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Appendix A
RPM CHANGE REQUEST FORM

Directions: To file a request for a change in the RPM, complete applicable portions of this form. Complete a separate form for each section for which a change is requested.

Save completed form as a Word document and send as an E-mail attachment to
ORA RPM Updates

Questions? Contact OE/Division of Compliance Policy – 240-632-6860.

HQ Use Only

Change Request No._____   Date ___/___/___

RPM Section _____(Chapter/Section, Exhibit, etc.)

Originator _____District/HQ_____

Phone_____

Reason for Change Request (Describe in Detail)

Recommended Solution (If known)   **Priority** - Urgent / High / Routine

Attachments: Yes or No (electronic attachments only)
(If attachments are being provided, please describe purpose)

(For HQ use only)

Change Request No._____   Date ___/___/___

Assigned To _____   Priority - Urgent / High/ Routine

Recommended Action:

Proposed Text (if applicable):

Concurred: _____   Date ___/___/___
                Director, Division of Compliance Policy

Comment: