

Reclamation Manual

Directives and Standards

Following is an example of a transfer concurrence memorandum:

To: Commissioner
Attention: D-5500

From: Area Manager

Subject: Transfer of XYZ Facility from Construction Status to Reclamation O&M Status
(or to O&M Status by ABC Irrigation District) – Division (if appropriate) –
Project, State

In accordance with Reclamation Manual FAC 01-05, the Regional Director and I have concurred in the transfer of XYZ Facility from construction status to Reclamation O&M status (or to O&M status by ABC Irrigation District), effective (date). The official transfer inspection was conducted on (date), and a copy of the official inspection report with concurrence signatures is attached for your information.

Attachment

cc: Regional and area office codes needing to be aware of transfer
Director, Technical Service Center
Attention: D-8470; principal designer; Technical Service Center personnel who participated in
inspection (w/attachment to each)