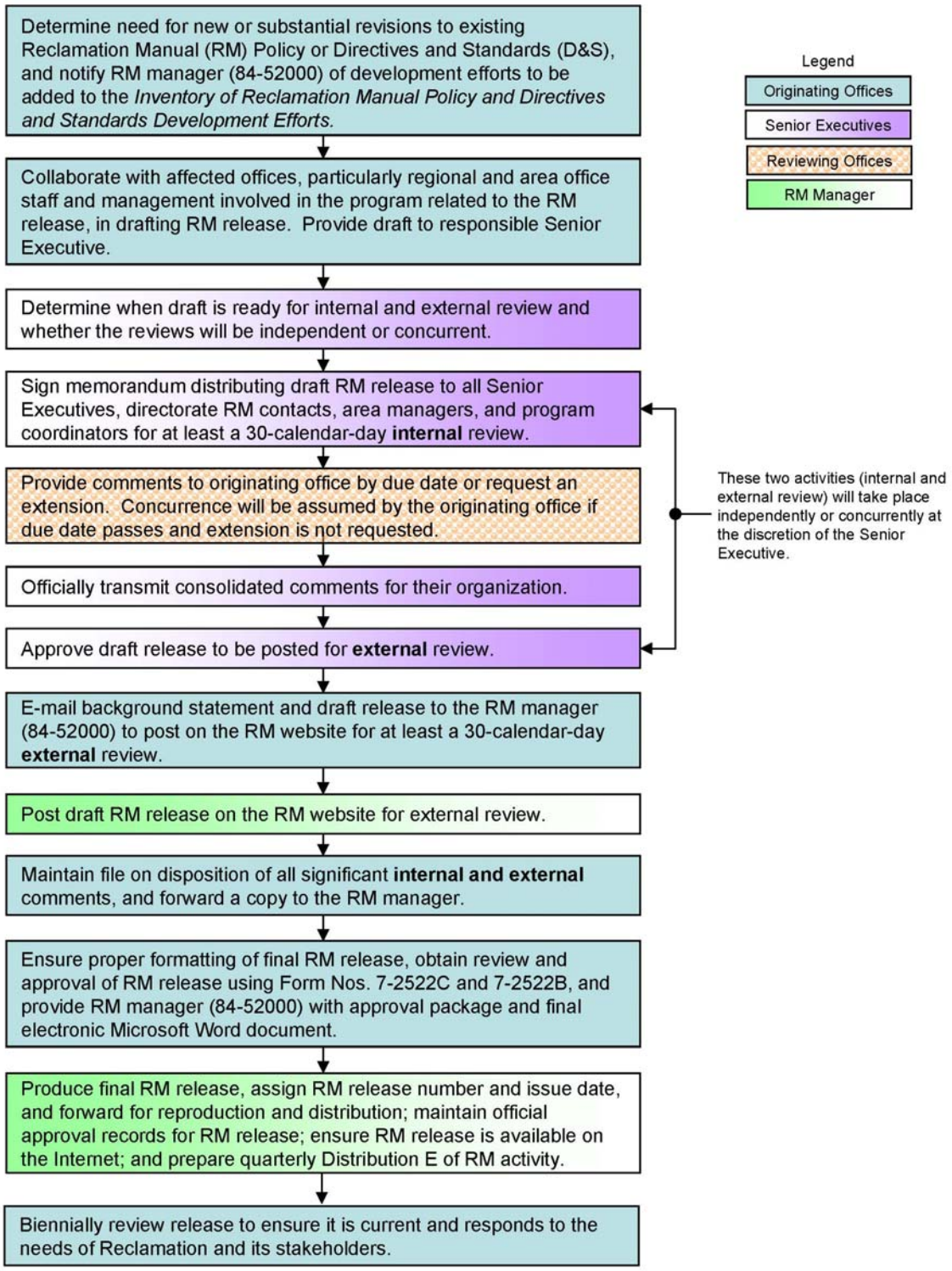Process for Originating, Reviewing, and Issuing a Reclamation Manual Release