, via the MAPO assigned writer-editor,
 - Distribute all draft content for 30-day review and comment to:
 - each Reclamation Safety Council member:
 - Regional Safety Managers,
 - Denver Office Safety Manager, and
 - SOHO Chief,
 - executive sponsors and chairs of affected community of practice identified in the RSSB review and analysis phase, and
 - any other organizational entity identified in the review and analysis phase as having a vested interest and/or definable impact,
 - Review for comment adjudication:
 - no more than one consolidated and deconflicted comment matrix from each Regional Safety Manager,
 - no more than one organized comment matrix from the Denver Office Safety Manager that organizes comments by Denver and Washington organization and demonstrates deconfliction of comments within each Denver and Washington organization,
 - no more than one comment matrix from each affected community of practice and/or other entity identified in the RSSB review and analysis phase as having a vested interest and/or definable impact (comments that are obvious replications of comments submitted via Regional Safety Managers or the Denver Office Safety Manager will be ignored),
 - Establish a consensus metric that defines content team agreement on comment adjudication,
 - Involve content team members in the adjudication of comments,
 - Provide a written response to all comments within a consolidated, master comment matrix for retention and posting to the SharePoint Preparedness Portal,
 - Develop the content outreach plan when identified as a necessary or required component during the review and analysis phase,

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- Submit the final document package (as defined in SOHO developed and managed documents) to the Staff Framework Coordinator for review, approval, and publication process activities,
- Oversee completion and accomplishment of content outreach plan requirements, and
- Perform any other tasks as assigned by the RSSB relative to RSHS content management and/or requirements as defined in SOHO procedural documents that implement Framework requirements.

When formatting or rescinding RSHS content, RSHS Section Content Management Leads must:

- Establish a content team when required or reasonably necessary based on findings identified in the RSSB review and analysis phase,
- Develop the content outreach plan,
- Oversee completion and accomplishment of content outreach plan requirements,
- Submit the final document package (as defined in SOHO developed and managed documents) to the Staff Framework Coordinator for review, approval, and publication process activities.

b. Regional Safety Managers and Denver Office Safety Managers

Regional Safety Managers and the Denver Office Safety Manager perform critical roles to ensure RSHS content reflects organizational needs that promote compliant and safe work environments, regardless the location, type, or purpose of work accomplished. When revising and developing RSHS content, Regional Safety Managers and the Denver Office Safety Manager must:

- Serve on content teams or coordinate among the Reclamation Safety Council to identify and secure representation when requested to do so by the RSHS Section Content Management Lead,
- Receive and disseminate draft content to appropriate and/or effected entities within the assigned scope (e.g., region, directorate) to collect objective comments,
- Deconflict comments from across the affected scope:
 - Regional Safety Managers – deconflict any regional comments, regardless the level of organizations and follow instructions of regional management to affirm submission of regional comments,
 - Denver Office Safety Manager – deconflict any comments within any single Denver or Washington organization at the senior executive level (e.g., Chief Engineer's Organization, MAPO Directorate) and submit one consolidated matrix that captures each organization's comments as distinct and separate,
- Deliver comments no later than the assigned deadline via the format/system required in the notice of opportunity to provide comments,

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- Instruct organizations and/or entities within their scope/extent of representation on Framework requirements, and
- Perform any other tasks as assigned by the RSSB relative to RSHS content management and/or requirements as defined in SOHO procedural documents that implement Framework requirements.

9. Content Outreach Plans

RSHS Section Content Management Leads ensure the preparation and accomplishment of content outreach plans for all content determined to meet the requirements for outreach, education, training, and/or structured rollout. Content outreach plans include information and strategy to promote recognition/awareness, understanding, and adoption of content. Content outreach plans include, at minimum:

- Impacted organizations, entities, employees, and lines/types of work,
- Strategies to prepare, deliver, and assess the effect of information delivery and compliant application of content requirements,
- Communication medium(s) (e.g., memoranda, training, on-site instruction), timelines, and entities involved in communication content development and delivery, and
- Cost analysis (e.g., fully burdened labor, travel, materials) and funding sources to facilitate outreach efforts, and
- Roles and responsibilities for, at minimum:
 - Designated Agency Safety and Health Official,
 - Director, Mission Assurance and Protection Organization,
 - Affected Reclamation Leadership Team members,
 - Manager, Preparedness Division,
 - Chief, SOHO,
 - Content team members,
 - Reclamation Safety Council,
 - Impacted safety professionals,
 - Management officials,
 - Employees, and
 - Any other content-specific affected entity.

RSHS Section Content Management Leads must use SOHO developed and maintained content outreach plan templates to propose, prepare, and communicate outreach deliverables.

10. Publication and Distribution

The RSSB publishes the RSHS once per calendar year, with a planned target effective and release date of June 1 of the current year. The SOHO, via the Staff Framework Coordinator

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manages publication and distribution processes, both directly and via services acquired from MAPO Directorate editorial functions, Reclamation publication management functions, and/or contracted resources.

SOHO develops and manages RSHS first and foremost as a digital product. SOHO posts approved RSHS content to 2 locations:

- Internal – Reclamation Preparedness Portal (<https://doimspp.sharepoint.com/sites/bor-84-preparedness>)
- External – Reclamation website (<https://www.usbr.gov/safety>)

SOHO establishes, documents, and manages processes that define annual data calls for hardcopy printing and distribution. Unless directly funded via annual appropriations to do so, SOHO provides each Regional Safety Manager and the Denver Office Safety Manager production and delivery costs as part of the annual data call to inform recipients of expected costs and to collect funding commitments and accounting strings at the time of request.

SOHO prepares and publishes, under the signature of the Designated Agency Safety and Health Official, an all-employee distribution memorandum that communicates annual updates by section and any other significant change to the RSHS no later than the date of the current year's publication and release.

When emergency-need threshold(s) dictate(s) a replacement of annually published content prior to the annual publication date, SOHO provides each entity that received a printed annual edition with the revised content and instructions to destroy replaced content with the revised content. SOHO prepares and publishes, under the signature of the Designated Agency Safety and Health Official, an all-employee distribution memorandum that communicates the off-cycle content release commensurate with its posting to internal and external online repositories.