

# Reclamation Manual

## Directives and Standards

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### Sample Memorandum Requesting Internal Review and Comment

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

Mail code

3.1.3

VIA ELECTRONIC MAIL ONLY

#### 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* (Series Number: e.g., RCD 03-01) **(Due 45 Calendar Days From the Date of This Memorandum)**

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 and/or a copy of the release with all **substantive changes shown in track changes**.

To facilitate the distribution of this request, copies have been provided to the directorate Reclamation Manual contacts and labor relations officers (LROs). With the exception of the Pacific Northwest Region, copies are also being provided to area managers and specific program contacts. However, your organization's consolidated comments must be submitted under the directorate's signature to **name** **within 45 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**.

Each LRO is responsible for determining if the release impacts bargaining unit employees, forwarding the release determined to affect employees to the relevant unions for comment, and

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submitting consolidated comments pertaining to impacts on bargaining unit employees to the acting Reclamation LRO, Ms. Jolene Haines, at [sha-dro-hrlrrmcomments@usbr.gov](mailto:sha-dro-hrlrrmcomments@usbr.gov). **Negative responses are required.** Ms. Haines will consolidate and submit comments on behalf of all LROs.

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 (at the discretion of the originating office) NOTE: At the request of the PN Region, do not add additional contacts from PN to this memorandum.**
- **RLT Executive Assistants**
- Labor Relations Officers  
84-52200 (HMurphy, CSmith), 84-58000 (CDurrett, JHaines)  
PN-1420 (AViscusi), PN-1438 (KPeterson), MP-500 (TAblerle), LC-5200 (JOlsen),  
LC-5220 (MCastaneda), UC-520 (SEgan), UC-524 (BTurner),  
GP-1250 (TKlawikowski, LPointer)
- RM Contacts  
94-31200 (DBurrell), 94-43000 (MDuchesne)  
08-1000 (SWiench), 84-21130 (DHutchison), 84-27400 (HMorrow),  
84-41000 (SHirabayashi), 84-52000 (GKunkel-Shields),  
84-52100 (NMinarchick, SRizzi, SSwanson), 86-50000 (CJohnson),  
86-68010 (CYoung), 86-71000 (JMorris)  
PN-1001 (LSwanson), PN-1020 (JCarrington), MP-100 (FMorales),  
LC-1005 (MBernardo, LC-7016 (KMajewski), UC-101 (LHutchinson),  
UC-2000 (SWiser), GP-1000 (TCurrid)  
(These are the directorate Reclamation Manual contacts who have been identified by their Senior Executive to: (1) ensure 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 NOTE: At the request of the PN Region, do not add PN area managers to this memorandum.**

**Originating offices must verify the contacts listed above are current by contacting the Reclamation Manual manager (84-52100).**

Revised 12/02//2016