

Reclamation Manual

Directives and Standards

Sample Memorandum Approving Minor Revisions

The following is a sample transmittal memorandum approving minor revisions to a Reclamation Manual release. The highlights indicate information that must be customized for each release.

Mail code

RIM-5.00

MEMORANDUM

To: Director, Policy and Program Services
Attention: 84-52000 (Rizzi)

From: Approving Official
Title

Subject: Approval of Minor Revision to Reclamation Manual (RM) Policy/Directive and Standard

Today I have authorized minor revisions to RM Policy/Directive and Standard, *Subject of Reclamation Manual Release, XXX P## / XXX ##-##* (RM Release No. ###).

Must include a description of minor change.

My authorization is consistent with the requirements of Paragraph 7.C. of RM Directive and Standard, *Reclamation Manual (RM) Release Procedures*, RCD 03-01. Please insert the attached edited and approved version into the RM.

Attachment

Copies of memorandum and attachments to be sent at the discretion of author.