

# 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 Chief Engineer's Office (Program Coordinator) and signed and dated;

Study fact sheet sent to Chief Engineer's Office, date

sent \_\_\_\_\_;

Prepare basin study website, alert Chief Engineers Office (Program Coordinator) of the website address;

Semi-Annual report preparations:

\_\_\_\_\_ Year One, 1<sup>st</sup> Report Sent

\_\_\_\_\_ Year One, 2<sup>nd</sup> Report Sent

\_\_\_\_\_ Year Two, 1<sup>st</sup> Report Sent

\_\_\_\_\_ Year Two, 2<sup>nd</sup> Report Sent

\_\_\_\_\_ Year Three, 1<sup>st</sup> Report Sent

\_\_\_\_\_ Year Three, 2<sup>nd</sup> Report Sent

\_\_\_\_\_ Year Four, 1<sup>st</sup> Report Sent

\_\_\_\_\_ Year Four, 2<sup>nd</sup> Report Sent

\_\_\_\_\_ Year Five, 1<sup>st</sup> Report Sent

\_\_\_\_\_ Year Five, 2<sup>nd</sup> Report Sent

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Cross-Check Point: Do you need to request a study extension? If so, coordinate with Chief Engineer's Office (Program Coordinator) and get your Director's engaged:

\_\_\_\_\_ Letter from Director sent to Chief Engineer

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

[45-days out]

\_\_\_\_\_ Informal Policy Office review, 30 day review period  
\_\_\_\_\_ Draft press release with Chief Engineer's Office and Denver  
Public Affairs

Upon completion of Chief Engineer review, brief the Director and prepare transmittal memo.

Director memorandum sent to Chief Engineer.

Coordinate with Chief Engineer's Office (Program Coordinator) for Commissioner's Office briefing.

Coordinate with Chief Engineer's Office (Program Coordinator) 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: