

INSTRUCTIONS FOR DIRECTOR'S MEMOS/REPORTS

JULY 2022

These templates are meant to cover most cases requiring a Director's Memo or Report. Substantive deviations to the template format and language, to include any additions and deletions, should first be coordinated with the OWPR Team Leads. The purpose of these templates is to aid in drafting these documents, but final review, substance, and approval of the language used in the document still lies with Headquarters.

Text in **BLACK** is standard template language that should not be changed without coordination.

Text in **RED** indicates input is required to describe your specific project.

Text in **BLUE** is example text and should be replaced with project specific details.

If text is not applicable, do not include it.

Use Arial 12 Pt in accordance with AR 25-50.

Use Black Letterhead.

Spacing at the top of the memo: 2sp after the office symbol/2sp Memorandum line/2sp after the Subject line.

Confirm correct bullet numbering.

Ensure any acronym is spelled out the first time it is used.

The word "federal" should be lower case unless it is part of a title.

The terms "environmental assessment" and "environmental impact statement" are in lower case. If they are used more than once in the memo, use the appropriate acronym.

Leave 4 lines between the last sentence of the memo and the DCW's name for the signature.

Name in signature block is all uppercase letters.

Paste the authority from the law into the Authority section without altering the words. Do not interpret the authority, that is, do not use your own words to state what you think is covered by the authority

Templates have not been checked for proper AR formatting, memos and reports developed using these templates will still need admin review for formatting.

Templates for Director's Memos and Director's Reports

Template 1: Director's Memo – non-Water Reallocation

Use when we are transmitting a report (other than Water Reallocation) to the ASA(CW) for review, concurrence, and budget support, that does not require additional Congressional authorization. This is generally required when we have a project authorized by Congress without a previously approved decision document and/or implementation of the project first requires a determination by the Secretary.

Template 2: Director's Memo – Water Reallocation Report – Impacts to Flood Risk Management Benefits

Use when we are transmitting a Water Reallocation Report to the ASA(CW) for their approval. Approval is needed if the reallocation will negatively impact flood risk management benefits. Template is not appropriate for use if the Reallocation will require Congressional Authorization.

Template 3: Director's Memo – Water Reallocation Report, No Impacts to Flood Risk Management Benefits.

Use when we are transmitting a Water Reallocation Report to the ASA(CW) for their information. This memo is used for reallocation reports where the reallocation does not impact flood risk management benefits, and thus approval from the ASA(CW) is not required. Template is not appropriate for use if the Reallocation will require Congressional Authorization.

Template 4: Director's Report – 902 Increase

Use when an increase to a project's Section 902 limit is required.

Director's Report – Other. If a Director's Report is needed for a purpose other than a Section 902 limit increase, first coordinate with the OWPR team leads.