

Reclamation Manual

Directives and Standards

TRANSFER TO PLANT IN SERVICE

REMARKS: In order to improve the process for transferring completed construction work to other structures and facilities in a timely manner and to ensure coordination and documentation of the date for such transfers, please complete your portion and route to the next office.

I. Description.

PROJECT NUMBER _____ PROJECT NAME _____

PROGRAM/FEATURE NUMBER _____

PROGRAM/FEATURE DESCRIPTION _____

II. Status.

This program or feature is substantially complete as of _____.

Program Signature _____ Date _____

Title _____

Administration Signature _____ Date _____

Title _____

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(Continued)

III. Follow-up Notification of Transfer to Completed Plant.

Please sign below to indicate that you have been notified of the transfer and will take the necessary actions related to completed plant.

ROUTING SLIP FOR FOLLOW-UP NOTIFICATION OF TRANSFER (as applicable):

TO	SIGNATURE	MAIL CODE	DATE
Regional Repayment Office	_____	_____	_____
Regional Economist	_____	_____	_____
Regional Realty (Lands) Office	_____	_____	_____
Regional Engineer	_____	_____	_____
Real Property Inventory System	_____	_____	_____
Regional Financial Mgmt. Office (last)	_____	_____	_____
