

Reclamation Manual

Directives and Standards

Sample Memorandum Requesting Internal Review and Comment

The following is a sample transmittal memorandum providing a draft Reclamation Manual release for review and comment. The highlights indicate information that must be customized for each release.

Mail code
RIM-5.00

MEMORANDUM

To: Reclamation Leadership Team

From: Senior Executive for your organization

Subject: Request for Review and Comment on Draft Reclamation Manual Policy/Directive and Standard, Subject of Reclamation Manual Document

The purpose of this memorandum is to request your review and comment on the subject Reclamation Manual Policy/Directive and Standard (attached). Reclamation is developing this release because (provide a description of why Reclamation is issuing this Policy or Directive and Standard.)

This release was developed in coordination with (identify staff and office involved in the development of the release).

NOTE: If this is a revision to an existing Reclamation Manual release, a statement must be included in this memorandum describing the substantive changes made to the release.

To facilitate the distribution of this request, copies have been provided to the directorate Reclamation Manual contacts, area managers, and specific program contacts. However, your organization's consolidated comments must be submitted under the directorate's signature to name within 30 calendar days of the date of this memorandum. If your comments are provided in hard copy, we would appreciate an electronic version of your comments sent to name at e-mail address.

If you have any questions regarding the substance of this draft Policy/Directive and Standard, please contact name at phone number.

Attachment

Copies of memorandum and attachments must be sent to the following:

Program Contacts

96-43000 (Ives), 84-27700 (Sen), 84-41000 (Anderson), 84-52000 (Lyons, SRizzi), PN-6600 (Stokesberry), PN-6605 (Fralish), MP-3710 (Welch), LC-7016 (Majewski), UC-115 (Lawler), UC-401 (Baker), UC-413 (Kelleher), GP-1150 (LPetersen) **(These are the directorate Reclamation Manual contacts who have been identified by their Senior Executive to: (1) ensure that draft Reclamation Manual releases are disseminated in a timely manner to the appropriate offices for review and comment, (2) consolidate organizational comments for signature, and (3) serve as a contact for follow-up questions.)**

Area Managers

Originating offices should verify that the contacts listed above are current by contacting the Reclamation Manual manager (84-52000).